



EDUCATION COUNCILS

2019-2021



Member Guide with Reference Documents

Welcome!

You and your council members collectively will work to support 1.1 million students and their families across all five boroughs.

- ✓ Each Community Education Council (CEC) serves the students of its district
- ✓ Citywide Council on High Schools (CCHS) serves approximately 320,000 students
- ✓ Citywide Council on Special Education (CCSE) serves approximately 223,000 students
- ✓ Citywide Council on English Language Learners (CCELL) serves approximately 147,000 students
- ✓ Citywide Council for District 75 (CCD75) serves approximately 12,000 students

We want to hear from you!

If you have any questions or feedback about this manual, please contact your FACE liaison.





Dear Citywide and Community Education Council Members!

Congratulations and welcome to your Community and Citywide Education Councils! We are excited to work in partnership with you during your term to ensure the academic success of all of our students, while keeping our families informed, engaged, and empowered.

We are excited to share this newly revised resource guide as a rich and helpful tool for you and your fellow council members to use during your term. This manual will provide you with a variety of resources, including the laws and regulations that govern the Education Councils and guidance to help you be an effective and efficient council.

During my regular visits to schools, my various meetings with parent groups, and one-on-one connections I have throughout our big, beautiful city, I continue to learn a tremendous amount from our parents and students. You are our critical partner and help us ensure that the New York City public schools are thriving and serving ALL students and their families.

My commitment is that EVERY child, in EVERY classroom, in EVERY New York City public school, will receive an education that is rigorous, inspiring, engaging, safe, and nurturing. That is true regardless of zip code or background, race or religion, disability or gender, or language spoken at home—or any other dimension of who our children are.

We celebrate their diversity, and are working every day to ensure each one gets the support they need to thrive at every step of their educational journey. THIS is our Children's Agenda. Together we can make this commitment a reality.

We are dedicated to strengthening our collaborative partnership with all of our Community and Citywide Education Councils. Thank you for your service. We look forward to supporting you through your term and appreciate all you do for our children.

In unity,

A handwritten signature in black ink, appearing to read 'Richard A. Carranza'.

Richard A. Carranza
Chancellor

Contents

Education Council Overview 5

What are Education Councils?	6
Parent Leadership Structures	6
Parent and Community Leadership Map	8
Education Council Membership	9
Education Council Consortium.....	10

Education Council Responsibilities 11

Responsibilities for All Education Councils.....	12
Responsibilities of Community Education Councils.....	13

Effective Council Meetings 15

Meeting Preparation.....	16
Meeting Management.....	16
President/Meeting Chair Responsibilities.....	16
Basics of Parliamentary Procedure	16
Voting.....	18
Meeting Minutes	18
Types of Meetings	18

Managing the Administrative Assistant 19

Hiring.....	20
Job Duties	20
Training and Supervision.....	21
Translation and Interpretation Services.....	21

Finances 23

Budget Overview.....	24
Operating Expenses.....	25
The P-Card.....	25
Member Reimbursements.....	25
Finance FAQs.....	27

Working with the District Planning Team 29

Elementary and Middle School Rezoning/Unzoning	30
Changes in School Utilization.....	30
New York City School Districts Map.....	32

Laws and Regulations Applicable to Education Councils 33

NYS Education Law Art 52-A	36
Chancellor's Regulations D-140-170.....	54
Open Meetings Law and FOIL	71
Ethics and Conflicts of Interest.....	80
Council Bylaws and Robert's Rules	82

Reference Documents 83

Month-by-Month Planning Guide.....	84
Language Services for Education Councils.....	87
DOE Central Organizational Chart	88
DOE Contacts for CCECs	89

Templates and Forms 95

School Visit Report Form	96
Superintendent Evaluation Form	97
Motions and Voting Record Template.....	106
Bylaws Template.....	107
Individual Performance Report Form.....	118
Member Reimbursement Request Form	119
Childcare Expense Log	120

A young boy with curly hair is sitting at a table, looking down at an open book. A woman with glasses is leaning over him, pointing at the text in the book. The background shows a classroom setting with a whiteboard and other educational materials. The entire image has a green tint.

Education Council Overview

What are Education Councils?

Education Councils are part of New York City’s school governance structure. In 2002, the New York State legislature gave control of New York City schools to the mayor. The law replaced the Board of Education with the Panel for Educational Policy (PEP) and the local school boards with 32 Community Education Councils (CECs), with the addition of four Citywide Councils. Collectively, the CECs and Citywide Councils are called the Education Councils.

There is a Community Education Council (CEC) for every community school district.

There are also four Citywide Councils:

1. Citywide Council on High Schools (CCHS)
2. Citywide Council on Special Education (CCSE)
3. Citywide Council on English Language Learners (CCELL)
4. Citywide Council for D75 (CCD75)

All New York City Education Councils are elected every two years (in odd years) according to rules set by New York State Education Law. All members serve a two-year term that begins on July 1 of the election year. Parents of public, non-charter school students vote for the parent members.

Parent Leadership Structures

In New York City schools, parent leadership opportunities exist at the school, district, borough, and citywide levels. Below is a summary of the leadership structures at each level.

Citywide Leadership

Panel for Educational Policy (PEP)

- ✓ Approve budgets, contracts, school co-locations, closings, and re-sitings; approve Chancellor’s Regulations
- ✓ 13 members
 - Eight appointed by mayor, including two parents
 - Five parents appointed by the borough presidents

Chancellor’s Parent Advisory Council (CPAC)

- ✓ Advise the chancellor; support District and Borough Presidents’ Councils
- ✓ Includes president of each District and Borough Presidents’ Council (or their designees)— 38 total members

Education Council Consortium (ECC)

- ✓ Address issues and collaborate with DOE to help shape, advise, provide feedback, and comment on educational policies, visions, and goals
- ✓ Any currently serving member of a Community or Citywide Education Council can become a member

Citywide Council on High Schools (CCHS)

- ✓ Advise on educational/instructional policy and report on DOE’s effectiveness
- ✓ 10 elected parents (two per borough) and three appointees

Citywide Council on Special Education (CCSE)

- ✓ Advise on educational/instructional policy and report on DOE’s effectiveness
- ✓ Nine elected parents and two appointees

Citywide Council on English Language Learners (CCELL)

- ✓ Advise on educational/instructional policy and report on DOE's effectiveness
- ✓ Nine elected parents and two appointees

Citywide Council for District 75 (CCD75)

- ✓ Advise on educational/instructional policy and report on DOE's effectiveness
- ✓ Nine elected parents and two appointees

District/Borough Leadership**Community Education Councils (CECs)**

- ✓ Approve zoning lines, review educational plans, hold hearings, evaluate superintendents, and advise chancellor and PEP
- ✓ Nine elected parents; two appointees

District Leadership Teams (DLTs)

- ✓ Develop District Comprehensive Education Plan (DCEP) and support SLTs
- ✓ Community superintendent, high school superintendent(s), Presidents' Council, Title I PAC Chair, UFT, CSA, and D37 reps

District Presidents' Councils

- ✓ Review DCEP and support PA/PTAs
- ✓ PA/PTA presidents (all K-8 schools)

Borough High School Presidents' Councils

- ✓ Review DCEP and support PA/PTAs
- ✓ PA/PTA presidents (all high schools)

District Title I Parent Advisory Councils (DPACs)

- ✓ Provide information to parents and bring concerns and ideas to the attention of district and borough staff regarding Title I issues
- ✓ All Title I PAC chairs or alternates in the district, including high schools

School Level Leadership**Parent Associations/Parent Teacher Associations (PAs/PTAs)**

- ✓ Disseminate information to parents; meet with principals and superintendents
- ✓ Includes all parents in the school, and staff if voted on by parents

School Leadership Teams (SLTs)

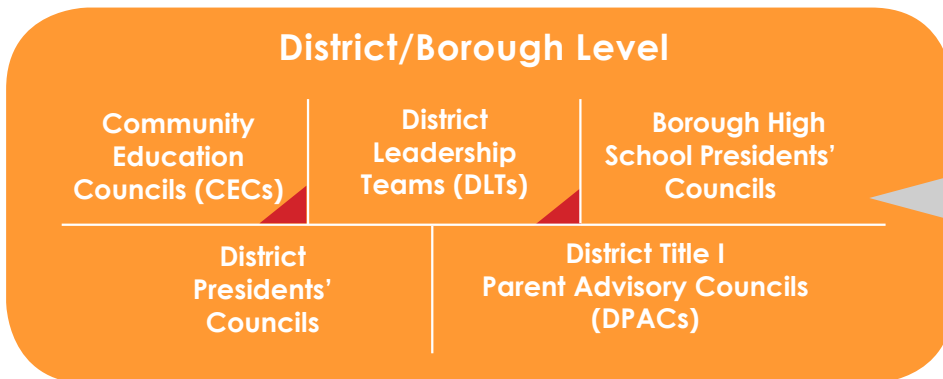
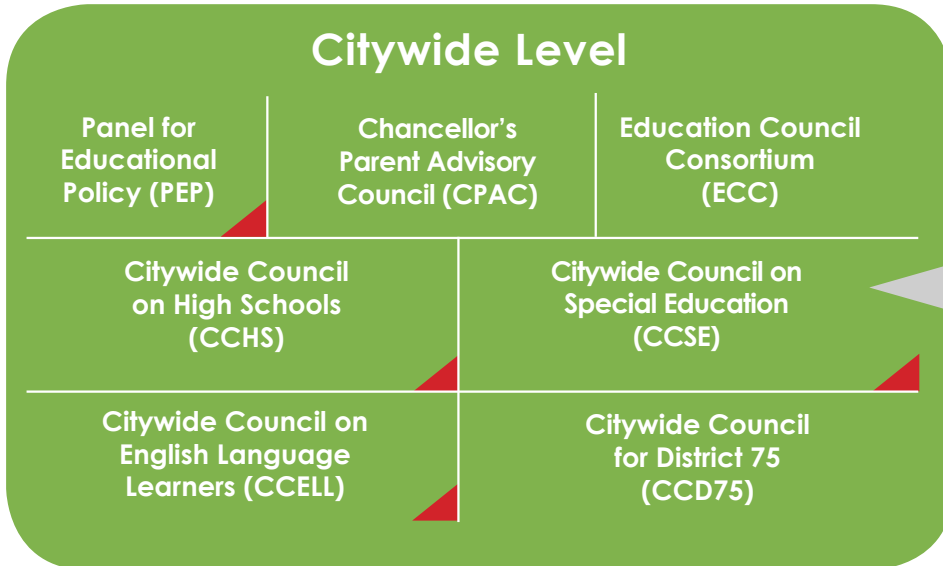
- ✓ Develop CEP; consult with principal on budget alignment with CEP; consult on selection of principal (per C-30)
- ✓ 10-17 members (equal number of staff and parents). Required: principal, PA/PTA president, UFT chapter leader (and two students if high school)

Title I Parent Advisory Councils (PACs)

- ✓ Develop a Title I spending plan for the school's Title I 1% parent involvement allocation
- ✓ Parents of Title I participating children

TIP: Review the Parent Leadership Structure Map on page 8 to see a visual representation of how parent leadership works across the city.

New York City Schools Parent and Community Leadership Structure



DOE Support

Office of Family and Community Empowerment

District/High School Family Leadership Coordinators (FLCs)

School Parent Coordinators (PCs)

Division of Community Empowerment, Partnerships and Communication

schools.nyc.gov | [f](#) [t](#) [i](#) /nycschools

Required by State Law



Education Council Membership

There are three categories of membership in Education Councils: elected parents, appointees, and students.

Elected parents

For the purposes of determining eligibility to serve on an Education Council, New York State law defines a parent as someone who is a parent by birth or adoption, stepparent, or foster parent, a legal guardian, or a person in parental relation to a child. A person in parental relation to a child is a person who is directly responsible for the care and custody of the child on a regular basis instead of a parent or legal guardian. Eligibility is determined at the time the parent submits an application to run in the Education Council Elections or to fill a vacancy on a council.

Until the 2019–2021 council term, parents were elected by the PA/PTA leadership (president, treasurer, and recording secretary) of every school in the Community School District. Beginning with the 2021–2023 term, there will be a new election process. The DOE is designing that process in collaboration with a mayoral task force established by state law in April 2019.

Appointees

Appointees are included based on residence and knowledge of issues relevant to the council. They do not need to be parents of children attending school. Borough presidents appoint members to CECs and the public advocate appoints members to the Citywide Councils.

Students

All Education Councils include an appointed non-voting student member who is a high school senior active in student government. The community superintendent appoints the students who serve on CECs; others vary by council. Student members serve for only one year.

Community Education Council

There are 32 Community Education Councils (CECs), each of which corresponds to a Community School District, led by a community superintendent.

Each CEC has 11 voting members and one non-voting member:

- Nine members are elected parents who have a child attending pre-K through eighth grade in a public, non-charter school in the district.
 - At least one must be a parent of a student receiving special education services paid for by the DOE.
 - At least one must be a parent of an English Language Learner.
 - Once elected, parents can finish their two-year term even if they no longer have children in a district school.
- Two members are district residents and/or business owners appointed by the borough president, who do not need to be parents.
 - Beginning with the 2019–2021 term, there is no limit to the number of times borough president appointees may be re-appointed.
- One member is a non-voting high school senior appointed by the community superintendent. The student must live in the district and be a leader in student government.

Citywide Education Council Members

Citywide Council on High Schools

The Citywide Council on High Schools (CCHS) has 13 voting members and one non-voting member:

- There are 10 elected parents of students currently attending a public, non-charter high school (two from each borough).
 - Parents can serve only as long as they have a child attending a public, non-charter high school in the borough they represent. Beginning with the 2021–2023 term, once elected, parents can finish their two-year term even if they no longer have a child attending high school.

- Three members are appointees:
 - One is a New York City resident with extensive experience appointed by the public advocate, who does not need to be a parent, and may be re-appointed for an indefinite number of terms.
 - One must be a parent of a high school student with an IEP, and is appointed by the Citywide Council on Special Education (CCSE).
 - One must be a parent of a high school student who is an English Language Learner, and is appointed by the Citywide Council on English Language Learners (CCELL).
- One member is a non-voting high school senior appointed by the Chancellor’s Student Advisory Council. The student must be an elected leader at a public, non-charter high school.

Citywide Council on Special Education

The Citywide Council on Special Education (CCSE) has 11 voting members and one non-voting member:

- Nine members are elected parents of students with an IEP receiving special education services paid for by the DOE. These students may attend a district, charter, or private school, in or outside of New York City and New York State. At least two members must be parents of students receiving special education services in New York City’s District 75. Parents can serve only as long as they have a child receiving special education services paid for by the DOE.
- Two members are New York City residents with extensive knowledge of special education, appointed by the public advocate. They do not need to be parents and may be re-appointed for an indefinite number of terms.
- One member is a non-voting high school senior who must have an IEP appointed by the DOE’s Division of Specialized Instruction and Student Support.

Citywide Council for District 75

The Citywide Council for District 75 (CCD75) has 11 voting members and one non-voting member:

- Nine members are elected parents of students receiving citywide special education services in District 75. Parents can only serve while they have a child attending a District 75 school.
- Two members are New York City residents with extensive knowledge of special education, appointed by the public advocate. They do not need to be parents and may be re-appointed for an indefinite number of terms.
- One member is a non-voting high school senior attending a District 75 school.

Citywide Council on English Language Learners

The Citywide Council on English Language Learners (CCELL) has 11 voting members and one non-voting member:

- Nine members are elected parents of students classified as English Language Learners currently or within the previous two years. Parents can serve while they have a child who qualifies as an English Language Learner currently or within the previous two years.
- Two members are New York City residents with extensive knowledge of the education of English Language Learners, appointed by the public advocate. They do not need to be parents and may be re-appointed for an indefinite number of terms.
- One member is a non-voting high school senior appointed by the DOE’s Division of Multilingual Learners, who must be an English Language Learner, currently or within the previous two years.

Education Council Consortium

Education Councils formed an Education Council Consortium (ECC) that provides its members with supports, and functions as a voice for the councils in coordinating with the DOE. The ECC meets with the Chancellor bi-monthly. ECC members also meet regularly as a group and communicate via Listserve. Most of the ECC’s work is done through committees and working groups. Current committees are: Steering, Legislative, Capacity Building, Bylaws, and Charter Schools. Working groups are joint efforts between ECC members and DOE staff to develop or revise policies. Current working groups are: District Planning, Parent Empowerment, CCEC Elections, and CCEC Finance.

A photograph of two women standing in a hallway, smiling warmly at the camera. The woman on the left has curly hair and is wearing a dark, patterned top. The woman on the right has straight hair and is wearing a dark, solid-colored top. The background shows a hallway with doors and lights, all overlaid with a semi-transparent orange filter.

Education Council Responsibilities

New York City's Community and Citywide Education Councils promote student achievement, comment on educational policies, and provide input to the chancellor and the Panel for Educational Policy. Their powers and duties are spelled out in NYS Education Law Section 2590-e and Section 2590-b. Review the Laws and Regulations section of this manual for details. The Office of Family and Community Empowerment (FACE) provides technical support to the Education Councils, but does not supervise or manage them.

Responsibilities for All Education Councils

Meetings

- Hold at least one meeting per month, open to the public, offering parents and the community an opportunity to voice their concerns.
 - Three or more unexcused absences during the term are grounds for dismissal.
- Excused absences are defined in Chancellor's Regulation [D-140 \(for CECs\)](#), [D-150 \(for CCSE and CCD75\)](#), [D-160 \(for CCHS\)](#) and [D-170 \(for CCELL\)](#).
- Absences due to illness, death in the family, unavoidable work obligations, jury duty, and military service are automatically excused. Other absences (e.g., vacation or a child's performance) may be excused by council vote.
- If the council declares a seat vacant, it must fill it within 60 days, following procedures specified in the Chancellor's Regulations and its bylaws.
 - CECs must hold the monthly meeting in conjunction with the superintendent.
 - Councils must give at least 72 hours' notice of meetings to the public, the press, PA/PTAs, the President's Council, and schools.
 - Anyone can attend, record, or photograph meetings.
 - The public has a right to obtain minutes of all council meetings within two weeks of the session.

Advisory

Advise the chancellor and the Panel for Educational Policy (PEP) on matters of concern to the populations they represent.

Training

- Participate in training and continuing education programs on an annual basis during the council term.
 - Attend training within the first three months of the member's first term.
 - Members must attend at least two training sessions during their term. A member may be removed from office for failure to attend at least two trainings per council term.

TIP: Take advantage of the trainings provided by FACE in specific topics such as bylaws, school visits, and conflict resolution.

Reporting

- Community Education Council members must report monthly on their meeting attendance, participation in committees/activities, school visits, and votes on major issues before the council. These reports are Individual Performance Reports (IPRs). The council's administrative assistant consolidates the IPRs into a single report, and forwards to the Panel for Educational Policy (PEP).
- Each citywide council (CCHS, CCSE, CCD75 and CCELL) must prepare an annual report on how effectively the DOE serves the populations represented by the councils and make recommendations for improvements.

Responsibilities of Community Education Councils

There are certain responsibilities that are specific to the CECs.

Program Review

- Review the district’s educational programs and assess their effect on student achievement. The CEC should work closely with the superintendent to obtain information on the district’s programs, and review the school-level data available on the DOE website.
- Liaise with the district’s School Leadership Teams and participate in the District Leadership Team. [Chancellor’s Regulation A-655](#) allows for the president of the district’s CEC to be included as a member of the District Leadership Team (DLT).

Hearings

- Hold hearings on the city’s capital plan and prioritize requests for capital improvements to district schools.
 - The capital plan is the main source of funding for school construction and major improvements to schools, such as repairs to roofs and heating systems, the addition of a gym, expansion of bathrooms or auditoriums, and playground improvements.
 - CEC members are responsible for visiting schools and identifying improvement needs.
 - In December or early January, the CEC will hold one or more meetings to vote on five improvements, which the AA will submit as priorities to the School Construction Authority (SCA).
 - The SCA will review the submissions and respond to the CEC late in October-November of the following year. Request approval does not mean work will start immediately.
- Hold Joint Public Hearings (JPHs) on school closings, co-locations, and other significant changes in school utilization (such as grade re-configurations).
 - Under state law, CECs are required parties to all JPHs, even those involving high schools. By regulation, CCSE, CCD75, CCELL, and CCHS are invited whenever the proposal affects a population these councils represent.
- Schedule public hearings on matters that require public feedback, including the capital plan, Contracts for Excellence (C4E), and the DOE’s budget.
 - Citywide Councils, especially CCHS, are often included in these hearings even in the absence of a legal mandate.

Zoning Lines

- Approve zoning lines as submitted by the superintendent.
 - The re-zoning process consists of several months of engagement with the schools and the community, culminating in a proposal presented to the council by the superintendent.

TIP: Review the Working with the District Planning Team section for more details about zoning changes and Joint Public Hearings.

Superintendent Evaluation and Selection

- Submit an annual evaluation of the superintendent to the chancellor.
 - The council should discuss the evaluation in executive session. The president will meet with the superintendent to review, and the evaluation will be submitted as the product of council agreement (the evaluation form facilitates this by expressing ratings as averages).

Education Council Responsibilities

- Consult on the selection of the community superintendent.
 - Follow the process laid out in [Chancellor's Regulation C-37](#).

Town Halls

- Hold town halls with the chancellor for your district.
 - The chancellor is required by law to hold a public meeting in every district, in conjunction with that district's CEC.
 - FACE supports the CEC in organizing town halls and ensuring responses to the public.

School Visits

CECs have important responsibilities that require school visits to build relationships and collect data. For example, CEC members need to recommend capital improvements, assess the effect of the district's educational programs on student achievement, collaborate on the evaluation of the superintendent, and liaise with School Leadership Teams (SLTs). School visits should promote collaboration, understanding, and partnership with families and the community.

Here are some guidelines related to school visits:

- The CEC will assign a member to each school.
- Please remember that you cannot visit your child's school in your capacity as a council member. Being a CEC liaison to your child's school is a conflict of interest.
- After your CEC makes assignments, inform the principals and superintendents of each school's CEC liaison.
- Arrange school visits through your council's administrative assistant (AA) and confirm by email with the principal. Copy the superintendent on both the request and the confirmation.
- A visit should include attendance at an SLT meeting; it may also include conversations with representatives of the school community or, at the principal's discretion, a visit to various parts of the building.
- Student or teacher interviews are not permitted.
- You should include the PA/PTA president and/or other parent members of the SLT in your visit. The AA must invite them through the principal.
- If you need expense reimbursement for a school visit, you must submit proof that the visit occurred, such as a thank-you email or other subsequent communication with the principal.
- Review school data and statistics before your visit. Your council's AA can download data from the DOE website for you.
- Ask your FACE liaison for a School Visit Report Form. You can use that form to guide and organize your visits. The AA should compile the completed forms and record your visits in the Individual Performance Reports (IPRs).

Effective Council Meetings

Monthly council meetings provide a great opportunity to connect with the community. It's important to be prepared and organized. Here are guidelines for meeting preparation and meeting management.

Meeting Preparation

- Distribute a notice.
 - Announce every meeting to the public via a notice with the meeting date, time, and location (the agenda does not need to be included with the notice).
 - Send the notice to the press (neighborhood publications), PA/PTAs, Presidents' Councils, and schools.
 - By law, you must send the notice a minimum of 72 hours before the meeting.
- Prepare the agenda.
 - Develop topics for the calendar meeting at the prior month's business meeting.
 - The president is responsible for developing the agenda with input from members based on the bylaws.

Meeting Management

The administrative assistant (AA) should bring the following to every meeting:

- The council's current bylaws
- Robert's Rules of Order (Note: if the bylaws and Robert's Rules conflict, the bylaws prevail)
- A recorder to capture the council members' comments
- Sign-in sheets
 - ✓ For the members (to record attendance)
 - ✓ For public comment sign-up
 - ✓ For the audience if food is provided (for accounting purposes)
- Copies of meeting materials for the public in a visible place near entrance
 - ✓ Agenda
 - ✓ Presentation handouts
 - ✓ Newsletters, brochures, and other informational materials relevant to parents
 - ✓ Superintendent's and council president's reports (if provided in writing)
 - ✓ Draft resolutions and proposed bylaw amendments to be voted on by the council

President/Meeting Chair Responsibilities

The president should manage the meeting at all times. If the president cannot attend, the next highest-ranking officer should chair the meeting.

The chair should pay particular attention to:

Time: Meetings must start and end on time, especially calendar meetings, which include presentations and reports.

Speaking rules: The chair should keep the conversation moving to allow everyone a chance to speak, in accordance with the agenda and rules. No member should speak unless recognized by the chair.

Decorum: It is the chair's responsibility to maintain a respectful meeting.

Basics of Parliamentary Procedure

Motions

Use motions instead of resolutions to get most council business done. You can draft motions on the spot. Resolutions must be adopted by motion.

Use a motion for:

- ✓ Adopting the budget
- ✓ Modifying the budget
- ✓ Approving a specific purchase (e.g., a computer)
- ✓ Scheduling a special meeting
- ✓ Moving the date or location of a meeting
- ✓ Scheduling a town hall with the chancellor
- ✓ Scheduling an event (e.g., legislative breakfast)
- ✓ Sending a letter on a matter of concern to the council
- ✓ Adopting a resolution

NOTE: Approval of minutes does not require a motion

Resolutions

A resolution is a more formal type of motion that includes the reasoning behind the action taken. Because the form is more complicated, you should draft resolutions in advance of meetings.

Use a resolution for:

- ✓ Vacating a seat on a council
- ✓ Hiring or terminating an administrative assistant
- ✓ Taking a position on a particular action by the DOE (e.g., closing a school)
- ✓ Taking a position on an education issue (e.g., gifted and talented programming)

Generally, Education Councils pass three types of resolutions:

1. **Administrative Resolutions:** to state or clarify internal operations of the council that require a justification. Examples include hiring or firing an administrative assistant and removing a member who accumulated three or more unexcused absences.
2. **Position Resolutions:** to express agreement or disagreement with a DOE decision, policy, or program such as Fair Student Funding or guaranteeing free breakfast in all schools.
3. **Action Resolutions:** to request that the DOE take a specific course of action in order to improve the academic, social, or emotional outcomes for students. Examples include adding school safety to specific schools after one or more incidents, or adding more G&T programs in a district.

The council should send all resolutions to the Office of Family and Community Empowerment (FACE), at CouncilResolutions@schools.nyc.gov, with a copy to the council's liaison at FACE. Responses and response times vary depending on the content of the resolution. Most administrative resolutions, such as vacating seats, are sent to FACE for awareness but will not require further action. Resolutions requesting major policy changes, such as adoption of districtwide diversity plans, require coordination among several DOE offices and will have a longer timeline for implementation/response.

The council should deliberate at their meeting, and should provide an opportunity for public comment on resolutions. A resolution is adopted by motion of a member and a minimum of six (seven for CCHS) votes are needed for a resolution to pass.

Debating a motion or resolution

After a member presents a resolution, or makes/seconds a motion, the chair should open the discussion before voting. The chair should enforce best practices: keep the debate within the allotted time, focus on the matter under discussion, and give everyone an opportunity to express their opinion. Members may only speak when recognized by the chair and should address their comments to the chair, not to other members.

Voting

- ✓ Each member gets one vote.
- ✓ Members must vote in a manner that the administrative assistant (AA) can record accurately in the minutes.
 - For roll call votes, the AA should call on each member (in alphabetical or seating order) to vote yes, no, or abstain.
 - To abstain means that the member formally declines to vote either for or against a motion or resolution.
 - For other votes, the AA should read the motion and the chair should ask:
 - “All in favor say “aye/yes”;
 - “All against say “nay/no”;
 - “Any abstentions?”
 - As a best practice, the AA should then record the vote count on paper (it is often difficult to hear all votes on a recording).
 - Special rule for minutes: You do not need to vote on minutes. After giving an opportunity for last-minute corrections, the chair should simply state: “If there are no (further) corrections, the minutes are approved as distributed/corrected.”
 - A motion passes if six or more members (seven for CCHS) vote for it, regardless of how many people are present at the meeting and regardless of the number of vacancies on a council where the vote is taken.
 - For officer or new member elections, voting must be by roll call. If there is more than one candidate for a position, all candidates must be voted on in the same roll call, not sequentially.

Meeting Minutes

Minutes are the only official record of council action. They must include:

- Member attendance, with absences to be recorded as either excused or unexcused
- All motions and votes
- Brief description of the matters discussed
 - Minutes are not a transcript of the proceedings
 - The AA should report discussions in general terms; they should not quote council members

The AA is responsible for taking minutes. The recording secretary should make sure the AA takes minutes at the meeting and prepares a draft in time to comply with the legal requirement. The AA must post minutes on the council’s website within two weeks of the meeting and/or have a draft available if someone requests it. The council should require the AA to attend trainings on taking minutes and parliamentary procedures, if needed.

Types of Meetings

The Monthly Meeting: Education Councils are required by law to hold a meeting every month with the superintendent. The public must be able to address the council at that meeting. This is the monthly calendar meeting. Most councils also hold a monthly business meeting on the same day.

Special Meetings: This term refers to any meeting that is not part of the regularly scheduled series of meetings (usually as set in the bylaws). The notice required for these meetings may be less than the 72 hours prescribed by the Open Meetings Law (OML); usually, it is set in the bylaws at 48 hours.

Executive Session: This part of the meeting is closed to the public. Councils must follow the procedures specified in the Open Meetings Law to enter into executive session, and discussion must be limited to the topics permitted under that law.

The Annual Meeting: Education Council bylaws provide for an annual meeting, which is focused on electing officers. The timing of elections, officer positions, and terms of office are governed by each council’s bylaws, which may be changed to reflect the current council’s preferences. Most councils hold their annual meeting sometime from July through October.

Town Halls: Town halls are organized in collaboration with the DOE and their purpose is to provide a platform for the chancellor to fulfill a legal requirement to report on specific topics, then receive and respond to public comment.

Managing the Administrative Assistant

The DOE provides every Education Council with an administrative assistant (AA). The AA is a full-time, paid DOE employee. Under state law, councils are responsible for hiring, supervising, evaluating, and terminating the AA. The AA has three main responsibilities:

1. Logistics (e.g., plan for meetings and manage office space)
2. Communications (e.g., meeting minutes, agendas, and reports)
3. Finance (e.g., handle the council's budget and investments)

It is critical that the AA is very familiar with the regulations that govern councils, applicable DOE policies, procedures and timelines, and bylaws.

Hiring

The DOE will assist with the hiring process. Since the AA is a DOE employee, the hiring process must follow rules that apply to all DOE employees:

- The official job description and salary minimum must be posted on the DOE website.
- Candidates must apply through the DOE website.
- The actual salary, benefits, and many work rules (e.g., timekeeping) are set by DOE since they are civil service positions.
- The council's FACE liaison will guide the council throughout the process and will provide assistance until an AA is hired.

The council should form a hiring committee to review resumes, conduct interviews, and recommend a pool of up to three candidates to the council.

- DOE will approve candidates.
- The council will make an offer by adopting a resolution that includes the AA's name, start date, and salary.
- DOE will complete the onboarding process.

Job Duties

The AA is responsible for all administrative functions in connection with council business.

• Logistics

- Handle logistics for council meetings and related events.
 - Secure building permits, arrange for safety agents, contact and confirm speakers.
- Assist council members with school visits or making contact with DOE offices.
- Maintain office coverage based on council meeting schedules.
 - The AA should work a 35-hour week with timing adjusted for meetings at night.
- Keep all necessary council records.
- Arrange for interpretation at meetings and document translation, as needed.

• Communications

- Draft meeting notices and agendas; manage communications on behalf of the council.
 - The AA must be aware of the legal requirements pertaining to meeting notices.
 - Building a good circulation list and updating it regularly is essential.
 - All councils should have a website; the AA should be responsible for updating it.
- Take notes at meetings and draft minutes.
 - The AA must attend and take minutes at meetings and should not ask the recording secretary or other council members to take minutes.
 - Taking attendance and recording absences as excused or unexcused in the minutes is a key function of the AA.

- Prepare briefings and other informational materials for meetings as requested by the president.
- Compile members' Individual Performance Reports each month.
- Ensure that matters that require a hearing or a public presentation (C4E, capital plan, Fair Student Funding) are on the calendar at the appropriate time.

• Finance

- Prepare budgets, process council expenditures, and member reimbursements.
 - The AA, not the council president or treasurer, has direct access to the SGO and the DOE's financial systems.
 - The AA must be thoroughly familiar with all DOE financial systems and Standard Operating Procedures (SOPs).

Training and Supervision

The AA is under the direct supervision of the president but works for the entire council. All council members should be aware of some basic rules and considerations:

- The president is responsible for approving the AA's time.
 - The AA should work at the office except for meetings and running errands as requested by the president.
 - The AA must clock in and out each day (by swiping if a card reader is available or by DOE computer); this automatically records the AA's time in Cybershift, which is the time-keeping system for all DOE employees.
 - The president does not have direct access to Cybershift and should work with the council's FACE liaison, who enters the approvals in Cybershift, to ensure that the time the president approves corresponds to time the AA actually spent on council-related tasks.
- The DOE makes trainings available to all AAs, but it is the council's responsibility to ensure that they attend.
- The council must have a clear process for evaluating the AA's performance.
 - A decision to terminate the AA requires a vote of at least six (seven for CCHS) members.
- The AA's salary is set by the DOE in the range applicable to the position and in relation to the AA's education and experience.
 - The AA receives the same cost-of-living raises that are available to other DOE employees in the same job category.
 - The council may give merit raises out of its own budget; however, the budget will be reduced by the same amount of the raise (plus fringe benefits) in all subsequent years.
- All HR questions and benefits (maternity leave, FMLA) must be handled through FACE.
 - The AA is entitled to a certain number of vacation/days off, but the timing of vacation is subject to the president's approval.

Translation and Interpretation Services

NYC's 1.1 million students and their parents speak over 180 languages. To serve their needs, the DOE's Translation & Interpretation (T&I) Unit offers language services to 1,800+ public schools and representative parent groups such as the Education Councils.

The council's administrative assistant is responsible for requesting language services for council members. If you need special assistance, please contact your council's FACE liaison.

T&I provides services in Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Spanish, and Urdu (collectively referred to as “the nine covered languages”); services in other languages may be provided by special request. The T&I Unit manages a very large number of requests, so it is important to submit requests early and follow T&I’s protocols.

Interpretation Services

The T&I Unit provides Education Councils with on site interpretation for calendar, business, committee, and annual meetings for most languages, provided a need is identified and a request made in a timely fashion.

- The council’s AA or FACE liaison must submit an Interpretation Request Form at least 10 business days before the meeting.
 - Don’t forget to advise T&I of any changes in date, time, or location.
- The AA should submit the meeting notice and agenda for translation in the same languages requested for interpretation.
- Provide an estimate of the number of people needing services, especially if requesting equipment, because the availability of equipment is limited.

Education Councils often organize events that are not council meetings, such as resource fairs or workshops. T&I may provide services for these events if all the following conditions are met, in addition to the items listed above:

- The council is the primary organizer of the event.
- The target audience is families and members of the school community.
- The event’s goal is to promote student achievement.
- T&I can accommodate the request without affecting its ability to provide mandated interpretation services.

To request interpretation services, please complete a CCEC Interpretation Request Form and send to interpretations@schools.nyc.gov.

Translation Services

T&I also provides translation services for certain types of council documents. Translation services are available in Arabic, Bengali/Bangla, Chinese, French, Haitian Creole, Korean, Russian, Spanish, and Urdu. Types of documents include:

- Meeting notices and agendas (requests must be submitted five business days prior to the scheduled meeting).
- Bylaws and resolutions (require a minimum turnaround time of 10 business days).

To request translation services, please complete a CCEC Translation Request Form and send, along with the final document to be translated, to translations@schools.nyc.gov.

Finances

Budget Overview

Education Councils receive funding every year from the DOE for operational expenses and member reimbursements. This amount does not include the administrative assistant's salary, which is paid directly by the DOE, except for merit raises given by the council.

The fiscal year begins on July 1 and ends on June 30. Councils cannot buy anything until the funds are released by the DOE (usually in early July) and the council has submitted a spending plan (the budget) to the Senior Grants Officer (SGO).

- The SGO is the DOE official in charge of handling the Education Councils' accounts.
- The budget should be approved at the July meeting and submitted to the SGO immediately.
 - The budget should be approved by motion (not resolution). A vote of six (seven for CCHS) or more members is required.
 - The email to the SGO must include the wording of the motion and the vote count, and attach the budget plan.
- The fiscal year ends on June 30. There is no carry over to the next fiscal year; all unspent funds go back to DOE.

After the budget is approved, the council should receive a monthly report on what has been spent in each budget line (budget vs. actual) and what remains.

- Funds can be moved between different lines (budget modifications), but only until late February-early March. The SGO will communicate the exact timeline each year.

Fiscal deadlines are not flexible.

- The AA must inform the council, and in particular the president and treasurer, of each deadline.
- The council must have a quorum at each meeting when making financial decisions.
 - Special meetings may be necessary, especially before the budget modification period closes in February-March.
 - If your council does not have six members (seven for CCHS), or consistently cannot reach quorum, you should contact your FACE liaison for assistance.

There are rules and regulations that govern your budgeting process. The AA is responsible for following the rules and the council is responsible for making financial decisions. For example, the council decides how much it wants to spend on food for meetings, and the AA ensures that the funds are scheduled in the correct line. Council members need to have a basic understanding of what they can spend money on, how fiscal deadlines may affect their ability to organize events, and how to ensure transparency and accountability.

TIP: For the initial spending plan, it's a good idea to allocate a reasonable amount to operating expenses before setting aside funds for member reimbursements and special events. The council cannot operate without office supplies and equipment! Make sure to plan for ongoing expenses like the printer lease or website contract.

Operating Expenses

Operating expenses are funds for supplies, equipment, and services that you need for basic council operations. Here are typical costs that fall under operating expenses:

- A desktop computer, a quality recorder, and a networked multi function printer
 - Councils can lease a printer/copier/scanner/fax machine under the DOE’s master lease for as little as \$69/month, with toner and maintenance included.
- A website and a subscription to an email distribution platform (e.g., Constant Contact or Mail Chimp) for outreach to parents and the community
- Food at monthly meetings
 - DOE regulations specify refreshments (i.e., beverages and snacks, not dinner) up to a maximum of \$3/anticipated attendee
 - If refreshments are provided, attendees must sign in, and then sign-in sheets need to be given to the SGO
- Staff transportation: the council may subsidize transportation to make it easier for the AA to carry papers and supplies to/from meetings
- Consultants: the Citywide Councils may budget for a paid consultant to research and write their annual report.

The P-Card

The p-card is a credit card issued in the AA’s name and is used for certain purchases, such as food for meetings or events. A maximum of \$5,000/year can be allocated to a p-card.

The council president and treasurer must ensure that there is transparency and accountability around p-card use.

- The AA should keep all p-card statements and include them as part of the treasurer’s monthly report.
- The AA should record every expenditure made with the p-card on a P-Card Log, which should be part of the treasurer’s monthly report.
- The p-card must remain in the office and be used only for council expenses.

Member Reimbursements

Council member reimbursements make up the largest budget category for most CECs. Please note that:

- There is a reimbursement limit of \$125/month for members, \$200 for the president.
- When a member does not claim the entire monthly amount, the unused balance goes into a rollover fund that can be used to reimburse the member in later months where the expenses exceed the allowed amount. For example, if a member does not submit any reimbursements in July and August, that member has up to \$375 available for September, when there are generally more meetings and events than during the summer. The AA is responsible for keeping track of the rollover.
- Student members are entitled to reimbursement on the same basis as other council members since the law does not distinguish between voting and non-voting members.
- Childcare is the largest member cost item. If your council would like to provide childcare on site as an operating expense instead of member reimbursements, please consult with your FACE liaison because there are important considerations regarding providers and insurance.

TIP: Each council’s past history is a good guide when deciding how much to budget for member reimbursements. For most councils, \$12,000-15,000 has been sufficient. It’s a good idea to budget reimbursement as a lump sum rather than individual member lines. Some members may willingly give up all or part of their reimbursements, but it is inappropriate to require or ask individual members to reduce their share.

Submitting a Reimbursement Request

State law provides for reimbursement of council members' "actual and necessary expenses directly related to [their] duties and responsibilities."

Reimbursement requests must be accompanied by:

- Proof of the amount spent (usually but not necessarily in the form of a receipt); and
- Proof that the member attended a meeting or event, or performed a function related to their duties on the council.

All reimbursement requests must be submitted by filling out a form, with the appropriate attachments.

- Each form covers a single month.
- Members must certify that they spent the amounts requested by signing the form.
- The president's signature certifies that the request is in compliance with applicable rules (the treasurer signs the president's requests).

Required Documentation

For all expenses, you are required to submit proof that you attended the meeting or event that generated the expense (transportation, childcare, food):

- For you own council's meetings, submit the agenda and sign-in sheet.
- For other meetings/events, submit any of the following: the agenda, a flyer or other materials you picked up at the meeting, an email confirmation from the person you are meeting (e.g., for school visits), a badge you obtain from security when you enter the building, or other documentation that helps establish you were there.

In addition, for CHILD CARE expenses, you are required to submit a completely filled-out Child Care Log. You are not required to submit invoices, receipts, or letters from providers because the log includes all the necessary information:

- Provider's name, address and phone number
- Date(s) and time(s) of service
- Number of children
- The cost of the service (rate/hour or total cost/month)
- Your signature and certification that you actually incurred the expenses in performing your duties as a council member

For TRANSPORTATION expenses, the documentation required is different depending on the form of transportation.

- Public transportation: A receipt is not required for public transportation since the cost is fixed. You cannot obtain reimbursement for unlimited MetroCards, but will be reimbursed for each trip.
- Car service: a receipt (which can be a business card) with the car service's name, phone, and car number is required; you must add the trip beginning and end point. Uber/Lyft receipts include all the required information.
- Personal car: If you drive your own car, you must provide a trip itinerary (e.g., from Google Maps) showing end points and total mileage, and receipts for parking and tolls. Note that you will be reimbursed only for mileage (not for the cost of gas), based on \$0.28/mile (not the IRS rate).

Finance FAQs

What are the responsibilities of the AA, the council president, and treasurer with respect to financial matters?

AA Responsibilities:

- Process member reimbursements.
- Purchase items and track all expenditures to ensure the council stays within its budget.
- Keep financial records in order.
- Prepare all financial documents the council considers at its meetings, including the initial (July) budget, proposals for budget modifications, and the monthly treasurer's reports.
- Learn about the DOE's Standard Operating Procedures (SOP) applicable to all Education Council operations.
- Work with the SGO and ensure that the council's spending plan complies with applicable rules and deadlines.

President Responsibilities:

- Authorize all council fiscal matters (except for his/her own reimbursements).
- Supervise the AA in managing the budget to ensure the council is able to carry out its initiatives.

Treasurer Responsibilities:

- Provide a monthly report on the state of the council's finances to the members. The treasurer or AA can prepare the document; the treasurer must supervise and present to the council.
- Ensure that the AA keeps proper records.

Scholarships, Awards & Celebrations

Can Education Councils create a scholarship fund from their own budget and/or donations?

- No. Administering scholarships is beyond their statutory powers.

Can Education Councils purchase plaques and trophies to honor individuals for outstanding service?

- Only if the cost is nominal. Printed certificates are best practice.

Can Education Councils allocate funds for a legislative breakfast?

- Yes, since it's presumed to focus public officials on the district's educational needs.

Can Education Councils allocate funds for a dinner or celebration for parent leaders, PTA members, or school staff?

- Only if the event is connected to the council's educational support functions. It is highly recommended that you clear these events with the SGO and your FACE liaison in advance.

Holiday Gift & Other Giving

The council may not spend funds on gifts to DOE staff or other school funds. Members can contribute as individuals, but you may not spend council funds because the core mission of the council is education policy and programs, not any form of assistance to individuals, families, or schools.

- Can Education Councils purchase holiday gifts or gift cards for parent leaders, school staff, or students? No.
- Can Education Councils purchase or contribute towards retirement gifts, or flowers and wreaths for funerals? No.

Finances

- Can Education Councils donate funds to purchase food, coats, or other clothing for needy families or students, including as part of a larger initiative such as a Family Sponsorship Program? No.
- Can Education Councils assist students with fees and other costs associated with graduation ceremonies? No.
- Can Education Councils purchase items for a school or for students? No.

Incentives & Giveaways

- Can Education Councils purchase movie or theater tickets, store gift cards, or small gift items to distribute to parents as an incentive for them to attend its meetings? No.
- Is the purchase of books, supplies, and materials for students acceptable? Only if the items have an educational goal (e.g., math puzzle books) and the purchase meets all approval processes.

Member Reimbursements

Do I need to submit original receipts with my reimbursement requests?

- Copies are acceptable since all documents are processed electronically; keep the originals through the council term.

Is there a time limit for submission?

- You should submit reimbursements monthly. If you submit them after several months, especially after the budget modification deadline has passed, there may not be enough money left in the member reimbursement line. In addition, if you submit close to the end of the fiscal year (on or close to June 30), you run the risk of not having your reimbursements processed at all.

What happens if I don't submit, or my reimbursements aren't processed before June 30?

- You will have to re-submit after July 1. However, because this a new fiscal year and a new budget (and possibly a new council), the council will have to vote on whether to reimburse you. You may be required to wait until all current year's reimbursements have been processed.

Can a member who is no longer on the council be reimbursed?

- Yes, provided the council votes on the reimbursement and you submit all required documentation.

Can the bylaws specify someone other than the president to sign reimbursements?

- No. The president is the council's authorizing officer; the forms specifically require the president's signature. A different officer (the treasurer) can sign only in the case of the president's reimbursements.

What can I do if the president refuses to sign my reimbursement request?

- Contact your FACE liaison.

How do I know whether a meeting or event is "directly related" to my Education Council duties?

- You should reach out to your FACE liaison if you are not sure if an event is connected to your role on the council. Note: Attending PA/PTA meetings for your child's school is not part of your duties and you may not claim reimbursement for attending those events.



Working with the District Planning Team

Elementary and Middle School Rezoning/Unzoning

One of the most important functions of Community Education Councils is to provide input in the rezoning process for elementary and middle schools. Giving final approval to changes in zoning lines is one of the CEC's legal mandates (§ 2590-e (11)).

Chancellor's Regulation A-185

[Chancellor's Regulation A-185](#) governs the process for changing existing school zone lines, creating new zones, and unzoning a specific area or an entire district. Under this regulation, Community Education Councils (CECs) have the authority to approve proposed changes to zone lines for elementary and middle schools.

Rezoning is an important lever for improving learning conditions, increasing access to new schools and programs, and increasing diversity and integration. Therefore, rezoning proposals are typically aimed at:

- Creating a zone for a new school option
- Increasing access to high-performing schools
- Increasing diversity in, or across zones
- Alleviating overcrowding, and
- Equalizing or balancing utilization across buildings

Proposal Process and Engagement

Prior to issuing an A-185 rezoning or unzoning proposal, the DOE:

- Identifies the need to rezone in conjunction with the CEC, district schools, and the broader community
- Holds conversations with the CEC, school principals, School Leadership Teams, parents, elected officials, and other stakeholders to discuss a potential rezoning
- Analyzes enrollment trends, demographics, school capacity, student residential data, and housing stock data, and
- Incorporates feedback from stakeholders to inform new zone lines

CEC Vote and Implementation

For every rezoning or unzoning proposal, following the actions and engagement opportunities described above, the DOE is required to issue a proposal for a zone line change and present this proposal publicly to the CEC. The CEC is required to vote on the proposal within 45 days after submission. The timeline for implementing the rezoning or unzoning, if approved, is included in the proposal.

Changes in School Utilization

State law gives Education Councils and the chancellor specific responsibilities with respect to school co-locations, closures, re-sitings, and other changes collectively known as "significant changes in school utilization."

Community Education Councils hold Joint Public Hearings (JPHs) with the chancellor and impacted schools' School Leadership Teams (SLTs) on all proposed significant changes in the utilization of any public school, including high schools, in their district. Beginning in April 2019, CECs may also pass a resolution recommending or opposing the DOE's proposal (§ 2590-e (21)).

The chancellor is responsible for issuing an Educational Impact Statement (EIS) (§ 2590-h (2)) 30-45 days in advance of the JPH. The EIS must be made available on the DOE's website and sent to the impacted CEC and other entities. The EIS contains a detailed description of the proposal and assessment of its projected impact on school populations; it is important that the impacted Education Councils review it before the JPH.

Chancellor’s Regulation A-190 implements the state law and defines the process in more detail. For example, it requires that the citywide councils be invited to the JPH even though state law includes only the CECs in the public review process.

Chancellor’s Regulation A-190

[Chancellor’s Regulation A-190](#) governs the public review process for any proposal resulting in a significant change in school utilization. Significant changes typically include:

- Grade reconfigurations
- Co-locations of new or existing schools
- Re-sitings
- Mergers
- Closures

For every proposal resulting in a significant change, the DOE is required to:

- Publish an Educational Impact Statement and, where applicable, a Building Utilization Plan at least 45 days prior to the anticipated vote by the Panel for Educational Policy (PEP)
- Issue a proposal at least six months before the start of the school year in which it would be implemented, if approved by the PEP
- Schedule and convene a JPH with the impacted CEC and affected school communities to collect feedback on the proposal
- Produce and publish an Analysis of Public Comment in advance of the PEP vote, and
- Arrange for the PEP to vote on the proposal at one of its public meetings

Engagement Opportunities

The DOE is committed to deep and meaningful engagement with school communities around potential A-190 changes. In addition to mandated actions, the DOE offers communities other opportunities to discuss district needs and priorities, learn more about potential proposals, and provide feedback. These additional engagement opportunities may include, but are not limited, to:

- Presentations at Community and Citywide Education Council public meetings, including annual district needs assessment and proposal-specific presentations
- School Leadership Team meetings and community meetings at impacted schools to discuss proposals, answer questions, and address concerns and
- For proposals that may result in a new co-location, a meeting led by a member of the DOE’s senior leadership with representatives of the impacted schools and CECs, including a walkthrough of the impacted building

PEP Vote and Proposal Implementation

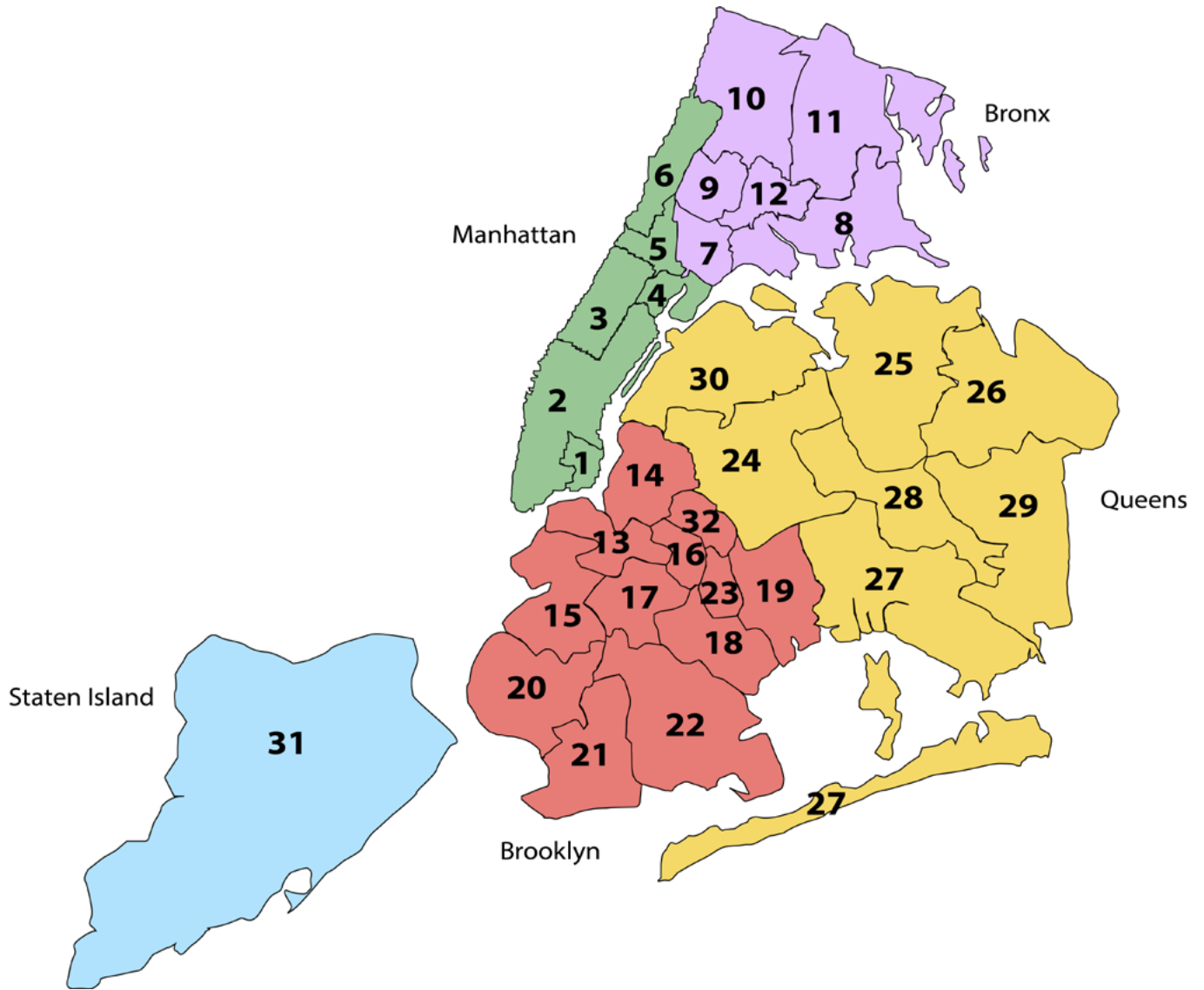
When a proposal is approved by the PEP, several implementation actions take place, including:

- A “meet and greet” meeting led by the Office of Campus Governance held with all building principals for proposals resulting in a new co-location
- A placement meeting led by the Office of Space Planning’s borough director held with all impacted principals regarding space plans for proposals resulting in a new co-location, and
- Other implementation actions for non-co-location proposals commensurate with implementation planning needs, determined by the superintendent and in collaboration with DOE partner offices and school communities



NYC Department of Education

Map of Schools Districts



Laws and Regulations Applicable to Education Councils



LAWS AND REGULATIONS APPLICABLE TO EDUCATION COUNCILS

The Education Councils are established under New York State law and their composition, powers and responsibilities are governed in the first instance by Article 52-A, Section 2590 of the NYS Education Law.

Chancellor's Regulations D-140, D-150, D-160 and D-170 implement the state law by specifying detailed mechanisms for elections, appointments and filling vacancies on councils.

As public bodies, the Education Councils must also comply with New York State laws that require public business to be performed in a transparent manner, and public officials to avoid conflicts between their private interests and their public duties.

These laws and regulations govern the Education Councils' membership, their powers and duties and obligations to the communities they represent. Bylaws provide more specific rules for the council's functioning such as the date and time of the monthly meeting; how many officers the council has; or how committees are formed. Robert's Rules provide guidelines for efficient and productive meetings.

The text of these laws and regulations—excerpted in many cases for clarity and conciseness and supplemented by FAQs—can be found in this section.

NYS Education Law Art. 52-A

Page 36 § 2590-a – Important Definitions

Page 36 § 2590-b – Composition of the Panel for Educational Policy (PEP); establishment, composition, and powers and duties of the Citywide Council on Special Education (CCSE), the Citywide Council on English Language Learners (CCELL), and the Citywide Council on High Schools (CCHS)

Page 41 § 2590-c – Establishment and composition of the Community Education Councils (CECs); establishment of timeline and rules for Education Council elections including the Same School Rule; establishment of the Mayoral Taskforce charged with making recommendations for Education Council elections

Page 44 § 2590-d – Language required in Education Council bylaws

Page 45 § 2590-e – Powers and duties of the Community Education Councils

Page 47 § 2590-f – Powers and duties of Community Superintendents; restrictions on working for the superintendent after serving on a CEC.

Page 49 § 2590-h – Powers and duties of the Chancellor with respect to CECs and PA/PTAs including the holding Town Halls

Page 53 § 2590-i – Chancellor's power to discipline councils and council members

Chancellor’s Regulations D-140 – D-170

These regulations govern the composition of Education Councils, the mechanics of Education Council Elections, members’ absences (excused and unexcused), and the process for filling vacancies.

Page 54 **CR D-140** – Community Education Councils

Page 58 **CR D-150** – Citywide Council on Special Education and Citywide Council for District 75

Page 64 **CR D-160** – Citywide on High Schools

Page 68 **CR D-170** – Citywide Council on English Language Learners

Open Meetings Law and FOIL

Page 71 NYS Public Officers Law, Art. 7 (Open Meetings Law (OML))

Page 74 OML FAQs

Page 76 Responding to Freedom of Information Law (FOIL) Requests with sample forms

Page 78 Record-keeping Best Practices

Ethics and Conflicts of Interest

Excerpts from Chancellor’s Regulations on Conflicts of Interest, Financial Disclosures, and Political Activity in Schools

Page 80 **CR C-110** – Conflicts of Interest; Community Education Council Members—Employment and Other Rules

Page 80 **CR C-120** – Disclosure of Financial Interests

Page 80 **CR D-130** – Political Activities in School Buildings

Council Bylaws and Robert’s Rules

Page 82

NYS EDUCATION LAW ART. 52-A § 2590-a. Definitions

Note: Sections that are outdated or do not pertain to the Education Councils have been cut (marked [.....]), but the text has not been edited.

As used in this article, the following terms shall mean:

1. City district. The term “city district” shall mean the city school district of the city of New York.
2. Community district. The term “community district” shall mean a community school district created or to be created within the city district under the provisions of this article.
3. City board. The term “city board” shall mean the board of education of the city district.
4. Community district education council. The term “community council” shall mean the community district education council of a community district established pursuant to section 2590-c of this article.
5. Chancellor. The term “chancellor” shall mean the chancellor of the city district.
6. Community superintendent. The term “community superintendent” shall mean the superintendent of schools of a community district.
7. Parent. The term “parent” shall mean a person in parental relation to a child, as that phrase is defined in subdivision ten of section two of this chapter.

§ 2590-b. Continuation of city board and establishment of community districts; establishment of the city-wide councils on special education, English language learners, and high schools

Note: Sections that are outdated or do not pertain to the Education Councils have been cut (marked [.....]), but the text has not been edited.

1. (a) The board of education of the city school district of the city of New York is hereby continued.

Such board of education shall consist of thirteen appointed members: one member to be appointed by each borough president of the city of New York; and eight members to be appointed by the mayor of the city of New York.

Commencing on [July 1, 2020], the board of education shall consist of fifteen members: one member to be appointed by each borough president of the city of New York, one member to be elected by community district education council presidents, and nine members to be appointed by the mayor of the city of New York. On or before [December 31, 2019], the chancellor shall promulgate regulations establishing a process for community district education council presidents to elect a member of the board, and processes for removal of such member and for the filling of such position in the event of a vacancy. The first member elected by community district education council presidents pursuant to such regulations shall take office on [July 1, 2020] and shall serve a term that ends on [June 30, 2022]. Thereafter, the member elected by community district education council presidents shall serve for a two-year term commencing on July first.

The chancellor shall serve as an ex-officio non-voting member of the city board.

The city board shall elect its own chairperson from among its voting members.

All appointed members shall serve for terms coterminous with the terms of their appointing authority, provided that any member may be removed at the pleasure of the appointing authority, who shall provide written notice to the public explaining the reasons there-for at least ten days in advance of the removal.

Except for the chancellor, no board members shall be employed in any capacity by the city of New York, or a subdivision thereof, or the city board.

No appointed or elected member of the city board shall also be a member, officer, or employee of any public corporation, authority, or commission where the mayor of the city of New York has a majority of the appointments.

Each borough president's appointee shall be a resident of the borough for which the borough president appointing him or her was elected and shall be the parent of a child attending a public school within the city school district of the city of New York.

Each mayoral appointee shall be a resident of the city and two shall be parents of a child attending a public school within the city district.

All parent members shall be eligible to continue to serve on the city board for two years following the conclusion of their child's attendance at a public school within the city district.

Any vacancy shall be filled by appointment by the appropriate appointing authority within ninety days of such vacancy.

Notwithstanding any provision of local law, the members of the board shall not have staff, offices, or vehicles assigned to them or receive compensation for their services, but shall be reimbursed for the actual and necessary expenses incurred by them in the performance of their duties.

(b) The city board shall hold at least one regular public meeting per month. At least one regular public meeting shall be held in each borough of the city of New York per year; any additional meetings may be called at the request of the chairperson. The city board shall consider appropriate public accommodations when selecting a venue so as to maximize participation by parents and the community.

(c)(i) Notice of the time, place and agenda for all city board regular public meetings shall be publicly provided, including via the city board's official internet web site, and specifically circulated to all community superintendents, community district education councils, community boards, and school based management teams, at least ten business days in advance of such meeting.

(ii) A city board regular public meeting agenda shall be comprised of a list and brief description of the subject matter being considered, identification of all items subject to a city board vote, and the name, office, address, email address and telephone number of a city district representative, knowledgeable on the agenda, from whom any information may be obtained and to whom written comments may be submitted concerning items on such agenda.

(d) The chairperson of the city board shall ensure that at every regular public meeting there is a sufficient period of time to allow for public comment on any topic on the agenda prior to any city board vote.

(e) Minutes of all city board regular public meetings shall be made publicly available, including via the city board's official internet website, in a timely manner but no later than the subsequent regular city board meeting.

2. (a) There shall be a community council for each community district created pursuant to this article.

(b) The city board shall define, adjust, alter, maintain and adopt the boundaries of the community districts pursuant to this chapter no later than [February 1, 1995]. There shall be no less than thirty nor more than thirty-seven community districts.

(c) The city board may readjust or alter the districts in such plan only once in every ten years, commencing with the year [2004], in conjunction with the chancellor and the community council representatives, shall prepare a revised transition plan, if necessary and make such plan available to the public for comment.

[.....]

4. a. There shall be a city-wide council on special education created pursuant to this section. The city-wide council on special education shall consist of eleven voting members and one non-voting member, as follows:

(1) nine voting members who shall be parents of students with individualized education programs, to be selected by parents of students with individualized education programs pursuant to a representative process developed by the chancellor. Such members shall serve a two year term;

(2) two voting members appointed by the public advocate of the city of New York, who shall be individuals with extensive experience and knowledge in the areas of educating, training or employing individuals with handicapping conditions and will make a significant contribution to improving special education in the city district. Such members shall serve a two year term; and

(3) one non-voting member who is a high school senior with an individualized education program, appointed by the administrator designated by the chancellor to supervise special education programs. Such member shall serve a one year term.

b. The city-wide council on special education shall have the power to:

(1) advise and comment on any educational or instructional policy involving the provision of services for students with disabilities;

(2) advise and comment on the process of establishing committees and/or subcommittees on special education in community school districts pursuant to [section 4402] of this chapter;

(3) issue an annual report on the effectiveness of the city district in providing services to students with disabilities and making recommendations, as appropriate, on how to improve the efficiency and delivery of such services; and

(4) hold at least one meeting per month open to the public and during which the public may discuss issues facing students with disabilities.

c. Vacancies shall be filled for an unexpired term by the city-wide council on special education, pursuant to a process developed by the chancellor that shall include consultation with parents of students with individualized educational programs; provided however, that where a vacancy occurs in a position appointed by the public advocate, the public advocate shall appoint a member to serve the remainder of the unexpired term.

5. (a) There shall be a city-wide council on English language learners created pursuant to this section. The city-wide council on English language learners shall consist of eleven voting members and one non-voting member, as follows:

(i) nine voting members who shall be parents of students who are in a bilingual or English as a second language program conducted pursuant to [section 3204] of this chapter, some of whom may be parents of students who have been in such a program within the preceding two years, to be selected by parents of students who receive such services pursuant to a representative process developed by the chancellor. Such members shall serve a two year term;

(ii) two voting members appointed by the public advocate of the city of New York, who shall be individuals with extensive experience and knowledge in the education of English language learners and will make a significant contribution to improving bilingual and English as a second language programs in the city district. Such members shall serve a two year term; and

(iii) one non-voting member who is a high school senior who is or has been in a bilingual or English as a second language program, appointed by the administrator designated by the chancellor to supervise such programs. Such member shall serve a one year term.

(b) The city-wide council on English language learners shall have the power to:

(i) advise and comment on any educational or instructional policy involving bilingual or English as a second language programs;

(ii) issue an annual report on the effectiveness of the city district in providing services to English language learners and making recommendations, as appropriate, on how to improve the efficiency and delivery of such services; and

(iii) hold at least one meeting per month open to the public and during which the public may discuss issues facing English language learners.

(c) Vacancies shall be filled for an unexpired term by the city-wide council on English language learners, pursuant to a process developed by the chancellor that shall include consultation with parents of students who receive services for English language learners; provided however, that where a vacancy occurs in a position appointed by the public advocate, the public advocate shall appoint a member to serve the remainder of the unexpired term.

6. (a) There shall be a city-wide council on high schools created pursuant to this section. The city-wide council on high schools shall consist of thirteen voting members and one non-voting member, as follows:

(i) ten voting members who shall be parents of students attending public high schools. For councils whose terms begin prior to [2020], two members representing each borough shall be selected by presidents and officers of the parents' associations or parent-teachers' associations in the relevant borough, pursuant to a process established by the chancellor. *For councils whose terms begin in [2021] and thereafter, two members representing each borough shall be parents of public high school students in the relevant borough, pursuant to a process established by the chancellor. Such members shall serve a two year term, and shall be eligible to continue serving their term following the conclusion of their child's attendance at a public high school;*

(ii) one voting member who shall be a parent of a high school student with an individualized education program. Such member shall be appointed by the city-wide council on special education, and shall serve a two year term;

(iii) one voting member who shall be a parent of a student in a bilingual or English as a second language program conducted in a public high school. Such member shall be appointed by the city-wide council on English language learners, and shall serve a two year term;

(iv) one voting member appointed by the public advocate of the city of New York, who shall be a resident of the city and shall have extensive business, trade, or education experience and knowledge who will make a significant contribution to improving education in the city district. Such member shall serve for a term of two years; and

(v) one non-voting member who is a public high school senior, appointed by the chancellor pursuant to a process developed by the chancellor. Such member shall serve a one year term.

Officers of parents' associations or parent-teachers' associations who are candidates in the selection process established by the chancellor pursuant to this subdivision shall not be eligible to cast votes in such selection process. The association shall elect a member to vote in the place of each such officer for purposes of the selection process.

(b) The city-wide council on high schools shall have the power to:

(i) advise and comment on any educational or instructional policy involving high schools;

(ii) issue an annual report on the effectiveness of the city district in providing services to high school students and making recommendations, as appropriate, on how to improve the efficiency and delivery of such services; and

(iii) hold at least one meeting per month open to the public and during which the public may discuss issues facing high schools.

(c) Vacancies shall be filled for an unexpired term by the city-wide council on high schools, pursuant to a process developed by the chancellor that shall include consultation with parents of students attending public high school; provided, however, that where a vacancy occurs in a position appointed by the public advocate, the public advocate shall appoint a member to serve the remainder of the unexpired term.

7. (a) Members of the city-wide councils established pursuant to this section shall not be paid a salary or stipend, but shall be reimbursed for all actual and necessary expenses directly related to the duties and responsibilities of the city-wide council on which they serve.

(b) Each such city-wide council may appoint a secretary, pursuant to the policies of the city board, who shall perform the following functions:

(i) prepare meeting notices, agendas and minutes;

(ii) record and maintain accounts of proceedings and meetings; and

(iii) prepare briefing materials and other related informational materials for such meetings.

Each city-wide council shall be responsible for the appointment, supervision, evaluation and discharge of the secretary.

(c) No person may serve at the same time on more than one city-wide council established pursuant to this section, nor may any person serve at the same time on such a city-wide council and any community district education council.

(d) A member of a city-wide council established pursuant to this section shall be ineligible to be employed by any such council, any community district education council, or the city board.

(e) No person shall be eligible for membership on a city-wide council established pursuant to this section if he or she holds any elective public office or any elective or appointed party position except that of delegate or alternate delegate to a national, state, judicial or other party convention, or member of a county committee.

(f) A person may be permanently ineligible for appointment to a city-wide council for any of the following:

(i) an act of malfeasance directly related to his or her service on such city-wide council or community district education council; or

(ii) conviction of a crime, provided that any such conviction shall be considered in accordance with [article 23-A] of the correction law.

(g) In addition to the conditions enumerated in the public officers law creating a vacancy, a member of a city-wide council established pursuant to this section who refuses or neglects to attend three meetings of such city-wide council of which he or she is duly notified, without rendering in writing a good and valid excuse therefor vacates his or her office by refusal to serve. Each absence and any written excuse rendered shall be included within the official written minutes of such meeting. After the third unexcused absence such city-wide council shall declare a vacancy to the chancellor.

§ 2590-c. Composition of community district education councils

1. Each community district shall be governed by a community district education council. The community councils shall consist of eleven voting members and one non-voting member, as follows:

(a) For councils whose terms begin prior to [2020], nine voting members shall be parents whose children are attending a school or a pre-kindergarten program offered by a school under the jurisdiction of the community district, or have attended a school or a pre-kindergarten program offered by a school under the jurisdiction of the community district within the preceding two years, and shall be selected by the presidents and officers of the parents' association or parent-teachers' association. Such members shall serve for a term of two years. Presidents and officers of parents' associations or parent-teachers' associations who are candidates in the selection process pursuant to this section shall not be eligible to cast votes in such selection process. The association shall elect a member to vote in the place of each such president or officer for the purposes of the selection process. Provided, however, that a parent of a pre-kindergarten pupil shall vacate his or her membership on such community district education council where the parent no longer has a child that attends a school or pre-kindergarten program offered by a school under the jurisdiction of the community district.

For councils whose terms begin in [2021] and thereafter, nine voting members shall be parents whose children are attending a school or a pre-kindergarten program offered by a school under the jurisdiction of the community district, or have attended a school under the jurisdiction of the community district within the preceding two years, and shall be elected by parents of children attending such schools and pre-kindergarten programs in accordance with a process developed by the chancellor pursuant to subdivision eight of this section. Provided, however, that a parent of a pre-kindergarten pupil shall vacate his or her membership on such community district education council when the parent no longer has a child that attends a school or pre-kindergarten program offered by a school under the jurisdiction of the community district.

(b) Two voting members shall be appointed by the borough presidents corresponding to such district. Such appointees shall be residents of, or own or operate a business in, the district and shall be individuals with extensive business, trade, or education experience and knowledge, who will make a significant contribution to improving education in the district. Such members shall serve for a term of two years.

(c) One non-voting member who is a high school senior residing in the district, appointed by the superintendent from among the elected student leadership. Such member shall serve for a one year term.

Members shall not be paid a salary or stipend, but shall be reimbursed for all actual and necessary expenses directly related to the duties and responsibilities of the community council.

2. For the initial community council, such members must be selected on or before [October 31, 2003], with terms commencing on [December 1, 2003]. Thereafter, commencing in [May of 2005], the selection or election of community council members shall occur on the second Tuesday in May, with terms commencing on the following July first.

3. Each such council shall select one of its voting members to serve as chair.

4. Notwithstanding any provisions of law to the contrary, the community district education council may appoint a secretary, pursuant to the policies of the city board, who shall perform the following functions: (a) prepare meeting notices, agendas and minutes; (b) record and maintain accounts of proceedings and other council meetings; and (c) prepare briefing materials and other related informational materials for such meetings. Each council shall be responsible for the appointment, supervision, evaluation and discharge of the secretary.

5. No person may serve on more than one community council or on the city-wide council on special education, the city-wide council on English language learners, or the city-wide council on high schools and a community council. A member of a community council shall be ineligible to be employed by the community council of which he or she is a member, any other community council, the city-wide council on special education, the city-wide council on English language learners, the city-wide council on high schools, or the city board. No person shall be eligible for membership on a community council if he or she holds any elective public office or any elective or appointed party position except that of delegate or alternate delegate to a national, state, judicial or other party convention, or member of a county committee.

A person may be permanently ineligible for appointment to any community district education council for any of the following: (a) an act of malfeasance directly related to his or her service on the city-wide council on special education, the city-wide council on English language learners, the city-wide council on high schools, community school board or community district education council; or (b) conviction of a crime, provided that any such conviction shall be considered in accordance with [article 23-A] of the correction law.

Any decision rendered by the chancellor or the city board with respect to the eligibility or qualifications of the nominees for community district education councils must be written and made available for public inspection within seven days of its issuance at the office of the chancellor and the city board. Such written decision shall include the factual and legal basis for its issuance and a record of the vote of each board member who participated in the decision, if applicable.

6. (a) In addition to the conditions enumerated in the public officers law creating a vacancy, a member of a community district education council who refuses or neglects to attend three meetings of such council of which he or she is duly notified, without rendering in writing a good and valid excuse therefore vacates his or her office by refusal to serve. Each absence and any written excuse rendered shall be included within the official written minutes of such meeting. After the third unexcused absence the community council shall declare a vacancy to the chancellor.

(b)(1) Vacancies in positions that were not appointed by a borough president shall be filled for an unexpired term by the community district education council after consultation with the presidents' council or other consultative body representing parents' associations and other educational groups within the district. Recommendations made by such parents and other educational groups shall be submitted in writing and included within the record of the meeting at which the vacancy is filled.

(2) If such vacancy results in the council not having at least one member who is a parent of a student who is an English language learner or who has been an English language learner within the preceding two years, or results in the council not having at least one member who is a parent of a student with an individualized education program, the community council shall select a parent having such qualifications to fill the vacancy.

(c) If the vacancy is not filled by the community council within sixty days after it is declared due to a tie vote for such appointment, the chancellor shall vote with the community council, to break such tie vote. If the community council has failed to fill the vacancy within sixty days after it is declared because of any other reason, the chancellor shall order the community council to do so pursuant to [section 2590-I] of this article.

(d) Where a vacancy occurs in a position appointed by a borough president, the borough president shall appoint a member to serve the remainder of the unexpired term.

7. (a) Each community council shall prepare and submit to the city board a performance report every month. The information provided shall include community council members' attendance records; participation in community council committees and other community council activities; visits to schools; and voting records on major issues before the community council.

(b) The city board shall review and consolidate the performance reports into one comprehensive city district-wide report, which shall be disseminated to the community and the media semiannually.

8. The chancellor shall: **(a)** develop a process to ensure a uniform election process for parent associations and parent-teacher associations. Such process shall ensure uniformity with respect to timing of elections and the structure and size of the body.

(b) develop a process for nomination of candidates for community council membership. Such process will outline in detail the procedure which must be followed to present a name for consideration, may include qualifications and prohibitions in addition to those outlined in this section and may allow for an interview process for nominees.

(c)(1) develop selection procedures for community council members which shall attempt to ensure membership that reflects a representative cross-section of the communities within the school district and diversity of the student population including those with particular educational needs, shall include consideration of the enrollment figures within each community district and the potential disparity of such enrollment from school to school within the district, and shall ensure that, to the extent possible, a school may have no more than one parent representative on the community council. Such procedures shall ensure that at least one position on the community council is filled by a parent of a student who is an English language learner or who has been an English language learner within the preceding two years, and at least one position is filled by a parent of a student with an individualized education program, and shall allow for the seven remaining positions to be filled by parents who are otherwise eligible;

(2) after reviewing the recommendations of the task force described in subdivision nine of this section, develop election procedures for community council members which shall attempt to ensure membership that reflects a representative cross-section of the communities within the school district and diversity of the student population including those with particular educational needs, shall include consideration of the enrollment figures within each community district and the potential disparity of such enrollment from school to school within the district, and shall ensure that, to the extent possible, a school may have no more than one parent representative on the community council. Such measures shall ensure that at least one position on the community council is filled by a parent of a current student who is or has been at any time an English language learner, and at least one position is filled by a parent of a student who has or has at any time had an individualized education program, and shall allow for the seven remaining positions to be filled by parents who are otherwise eligible.

(d) promulgate rules and regulations requiring financial disclosure by the nominees and policies prohibiting political endorsements of and campaign contributions to nominees.

(e) beginning in January of each school year and continuing until the date of selection, ensure the distribution of guides to parents in addition to information regarding community council roles, functions, and activities, including upcoming parents' association and parent-teacher association elections, candidate information, and the nature of the selection or election process.

Prior to the adoption of the processes, procedures, rules or regulations set forth in this subdivision, the chancellor shall ensure that there is an inclusive public process which allows for sufficient public input from parents and the community including public hearings. All such processes, procedures, rules or regulations must be final in sufficient time to assure for an orderly implementation and notification of such processes, procedures, rules or regulations to allow for full community participation in the nomination and selection processes and procedures.

9. The mayor shall appoint a task force on community district education councils consisting of parents whose child or children are attending a public school within the community districts and other members with relevant expertise. The task force shall review the eligibility criteria to serve on a community district education council, the process for selecting community council members, and their terms of office. The task force shall submit a report concerning its findings and recommendations to the mayor and the chancellor by [November 1, 2019].

§ 2590-d. By-laws; regulations and decisions

1. The city board and the chancellor shall prescribe such by-laws and regulations as may be necessary to make effectual the provisions of this chapter and for the conduct of the proceedings of said board consistent with the requirements of this article. The city board by-laws shall include a process by which any member of the city board may request that items be placed on the city board's agenda. Such request may be made at a city board regular public meeting or prior to such meeting. If a member of the city board requests that an item be placed on the agenda at a regular public meeting of the city board, then the chairperson shall respond to the request at such meeting. If a member of the city board requests that an item be placed on the agenda at any time prior to a regular public meeting of the city board, then the chairperson shall respond to the request at any time prior to the subsequent regular public meeting. Said by-laws and regulations shall be published and indexed and revised at least annually. Copies of such by-laws and regulations shall be made available for public inspection via the city board's official internet web site, at the offices of the city board, each community council, the office of the commissioner of education, and the legislative library in Albany, and at such other places as the city board may deem proper.

2. Each community council shall prescribe such by-laws and regulations as may be necessary to make effectual the provisions of this chapter and for the conduct of the proceedings of said board. Such by-laws and regulations shall be filed with the city board and the commissioner of education and shall be made available for inspection by the public at the offices of the community council. Such by-laws shall include, but not be limited to the following requirements:

a. that there shall be a parents' association or a parent-teachers' association in each school under its jurisdiction;

b. that the council, the community superintendent and the principal of each school shall have regular communication with all parents' associations and parent-teachers' associations within the community district, and meet with their elected officers at least quarterly during the school year, to the end that such associations are provided with full factual information pertaining to matters of pupil achievement, including but not limited to: annual reading scores, comparison of the achievement of pupils in comparable grades and schools, as well as the record of achievement of the same children as they progress through the school; provided, however, that such record and scores shall not be disclosed in a manner which will identify individual pupils.

c. that community councils develop and implement a process consistent with procedures which shall be developed by the chancellor for community input in connection with the annual evaluation of the district superintendent and other instructional supervisors assigned or appointed to the district by the chancellor.

d. that all meetings of the community council be subject to article seven of the public officers law.

3. Copies of all written decisions rendered by the city board acting as an appeal board pursuant to [subdivision 10 of section 2590-g] and copies of all written decisions rendered by the chancellor pursuant to [section 2590-l] shall be published, indexed and revised at least semi-annually. Copies of said decisions shall be made available for public inspection at the offices of the city board, each community council, the office of the commissioner of education, and at such other places as the city board shall deem proper.

§ 2590-e. Powers and duties of community district education councils

Note: Sections that are outdated or do not pertain to the Education Councils have been cut (marked [.....]), but the text has not been edited.

Each community council shall have the following powers and duties to establish educational policies and objectives, not inconsistent with the provisions of this article and the policies established by the city board, with respect to all pre-kindergarten, nursery, kindergarten, elementary, intermediate and junior high schools and programs in connection therewith in the community district. The community councils shall have no executive or administrative powers or functions, but shall have the following powers and duties:

[.....]

3. promote achievement of educational standards and objectives relating to the instruction of students.

4. cooperate as required by the chancellor in the removal from office pursuant to [section 2590-l] of this article of any community council member for willful, intentional or knowing involvement in the hiring, appointment or assignment of employees other than as specifically authorized in this article.

[.....]

7. participate in training and continuing education programs pursuant to the provisions of this subdivision.

(1) Community district education council members shall participate in training to acquaint them with the powers, functions and duties of community council members, as well as the powers of other governing and administering authorities that affect education including the powers of the commissioner, city board, chancellor and community superintendents. Such participation shall be completed no later than three months from the date in which a community council member takes office for the first time.

(2) Each community district education council member shall be required to participate in continuing education programs on an annual basis as defined by the chancellor. Participation in training pursuant to paragraph one of this subdivision by a community district education council member who takes office for the first time shall be deemed to satisfy the requirements of this subdivision for the first year of such member's term.

(3) Such training and continuing education programs shall be approved by the chancellor, following consultation with the commissioner, and may be provided by the state education department, the city board, the chancellor or a nonprofit provider authorized by the chancellor to provide such training and continuing education programs.

(4) The chancellor is authorized to promulgate regulations regarding providers and their certification, the content and implementation of the training and continuing education programs. Any such regulations shall be developed after consultation with the commissioner.

(5) Such training and continuing education programs shall be offered on an annual basis or more frequently, as needed, to enable community council members to comply with this subdivision.

(6) Failure of community council members to comply with the training and continuing education requirements mandated by this subdivision shall constitute cause for removal from office pursuant to [section 2590-l] of this article.

8. Each year prepare a school district report card pursuant to regulations of the commissioner, and shall make it publicly available by transmitting it to local newspapers of general circulation, appending it to copies of the proposed budget made publicly available as required by law, making it available for distribution at the annual meeting, and otherwise disseminating it as required by the commissioner. Such report card shall include measures of the academic performance of the school district, on a school by school basis, and measures of the fiscal performance of the district, as prescribed by the commissioner. Pursuant to regulations of the commissioner, the report card shall also compare these measures to statewide averages for all public schools, and statewide averages for public schools of comparable wealth and need, developed by the commissioner. Such report card shall include, at a minimum, any information on the school district regarding pupil performance and expenditure per pupil required to be included in the annual report by the requests to the governor and the legislature pursuant to [section 215-a] of this chapter; and any other information required by the commissioner. School districts (i) identified as having fifteen percent or more of their students in special education, or (ii) which have fifty percent or more of their students with disabilities in special education programs or services sixty percent or more of the school day in a general education building, or (iii) which have eight percent or more of their students with disabilities in special education programs in public or private separate educational settings shall indicate on their school district report card their respective percentages as defined in this paragraph and paragraphs (i) and (ii) of this subdivision as compared to the statewide average.

9. Subject to paragraph (o) of subdivision one of [section 2590-f] of this article, to employ or retain counsel subject to the powers and duties of the corporation counsel of the city of New York to be the district's attorney and counsel pursuant to subdivision a of section three hundred ninety-four of the New York city charter in actions or proceedings in which the council or any member thereof is a defendant or a respondent.

[.....]

11. Approve zoning lines, as submitted by the superintendent, consistent with the regulations of the chancellor, applicable to schools under the jurisdiction of the community district.

12. Hold meetings at least every month with the superintendent to discuss the current state of the schools in the district and progress made toward the implementation of the district's comprehensive education plan required by the chancellor.

13. Review of the district's educational programs and assess their effect on student achievement.

14. Hold public meetings at least every month with the superintendent during which the public may speak so that parents and the community have a voice and a public forum to air their concerns.

15. Submit an annual evaluation of the superintendent to the chancellor.

16. Submit an annual evaluation consistent with procedures which shall be developed by the chancellor of all other instructional supervisory personnel who have responsibility for more than one school within the district.

17. Hold a public hearing on the district's annual capacity plans, recommended by the superintendent and based on data from the chancellor on enrollment/utilization for each school within the district and submit such plan, upon approval by the community council, to the chancellor for his or her approval and implementation.

18. Provide input, as it deems necessary, to the chancellor and the city board on matters of concern to the district.

19. Liaison with school leadership teams as may be necessary and provide assistance to the school leadership teams where possible.

20. Consult on the selection of a community superintendent pursuant to [subdivision 30 of section 2590-h] of this article. Such consultation shall include an opportunity for the community council to meet with the final candidate or candidates the chancellor is considering appointing and to provide feedback to the chancellor prior to the appointment being made.

21. Hold a joint public hearing with the chancellor or deputy chancellor, or in the case of a proposed significant change in school utilization the chancellor or his or her designee, and the impacted school based management team regarding any proposed school closing or significant change in school utilization, including the phase-out, grade reconfiguration, re-siting, or co-location of schools, of any public school located within the community district pursuant to [subdivision 2-a of section 2590-h] of this article. *Following such hearing, the community council may pass a resolution on whether to recommend or not recommend to the city board the proposed school closing or significant change in school utilization, and shall transmit it to the city board for its consideration at least seven days in advance of any city board vote on such item pursuant to [section 2590-g] of this article, provided that the receipt of such resolution from the community council shall not be a precondition for the city board to act on the matter.*

§ 2590-f. Community superintendents

Note: Sections that are outdated or do not pertain to the Education Councils have been cut (marked [.....]), but the text has not been edited.

1. Subject in every case to powers devolved to principals and schools consistent with this article, the community superintendent shall have the following powers and duties as superintendent of schools for the community district, which shall be exercised in a manner to ensure the implementation of all provisions of law, rules and regulations relating to the management of the schools and the delivery of instructional services:

[.....]

(b) to delegate any of her or his powers and duties to such subordinate officers or employees of her or his community district as she or he deems appropriate, at his or her sole discretion, and to modify or rescind any power and duty so delegated.

[.....]

(e) to appoint or reject the principal and assistant principal candidates screened by screening committees, consistent with regulations of the chancellor establishing a process that promotes parental and staff involvement in the recruitment, screening, interviewing and recommendation of candidates, and after consulting with members of the school based management team. Candidates must meet the requirements of regulations of the chancellor establishing educational, managerial, and administrative qualifications, including evaluation of each candidate's record of performance in comparable positions and shall be subject to the chancellor's power to reject such appointments pursuant to [section 2590-h] of this article.

(f) to supervise and evaluate, at least annually, the performance of principals for every school in the district with respect to educational effectiveness and school performance, including effectiveness of promoting student achievement and parental involvement, developing an effective shared decision-making relationship with the school based management team, and maintaining school discipline; the community superintendent shall have access to all school records that he or she deems necessary and shall consider comments contained within an assessment made by the school based management team, pursuant to subparagraph (vii) of paragraph (b-1) of [subdivision 15 of section 2590-h] of this article, when carrying out such evaluations.

(g) the authority to transfer or remove principals for persistent educational failure, conflicts of interest, and ethics violations, and to require principals to participate in training and other remedial programs to address identified factors affecting student achievement and school performance, consistent with [sections 2590-h, 2590-i and 2590-l] this article.

(h) to review, modify and approve school-based budgets proposed by the school, pursuant to [section 2590-r] of this article, provided however, that the community superintendent shall only approve a school-based budget proposal after certifying that it is sufficiently aligned with its corresponding school's comprehensive educational plan. The community superintendent shall prescribe the form and manner in which principals must submit written justification to demonstrate that the proposed school-based budget is aligned with the school's comprehensive educational plan, and shall also include a provision allowing for the school based management team to respond to such justification. The community superintendent shall consider the principal's written justification, along with any response provided by the school based management team, prior to making such certification.

(h-1) to establish a process that allows for school based management team members, other than the principal, to dispute any decision made by the principal where such team members reach a consensus that the decision is inconsistent with the goals and policies set forth in their school's existing comprehensive educational plan. The community superintendent shall provide a written response to the school based management team and the principal that includes the information reviewed and the basis for the community superintendent's decision regarding such dispute.

[.....]

(l-1) to provide assistance and direct support to parents in accessing information, addressing concerns and responding to complaints relating to their child's education that cannot be resolved at the school level.

[.....]

(u) to provide relevant data to the community district education council to encourage informed and adequate public discussion on student achievement and the state of each school within the district.

(v) to hold at least two public forums within the district, during each school year, for the purpose of reporting on the district's performance, including progress made toward achieving the district comprehensive educational plan goals, discussing plans for improvement, and receiving parental and community comments and concerns; the community superintendent shall ensure that notice for the public forums is posted in a manner to maximize the participation of parents, students and school personnel and is specifically circulated to members of the school based management teams, community district education council and the relevant community boards.

(w) to provide notice of any proposed school closing or significant change in school utilization, including the phase-out, grade reconfiguration, re-siting, or co-location of schools, for any public school within the community district to all impacted parents, including information as to where a copy of the educational impact statement, or revised educational impact statement if applicable, may be obtained and the date of any hearing on such school closure or significant change in school utilization pursuant to [subdivision 2-a of section 2590-h] of this article.

3. No person who has served as a member of a community district education council may be employed by that board or the community superintendent of that district within a period of three years after the termination of such service unless such person qualifies for the position pursuant to a competitive examination and applicable provisions of the civil service law.

§ 2590-h. Powers and duties of chancellor

Note: Sections that are outdated or do not pertain to the Education Councils have been cut (marked [.....]), but the text has not been edited.

The office of chancellor of the city district is hereby continued. Such chancellor shall serve at the pleasure of and be employed by the mayor of the city of New York by contract. The chancellor shall meet the requirements of [subdivision 1 of section 3003] of this chapter, provided that a person who has been issued a certificate as superintendent of schools pursuant to subdivision three of such section may serve as chancellor on the basis of such certificate for no longer than six months. The length of such contract shall not exceed by more than two years the term of office of the mayor authorizing such contract. The chancellor shall receive a salary to be fixed by the mayor within the budgetary allocation therefor. He or she shall exercise all his or her powers and duties in a manner not inconsistent with the city-wide educational policies of the city board. The chancellor shall have the following powers and duties as the superintendent of schools and chief executive officer for the city district, which the chancellor shall exercise to promote an equal educational opportunity for all students in the schools of the city district, promote fiscal and educational equity, increase student achievement and school performance and encourage local school-based innovation, including the power and duty to:

2-(a) Notwithstanding any other provision to the contrary, prepare an educational impact statement regarding any proposed school closing or significant change in school utilization, including the phase-out, grade reconfiguration, re-siting, or co-location of schools, for any public school located within the city district.

(b) Such educational impact statement shall include the following information regarding the proposed school closing or significant change in school utilization:

(i) the current and projected pupil enrollment of the affected school, the prospective need for such school building, the ramifications of such school closing or significant change in school utilization upon the community, initial costs and savings resulting from such school closing or significant change in school utilization, the potential disposability of any closed school;

(ii) the impacts of the proposed school closing or significant change in school utilization to any affected students;

(iii) an outline of any proposed or potential use of the school building for other educational programs or administrative services;

(iv) the effect of such school closing or significant change in school utilization on personnel needs, the costs of instruction, administration, transportation, and other support services;

(v) the type, age, and physical condition of such school building, maintenance, and energy costs, recent or planned improvements to such school building, and such building's special features;

(vi) the ability of other schools in the affected community district to accommodate pupils following the school closure or significant change in school utilization; and

(vii) information regarding such school's academic performance including whether such school has been identified as a school under registration review or has been identified as a school requiring academic progress, a school in need of improvement, or a school in corrective action or restructuring status.

(c) Such educational impact statement shall be made publicly available, including via the city board's official internet website, and a copy shall also be filed with the city board, the impacted community council, community boards, community superintendent, and school based management team at least six months in advance of the first day of school in the succeeding school year.

(d) No sooner than thirty days, but no later than forty-five days following the filing of the educational impact statement, the chancellor or deputy chancellor, or in the case of a proposed significant change in school utilization the chancellor or his or her designee, shall hold a joint public hearing with the impacted community council and school based management team, at the school that is subject to the proposed school closing or significant change in school utilization, and shall allow all interested parties an opportunity to present comments or concerns regarding the proposed school closing or significant change in school utilization. The chancellor shall ensure that notice of such hearing is widely and conspicuously posted in such a manner to maximize the number of affected individuals that receive notice, including providing notice to affected parents and students, and shall also notify members of the community boards and the elected state and local officials who represent the affected community district.

(d-1) So long as the revised proposal does not impact any school other than a school that was identified in the initial educational impact statement, the chancellor, after receiving public input, may substantially revise the proposed school closing or significant change in school utilization provided that the chancellor shall prepare a revised educational impact statement, in the form prescribed in paragraph (b) of this subdivision, and publish and file such educational impact statement in the same manner as prescribed in paragraph (c) of this subdivision. No sooner than fifteen days following the filing of such revised educational impact statement, the chancellor or deputy chancellor, or in the case of a significant change in school utilization the chancellor or his or her designee, shall hold a joint public hearing with the impacted community council and school based management team, at the school that is subject to the proposed school closing or significant change in school utilization and shall allow all interested parties an opportunity to present comments and concerns regarding such proposal. The chancellor shall ensure that notice of such hearing is widely and conspicuously posted in such a manner to maximize the number of affected individuals that receive notice, including providing notice to affected parents and students, and shall also notify members of the community boards and the elected state and local officials who represent the affected community district.

(e) Except as otherwise provided in paragraph (f) of this subdivision, all proposed school closings or significant changes in school utilization shall be approved by the city board pursuant to [section 2590g] of this article and shall not take effect until all the provisions of this subdivision have been satisfied and the school year in which such city board approval was granted, has ended.

(f) In the event that the chancellor determines that a school closing or significant change in school utilization is immediately necessary for the preservation of student health, safety or general welfare, the chancellor may temporarily close a public school or adopt a significant change in the school's utilization on an emergency basis. Such emergency school closing or significant change in school utilization shall only remain in effect for six months, during such time the chancellor shall comply with the requirements of this subdivision in order for such school closure or significant change in school utilization to extend beyond the six month period.

3. Subject to the approval of the city board, develop a plan to provide for the establishment of comprehensive high schools within the city district so that every community district shall have available to its graduates further education and a comprehensive high school. Such plan may provide for the conversion of academic and vocational high schools and may be amended or modified from time to time.

[.....]

7. To continue existing voluntary programs or to establish new programs under which students may choose to attend a public school in another community district.

8. Promulgate minimum clear educational standards, curriculum requirements and frameworks, and mandatory educational objectives applicable to all schools and programs throughout the city district, and examine and evaluate periodically all such schools and programs with respect to

(i) compliance with such educational standards and other requirements, and

(ii) the educational effectiveness of such schools and programs, in a manner not inconsistent with the policies of the city board.

9. Furnish community district education councils and the city board periodically with the results of such examinations and evaluations and to make the same public.

10. Require each community superintendent to make an annual report covering all matters relating to schools under the district’s jurisdiction including, but not limited to, the evaluation of the educational effectiveness of such schools and programs connected therewith.

[.....]

13. Perform the following functions throughout the city district; provided, however, that the chancellor and any community district education council may agree that any such function may be appropriately performed by the community district education council with respect to the schools and programs under its jurisdiction:

- (a)** Technical assistance to community districts and schools;
- (b)** Such warehouse space on a regional basis as he or she determines to be necessary or appropriate after consultation with the community superintendents;
- (c)** Purchasing services on a city-wide, regional or community district basis subject to subdivision thirty-six of this section;
- (d)** Reinforce and foster connections to institutions of higher education to promote student achievement.

15. Promote the involvement and appropriate input of all members of the school community pursuant to the provisions of this article, including parents, teachers, and other school personnel, including:

- (a)** establishing a parents’ association or a parent-teachers’ association in each public school under the chancellor’s jurisdiction; and ensuring that the districts and charter schools located within the city district do the same; the chancellor shall ensure that meetings of such parents’ associations or parent-teachers’ associations shall comply with [section 414] of this chapter;
- (b)** pursuant to a plan prepared in consultation with associations of parents, and representatives of teachers, supervisors, paraprofessionals and other school personnel within the city district, and promulgated no later than [January 31, 1998], (i) taking all necessary steps to ensure that no later than [October 1, 1999], the city district and the community districts are in full compliance, and remain in compliance thereafter, with state and federal law and regulations concerning school-based management and shared decision-making, including section 100.11 of the commissioner’s regulations, in a manner which balances participation by parents with participation by school personnel in advising in the decisions devolved to schools pursuant to [sections 2590-i and 2590-r] of this article, and (ii) pursuant to such plan providing for appropriate training to any parent and school personnel who participate in the school based management and shared decision-making process;

[.....]

(c) developing, in consultation with associations of parents in the city district, and implementing no later than [October 1, 1998], a parental bill of rights which provides for, at minimum:

- (i)** reasonable access by parents, persons in parental relation and guardians to schools, classrooms, and academic and attendance records of their own children, consistent with federal and state laws, provided that such access does not disrupt or interfere with the regular school process;
- (ii)** the rights of parents, persons in parental relation and guardians to take legal action and appeal the decisions of the school administration, as authorized by law;

(iii) the right of parents, persons in parental relation and guardians to have information on their own child’s educational materials;

(iv) access to and information about all public meetings, hearings of the chancellor, the city board, the community superintendents, the community district education councils, and the schools; and

(v) access to information regarding programs that allow students to apply for admission where appropriate to schools outside a student’s own attendance zone.

The chancellor shall by rule or regulation provide for the involvement including membership, in any parents’ association or parent-teacher association established pursuant to this subdivision, of a grandparent who is in parental relation to a child who attends a school within the jurisdiction of the community school district. For purposes of this subdivision, a grandparent shall be considered to be in parental relation to a child when such grandparent has assumed care of such child because such child’s parents are not available due to death, imprisonment, mental illness, living outside the state, abandonment of the child, or other circumstances. A determination of whether a grandparent is in parental relation to a child shall be based upon the individual circumstances surrounding guardianship and custodial care of such child.

[.....]

16. Promulgate such rules and regulations as he or she may determine to be necessary or convenient to accomplish the purposes of this act, not inconsistent with the provisions of this article and the city-wide educational policies of the city board.

[.....]

19. Delegate any of his or her powers and duties to such subordinate officers or employees as he or she deems appropriate and to modify or rescind any power and duty so delegated.

[.....]

24. Develop and implement a five-year educational facilities capital plan, and amendments thereto, as defined in [section 2590-p] of this article. The chancellor shall also appoint a person, who reports directly to the chancellor or his or her designee, to assist in the development and implementation of such plan and amendments thereto and to oversee the school buildings program.

[.....]

30. Select and appoint a community superintendent, in compliance with the qualifications required by subdivision twenty-nine of this section and subject to the provisions of subdivision two of [section 2590-j] of this article, and in consultation with the corresponding community district education council, at a salary to be fixed within the budgetary allocation therefor.

[.....]

33. Require community school board members to participate in training and retraining in order to promote district and school performance and student achievement, as a continuing condition for membership.

48. To hold a public meeting in each community district, in conjunction with the community district education council, during a two year period, beginning with the two thousand nine--two thousand ten school year, in order to report on public school finances, student performance, and educational goals and priorities of the city district and to receive and respond to public comments and concerns. The chancellor shall direct the community superintendent to provide public notice of such meeting in order to maximize the participation of parents, students, and all other interested parties.

49. To provide information, data, estimates and statistics regarding all matters relating to the city district as requested by the director of the independent budget office of the city of New York or the comptroller of the city of New York, in a timely fashion.

54. To establish a charitable fund to receive unrestricted charitable monetary donations made to such fund for use by the city school district for public educational purposes. The monies of such charitable fund shall be deposited and secured in the manner provided by section ten of the general municipal law. The monies of such charitable fund may be invested in the manner provided by section eleven of the general municipal law. Any interest earned or capital gain realized on the money so invested shall accrue to and become part of such fund. At such time and in such amounts as determined by the chancellor, the monies of such charitable fund shall be transferred to the city school district's general fund for expenditure consistent with the charitable purposes of the fund, provided that the amount of taxes to be levied by the city for any school year shall be determined without regard to any such transfer. The city school district shall maintain an accounting of all such deposits, interest or capital gain, transfers, and expenditures.

§ 2590-I. Enforcement of applicable law, regulations and directives; establishment of appeal board

1. (a) If, in the judgment of the chancellor any community district education council and/or superintendent fails to comply with any applicable provisions of law, by-laws, rules or regulations, standards, directives and agreements, he or she may, in addition to or as an alternative to any other remedies authorized by this article, including [subdivision 31 of section 2590-h] of this article, issue an order requiring the community district education council and/or superintendent to cease its improper conduct or to take required action and consistent with the provisions of this article and the educational and operational policies of the city board, may enforce that order by the use of appropriate means, including:

(i) supersession of the community district education council and/or superintendent by the chancellor or one or more trustees appointed by him who may be, notwithstanding any other provision of law, employees of the city board with respect to those powers and duties or decisions of such community district education council and/or superintendent deemed necessary to ensure compliance with the order; and

(ii) suspension or removal of the community district education council and/or superintendent or any member or members thereof.

(b) Prior to the enforcement of any order authorized under this section, the chancellor shall provide an opportunity for conciliation, except that the chancellor without conciliation may suspend or remove one or more members of a community district education council or a community superintendent where the conduct (i) is criminal in nature; (ii) poses an immediate danger to the safety or welfare of students or any school staff or employee, or (iii) in the judgment of the chancellor, is contrary to the best interest of the city school district.

2. The community board or any suspended or removed member and/or superintendent thereof may, within fifteen days after issuance of such order, file an appeal with the city board acting as an appeal board pursuant to [subdivision 10 of section 2590-g] of this article.

2-a. A member of a community district education council may be removed upon a finding that the member willfully, intentionally or knowingly interfered with or was involved in the hiring, appointment or assignment of employees other than as specifically authorized in this article. Such a finding, unless judicially overturned pursuant to article seventy-eight of the civil practice law and rules, shall permanently disqualify that member from employment, contracting or membership with or on any community district education council or the city board or any employment or contractual relationship, direct or indirect, with the city district, any community district, or any public school in such districts.

CHANCELLOR’S REGULATIONS D-140, D-150, D-160, D-170

Note: These regulations govern the process by which CEC members are elected and new councils constituted every two years, as well as the filling of seats that become vacant during the term due to resignations or excessive absences. The sections on the election process have been omitted because they will be revised for the next election cycle (2021) to comply with changes to NYS Education Law. For the complete current text of these regulations, visit the Chancellor’s Regulations on the DOE website (schools.nyc.gov).

CR D-140: Process for the Nomination and Selection of Members of the Community Education Councils Including Filling Vacancies

ABSTRACT

Every community school district must have a Community Education Council (“CEC”) that consists of 11 voting members and one non-voting student member. Nine of the voting members are selected pursuant to the procedures set forth in this regulation and must, at the time of their selection, be parents of students in grades Kindergarten through Eight, or in a Pre-Kindergarten (Pre-K) program, who are attending a school or a Pre-K program offered by a school in the community school district. The two remaining voting members are appointed by the Borough President. This regulation details the eligibility requirements and the nomination and selection procedures for CEC members. It also provides the process for filling vacancies. Each CEC shall perform all duties and responsibilities in accordance with the New York Open Meetings Law.

Note: Sections that are outdated or do not pertain to the Education Councils have been cut (marked [.....]), but the text has not been edited.

I. ELIGIBILITY

A. Parents

1. Any parent* of a student in grades Kindergarten through Eight, or in a Pre-K program, who currently attends a school or a Pre-K program offered by a school under the jurisdiction of a community school district is eligible to self-nominate to serve on the CEC for that community school district. Eligibility is determined as of the date the parent submits an application to run for a position on the CEC.
2. A parent of a child in grades Kindergarten through Eight who is eligible at the time of application shall, if duly elected, be permitted to serve a full two-year term on the CEC, even if his/her child graduates from the eighth grade and/or ceases to attend a school under the jurisdiction of the community school district during the parent’s term.

*A parent is defined as a parent (by birth or adoption, step-parent or foster parent), legal guardian, or person in parental relation to a child. A person in parental relation to a child is a person who is directly responsible for the care and custody of a child on a regular basis in lieu of a parent or legal guardian.

3. A parent of a child in a Pre-K program who is eligible at the time of application shall be ineligible to serve if his/her child no longer attends a school or pre-K program offered by a school under the jurisdiction of the community school district.*

4. The following persons are not eligible by statute:
 - a. Persons holding elective public office or elective or appointed party positions (except delegate or alternate delegate to a national, state, judicial, or other party convention, or member of a county committee);
 - b. Current New York City Department of Education (“DOE”) employees;
 - c. Persons who have been convicted of a felony or removed from a Community School Board, a CEC, or a Citywide Council for an act of malfeasance directly related to service on such board or council, or convicted of a crime directly related to service on such board or council; and
 - d. Persons who are on another CEC, or any Citywide Council.

5. In addition, the following persons are not eligible to serve:
 - a. Members of the Panel for Education Policy;
 - b. Persons who have been removed from a Parent Association or Parent-Teacher Association (“PA/PTA”), School Leadership Team, Presidents’ Council, Borough High School Council, or Title I Committee for an act of malfeasance directly related to service on such association, team, council, or committee or convicted of a crime directly related to service on such association, team, council, or committee; and
 - c. Persons who are determined to have a conflict of interest by the DOE Ethics Officer or other designee of the Chancellor based on the Conflicts of Interest Law of the City of New York.

B. Students

High school students who will be seniors during their year of service, who reside in the community school district in which they will serve, and who are part of their school’s elected student government are eligible to be appointed by the community superintendent. Students need not attend high schools located in the community school districts in which they will serve. If no senior on the elected student government is available to serve, seniors holding other elected leadership positions (e.g., president of a club) may be considered.

[Section on Selection Process omitted]

*All parent members who serve on the CEC shall be parents whose children are attending a school or a Pre-K program offered by a school under the jurisdiction of the community school district, or have attended such a school or Pre-K program within the preceding two years. However, parents who were initially selected or filled a vacancy as parents of a Pre-K student must vacate their seat if they no longer have a child in a school or a Pre-K program offered by a school under the jurisdiction of the same community school district.

Appointment by Borough President

The Borough President shall appoint two voting members.* The two members must be residents of or own or operate a business in the district, and have extensive business, trade, or education experience and knowledge. [.....] Nominees seeking appointment to a CEC by the Borough President shall obtain an application form from the Borough President's office, and submit their completed application form to the Borough President's office.

Appointment of student member (non-voting)

The community superintendent shall appoint one high school senior who resides in the community school district and who is a member of his/her school's elected student government to serve as the non-voting member of the CEC. Community superintendents will be provided with a list of eligible students from which to make an appointment. If no senior on the elected student government is available to serve, the DOE Division of Teaching and Learning will assist the superintendent in determining whether seniors holding other elected leadership positions (e.g., president of a club) who reside in the district are available. The student member serves a one-year term.

VIII. RESIGNATIONS

Parent Members

Parent member resignations must be in writing, addressed to the Chancellor. The Chancellor designates FACE to receive resignations on his/her behalf. Such resignations shall take effect upon delivery to or filing with FACE, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the Chancellor.

Borough President Appointees

Resignations of Borough President appointees must be in writing, addressed to the appointing Borough President. Such resignation shall take effect upon delivery to or filing with the appointing borough president, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the appointing Borough President.

Student Members

Student member resignations must be in writing, addressed to the appointing community superintendent. Such resignations shall take effect upon delivery to or filing with the appointing community superintendent, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the appointing community superintendent.

IX. VACANCIES

Parent and Borough President Appointee Vacancies

- i. A member of a CEC who refuses or neglects to attend three meetings of the CEC within his/her term of office, of which s/he was properly notified, without rendering a written valid excuse, vacates the office.

*The eligibility requirements in Sections I.A.2 and I.A.3 of this regulation also apply to Borough President appointees.

*Each absence and any written excuse provided shall be included in the official minutes of that meeting. All absences of a Borough President appointee should be reported to the Borough President by the Council Administrative Assistant or President. After the third unexcused absence, the CEC shall declare the seat vacant by resolution at a calendar meeting and notify the Chancellor (or Borough President, as appropriate) of its action.

- ii. When a parent vacancy occurs on the CEC, the CEC shall fill the vacancy for the remainder of the unexpired term at a public meeting. The community school district's Presidents' Council and other education groups shall be given the opportunity to make written recommendations for filling the parent vacancy, and to consult with the CEC before the vacancy is filled. If such a vacancy results in the CEC not having at least one member who is an ELL parent or at least one member who is an IEP parent, the CEC shall select a parent having such a qualification to fill the vacancy. Before selecting an IEP parent or an ELL parent to fill a vacancy, the CEC should consult with the Citywide Council on Special Education or Citywide Council on English Language Learners. All individuals interested in filling a parent vacancy on a CEC must complete an application form. Application forms may be obtained from the applicable CEC or from FACE.
- iii. If the parent vacancy is not filled by the CEC within 60 days after it is declared due to a tie vote, the Chancellor shall vote to break the tie. If the CEC fails to fill the vacancy within 60 days for any other reason, the Chancellor shall order the CEC to fill the vacancy pursuant to Section 2590-l of the Education Law.
- iv. When a vacancy occurs in a position appointed by the Borough President, the Borough President shall appoint a member to serve the remainder of the unexpired term. Nominees seeking to fill a Borough President appointee vacancy shall obtain an application form from the Borough President's office, and submit their completed application form to the Borough President's office.

Student Vacancies

In the case of a student vacancy, the community superintendent shall appoint another senior from the list of eligible students to serve the remainder of the unexpired term. The superintendent shall inform FACE and the CEC of his/her appointment.

X. COMPLAINT PROCESS

Complaints about compliance with this regulation must be submitted to the Chancellor in writing within five (5) days of the alleged violation, and must contain the specific reasons for the complaint.

XI. TECHNICAL ASSISTANCE

FACE will oversee implementation of the procedures contained in this regulation, and will provide technical assistance as necessary.

* The following constitute valid excuses for absence: death of a relative or attendance at a relative's funeral; serious illness or injury of CEC member or family member; mandatory court attendance including jury duty; military duty; job-related conflict which makes absence from CEC meeting unavoidable; and other reasons the CEC deems appropriate.

CR D-150: Process for the Nomination and Selection of Members of the Citywide Council on Special Education and the Citywide District 75 Council

ABSTRACT

This regulation governs the eligibility requirements and the nomination and selection procedures for the Citywide Council on Special Education (“CCSE”) and the District 75 Council (“D75 Council”), and sets forth the powers and duties of the D75 Council. It also provides a process for filling vacancies. Both Councils consist of 11 voting members and one non-voting student member. For the CCSE, nine of the voting members must be parents of students with an individualized education program (“IEP”) selected pursuant to the procedures set forth in this regulation, and the two remaining voting members are appointed by the NYC Public Advocate. For the D75 Council, nine of the voting members must be parents of students receiving services in District 75 selected pursuant to the procedures set forth in this regulation, and the two remaining voting members are appointed by the NYC Public Advocate. The CCSE and the D75 Council shall perform all duties and responsibilities in accordance with the New York Open Meetings Law.

Note: Sections that are outdated or do not pertain to the Education Councils have been cut (marked [.....]), but the text has not been edited.

I. CITYWIDE COUNCIL ON SPECIAL EDUCATION

Eligibility

1. Parent Members and Public Advocate Appointees

- a. Parents* of students with an IEP who currently receive special education services that are provided by and/or paid for by the Department of Education (DOE) are eligible to self-nominate for the CCSE. Eligibility is determined as of the date that the parent submits an application to run for a position on the CCSE. A parent who is eligible at the time of application, but who ceases to have a qualifying child with an IEP during their term of office, shall no longer be eligible to serve as of the date that they cease to be the parent of a student with an IEP.**
- b. The following persons are not eligible by statute:
 - i. Persons holding elective public office or elective or appointed party positions (except delegate or alternate delegate to a national, state, judicial or other party convention, or member of a county committee);
 - ii. Current DOE employees;

*A parent is defined as a parent (by birth or adoption, step-parent or foster parent), legal guardian, or person in parental relation to a child. A person in parental relation to a child is a person who is directly responsible for the care and custody of a child on a regular basis in lieu of a parent or legal guardian. **As required by statute, all parent members of the CCSE shall be parents of students with IEPs.

- iii. Persons who have been convicted of a felony or removed from a Citywide Council, or CEC for an act of malfeasance directly related to service on such Citywide Council or CEC, or convicted of a crime directly related to service on such Citywide Council or CEC; and
- iv. Persons who are on another Citywide Council or any CEC.

c. In addition, the following persons are not eligible to serve:

- i. Members of the Panel for Educational Policy;
- ii. Persons who have been removed from a PA/PTA, School Leadership Team, District Presidents' Council, Borough High School Council, Title I Committee, or community school board for an act of malfeasance directly related to service on such association, team, council, committee, or board, or convicted of a crime directly related to such association, team, council, committee, or board; and
- iii. Persons who are determined to have a conflict of interest by the DOE Ethics Officer or other designee of the Chancellor based on Chancellor's Regulation D-125.

2. Students

High school students with an IEP who will be seniors during their year of service are eligible to serve on the CCSE. For purposes of this regulation, a senior is considered to be a student who has approximately 30 high school credits.

[Section on Selection Process omitted]

Appointment by the NYC Public Advocate

The NYC Public Advocate shall appoint two voting members. The two members must be individuals with extensive experience and knowledge in the areas of educating, training or employing individuals with handicapping conditions, who will make significant contributions to improving special education in the NYC schools. Such members serve two-year terms and have no term limits. Nominees seeking appointment to the CCSE by the Public Advocate shall obtain an application form from the Public Advocate's office, and submit their completed application form to the Public Advocate's office.

Appointment of student member (non-voting)

The Chief Achievement Officer for Students with Disabilities and English Language Learners shall select one high school senior with an IEP to serve on the CCSE. The student member serves a one-year term.

*The eligibility requirements in Sections I.A.1.b and I.A.1.c of this regulation also apply to Public Advocate appointees.

Resignations

Parent Members

Parent member resignations must be in writing, addressed to the Chancellor. The Chancellor designates the Chief Family Engagement Officer of the Division of Family and Community Engagement to receive resignations on his/her behalf. Such resignations shall take effect upon delivery to or filing with the Chief Family Engagement Officer, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the Chancellor.

Public Advocate Appointees

Resignations of appointees of the Public Advocate must be in writing, addressed to the Public Advocate. Such resignation shall take effect upon delivery to or filing with the Public Advocate, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the Public Advocate.

Student Member

A student member's resignation must be in writing, addressed to the Chancellor. The Chancellor assigns the Chief Achievement Officer for Students with Disabilities and English Language Learners to receive resignations on his/her behalf. Such resignations shall take effect upon delivery to or filing with the Chief Achievement Officer for Students with Disabilities and English Language Learners, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the Chief Achievement Officer for Students with Disabilities and English Language Learners.

Vacancies

Parent and Public Advocate Appointee Vacancies

- a. If a member of the CCSE refuses or neglects to attend three meetings of the CCSE during his/her term of office, of which s/he was properly notified without rendering a written valid excuse, the member vacates the office.* Each absence and any written excuse provided shall be included in the official minutes of that meeting. All absences of the Public Advocate's appointees should be reported to the Public Advocate by the CCSE Administrative Assistant or President. After the third unexcused absence, the Council shall declare the seat vacant by resolution at a calendar meeting, and notify the Chancellor (or Public Advocate, as appropriate) of its action.
- b. When a parent vacancy occurs on the CCSE, the CCSE shall fill the vacancy for the remainder of the unexpired term at a public meeting. The CCSE shall consult with parents of students with an IEP before the parent vacancy is filled. All individuals interested in filling a parent vacancy on the CCSE must complete an application form. Application forms may be obtained from the CCSE or from FACE.
- c. If the parent vacancy is not filled by the CCSE within 60 days after it is declared due to a tie vote, the Chancellor shall vote to break the tie. If the CCSE fails to fill the vacancy within 60 days for any other reason, the Chancellor may fill the vacancy.

*The following constitute valid excuses for absence: death of a relative or attendance at a relative's funeral; serious illness or injury of CCSE member or family member; mandatory court attendance including jury duty; military duty; job-related conflict which makes absence from CCSE meeting unavoidable; and other reasons the CCSE deems appropriate.

- d. When a vacancy occurs in a position appointed by the Public Advocate, the Public Advocate shall appoint a member to serve the remainder of the unexpired term. Nominees seeking to fill a Public Advocate appointee vacancy shall obtain an application form from the Public Advocate's office, and submit their completed application form to the Public Advocate's office.

Student Vacancies

In the case of a student vacancy, the Chief Achievement Officer for Students with Disabilities and English Language Learners shall appoint another eligible senior with an IEP to serve the remainder of the unexpired term. The Chief Achievement Officer for Students with Disabilities and English Language Learners shall inform FACE and the CCSE of his/her appointment.

II. DISTRICT 75 COUNCIL

A. Duties and Responsibilities

1. The D75 Council shall have the following powers and duties:
 - a. Advise and comment on educational and instructional policy involving the provision of District 75 services;
 - b. Issue an annual report on the effectiveness of the city district in providing services to District 75 students, and make recommendations, as appropriate, on how to improve the efficiency and delivery of such services; and
 - c. Hold at least one meeting per month open to the public during which the public may discuss issues facing District 75 students.
2. The D75 Council has the right to hire, supervise, evaluate and discharge a secretary who shall perform the following functions:
 - a. Prepare meeting notices, agendas and minutes;
 - b. Record and maintain accounts of proceedings and other D75 Council meetings; and
 - c. Prepare briefing materials and other related informational materials for meetings.

B. Eligibility

1. Parent Members and Public Advocate Appointees

- a. Only parents of students receiving citywide special education services (D75) are eligible to self-nominate for the D75 Council. Eligibility is determined as of the date that the parent submits an application to run for a position on the D75 Council. A parent who is eligible at the time of application, but who ceases to have a child enrolled in a District 75 program during their term of office, shall no longer be eligible to serve as of the date that they cease to be the parent of a student in a District 75 program.

b. The following persons are not eligible:

- i.** Persons holding elective public office or elective or appointed party positions (except delegate or alternate delegate to a national, state, judicial or other party convention, or member of a county committee);
- ii.** Current DOE employees;
- iii.** Persons who have been convicted of a felony or removed from a Citywide Council or Community Education Council (CEC) for an act of malfeasance directly related to service on such Citywide Council or CEC, or convicted of a crime directly related to service on such Citywide Council or CEC; and
- iv.** Persons who are on another Citywide Council or any CEC.

c. In addition, the following persons are not eligible to serve:

- i.** Members of the Panel for Educational Policy;
- ii.** Persons who have been removed from a PA/PTA, School Leadership Team, District Presidents' Council, Borough High School Council, Title I Committee, or community school board for an act of malfeasance directly related to service on such association, team, council, committee, or board, or convicted of a crime directly related to such association, team, council, committee, or board; and
- iii.** Persons who are determined to have a conflict of interest by the DOE Ethics Officer or other designee of the Chancellor based on Chancellor's Regulation D-125.

2. Student Members

District 75 high school students who will be seniors during their year of service are eligible to serve on the D75 Council. For purposes of this regulation, a senior is considered to be a student who has approximately 30 high school credits.

[Section on Selection Process omitted]

Appointment by the NYC Public Advocate

The NYC Public Advocate shall appoint two voting members. The two members must be individuals with extensive experience and knowledge in the areas of educating, training or employing individuals with handicapping conditions, who will make significant contributions to improving special education in the NYC schools. Such members serve two-year terms and have no term limits. Nominees seeking appointment to the D75 Council by the Public Advocate shall obtain an application form from the Public Advocate's office, and submit their completed application form to the Public Advocate's office.

Appointment of student member (non-voting)

The Chief Achievement Officer for Students with Disabilities and English Language Learners shall select one District 75 high school senior to serve on the D75 Council. The student member serves a one-year term.

C. Resignations

1. Parent Members

Parent member resignations must be in writing, addressed to the Chancellor. The Chancellor designates the Chief Family Engagement Officer of the Division of Family and Community Engagement to receive resignations on his/her behalf. Such resignations shall take effect upon delivery to or filing with the Chief Family Engagement Officer, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the Chancellor.

2. Public Advocate Appointees

Resignations of appointees of the Public Advocate must be in writing, addressed to the Public Advocate. Such resignation shall take effect upon delivery to or filing with the Public Advocate, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the Public Advocate.

3. Student Member

A student member's resignation must be in writing, addressed to the Chancellor. The Chancellor assigns the Chief Achievement Officer for Students with Disabilities and English Language Learners to receive resignations on his/her behalf. Such resignations shall take effect upon delivery to or filing with the Chief Achievement Officer for Students with Disabilities and English Language Learners, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the Chief Achievement Officer for Students with Disabilities and English Language Learners.

D. Vacancies

1. Parent and Public Advocate Appointee Vacancies

- a.** If a member of the D75 Council refuses or neglects to attend three meetings of the Council during his/her term of office, of which s/he was properly notified without rendering a written valid excuse, the member vacates the office.* Each absence and any written excuse provided shall be included in the official minutes of that meeting. All absences of the Public Advocate's appointees should be reported to the Public Advocate by the D75 Council's Administrative.

Assistant or President. After the third unexcused absence, the Council shall declare the seat vacant by resolution at a calendar meeting, and notify the Chancellor (or Public Advocate, as appropriate) of its action.

- b.** When a parent vacancy occurs on the D75 Council, the Council shall fill the vacancy for the remainder of the unexpired term at a public meeting. The Council shall consult with the District 75 Presidents' Council before filling the parent vacancy. All individuals interested in filling a parent vacancy on the D75 Council must complete an application form. Application forms may be obtained from the D75 Council or from FACE.
- c.** If the parent vacancy is not filled by the D75 Council within 60 days after it is declared due to a tie vote, the Chancellor shall vote to break the tie. If the Council fails to fill the vacancy within 60 days for any other reason, the Chancellor may fill the vacancy.

*The following constitute valid excuses for absence: death of a relative or attendance at a relative's funeral; serious illness or injury of D75 Council member or family member; mandatory court attendance including jury duty; military duty; job-related conflict which makes absence from D75 Council meeting unavoidable; and other reasons the D75 Council deems appropriate.

- d. When a vacancy occurs in a position appointed by the Public Advocate, the Public Advocate shall appoint a member to serve the remainder of the unexpired term. Nominees seeking to fill a Public Advocate appointee vacancy shall obtain an application form from the Public Advocate's office, and submit their completed application form to the Public Advocate's office.

2. Student Vacancies

In the case of a student vacancy, the Chief Achievement Officer for Students with Disabilities and English Language Learners shall appoint another eligible District 75 senior to serve the remainder of the unexpired term. The Chief Achievement Officer for Students with Disabilities and English Language Learners shall inform FACE and the D75 Council of the appointment.

III. COMPLAINT PROCESS

Complaints about compliance with this regulation must be submitted to the Chancellor in writing within five (5) days of the alleged violation, and must contain the specific reasons for the complaint.

IV. TECHNICAL ASSISTANCE

FACE will oversee implementation of the procedures contained in this regulation, and will provide technical assistance as necessary.

CR D-160: Process for the Nomination and Selection of Members of the Citywide Council on High Schools Including Filling Vacancies

ABSTRACT

The Citywide Council on High Schools ("CCHS") consists of 13 voting members and one non-voting student member. The 13 voting members include: ten members who are parents of students attending public high schools (hereinafter referred to as "parent members") selected pursuant to the procedures set forth in this regulation; one member appointed by the Citywide Council on Special Education (CCSE) (hereinafter referred to as "CCSE appointee"); one member appointed by the Citywide Council on English Language Learners (CCELL) (hereinafter referred to as "CCELL appointee"); and one voting member appointed by the Public Advocate of the City of New York (hereinafter referred to as "Public Advocate appointee"). This regulation details the eligibility requirements and the nomination and selection procedures for CCHS members. It also provides the process for filling vacancies. The CCHS shall perform all duties and responsibilities in accordance with the New York Open Meetings Law.

Note: Sections that are outdated or do not pertain to the Education Councils have been cut (marked [.....]), but the text has not been edited.

I. ELIGIBILITY

A. Parent Members and CCSE, CCELL, and Public Advocate Appointees

Only parents* of current high school students are eligible to self-nominate for the CCHS. Eligibility is determined

*A parent is defined as a parent (by birth or adoption, step-parent or foster parent), legal guardian, or person in parental relation to a child. A person in parental relation to a child is a person who is directly responsible for the care and custody of a child on a regular basis in lieu of a parent or legal guardian.

as of the date that the parent submits an application to run for a position on the CCHS. A parent who is eligible at the time of application, but who ceases to have a child attending a public high school during their term of office, shall no longer be eligible to serve as of the date that they cease to be the parent of a student attending a public high school.*

The following persons are not eligible by statute:

1. Persons holding elective public office or elective or appointed party positions (except delegate or alternate delegate to a national, state, judicial or other party convention, or member of a county committee);
2. Current Department of Education (DOE) employees;
3. Persons who have been convicted of a felony or have been removed from a Citywide Council or Community Education Council (CEC) for an act of malfeasance directly related to service on such Citywide Council or CEC, or convicted of a crime directly related to service on such Citywide Council or CEC; and
4. Persons who are on another Citywide Council or any CEC.

In addition, the following persons are not eligible to serve:

1. Members of the Panel for Educational Policy;
2. Persons who have been removed from a PA/PTA, School Leadership Team, District Presidents' Council, Borough High School Council, Title I Committee, or community school board for an act of malfeasance directly related to service on such association, team, council, committee, or board, or convicted of a crime directly related to service on such association, team, council, committee, or board; and
3. Persons who are determined to have a conflict of interest by the DOE Ethics Officer or other designee of the Chancellor based on Chancellor's Regulation D-125.

B. Students

High school students who will be seniors during their year of service and who serve on the elected student government at their school are eligible to self-nominate by submitting an application to the Citywide Student Advisory Council (CSAC). For purposes of this regulation, a senior is considered to be a student who has approximately 30 high school credits.

[Section on Selection Process omitted]

Appointment by the CCSE

The CCSE shall appoint one voting member who is a parent of a high school student with an individualized education program. Such member shall serve a two-year term and has no term limits. Individuals interested in serving as a CCSE appointee to the CCHS shall request an application form from FACE, and submit their completed application form to FACE for forwarding on to the CCSE.

*As required by statute, all parent members of the CCHS shall be parents of students attending public high schools.

Appointment by the CCELL

The CCELL shall appoint one voting member who is a parent of a student in a bilingual or English as a second language program conducted in a NYC high school. Such member shall serve a two-year term and has no term limits. Individuals interested in serving as a CCELL appointee to the CCHS shall request an application form from FACE, and submit their completed application form to FACE for forwarding on to the CCELL.

Appointment by the NYC Public Advocate

The NYC Public Advocate shall appoint one voting member. The member must be a resident of the city who has extensive business, trade or education experience and knowledge, and who will make a significant contribution to improving education in the NYC schools. Such member shall serve a two-year term and have no term limits. Nominees seeking appointment to the CCHS by the Public Advocate shall obtain an application form from the Public Advocate's office, and submit their completed application form to the Public Advocate's office.

Appointment of student member

The Chancellor's Citywide Student Advisory Council (CSAC) will review applications submitted, may conduct interviews, and will recommend a nominee to the Chancellor for appointment.

VIII. RESIGNATIONS

Parent Members and CCSE and CCELL Appointees

Resignations of parent members and CCSE and CCELL appointees must be in writing, addressed to the Chancellor. The Chancellor designates the Chief Family Engagement Officer of the Division of Family and Community Engagement to receive resignations on his/her behalf. CCSE and CCELL appointees shall also notify the appointing council of resignations in writing and address such notice to the appointing council president. Resignations shall take effect upon delivery to or filing with the Chief Family Engagement Officer, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the Chancellor.

Public Advocate Appointees

Resignations of appointees of the Public Advocate must be in writing, addressed to the Public Advocate. Such resignation shall take effect upon delivery to or filing with the Public Advocate, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the Public Advocate.

Student Member

A student member's resignation must be in writing, addressed to the Chancellor. Such resignation shall take effect upon delivery to or filing with the Chancellor, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the Chancellor.

IX. VACANCIES

Parent, CCSE and CCELL Appointees, and Public Advocate Appointee Vacancies

1. If a member of the CCHS refuses or neglects to attend three meetings of the CCHS during his/her term of office, of which s/he was properly notified, without rendering a written valid excuse, the member vacates the office.* Each absence and any written excuse provided shall be included in the official minutes of that meeting. All absences of the Public Advocate's appointee should be reported to the Public Advocate by the CCHS Administrative Assistant or President. All absences of the CCSE and CCELL appointees should be reported to the appointing council by the CCHS Administrative Assistant or President.

After the third unexcused absence, the CCHS shall declare the seat vacant by resolution at a calendar meeting and notify the Chancellor (and Public Advocate, the CCSE, and the CCELL, as appropriate) of its action.

2. When a parent vacancy occurs on the CCHS, the CCHS shall fill the vacancy for the remainder of the unexpired term at a public meeting. Parents of high school students shall be given the opportunity to make written recommendations for filling the parent vacancy and to consult with the CCHS before the vacancy is filled. All individuals interested in filling a parent vacancy on the CCHS must complete an application form. Application forms may be obtained from the CCHS or from FACE.
3. If the parent vacancy is not filled by the CCHS within 60 days after it is declared due to a tie vote, the Chancellor shall vote to break the tie. If the CCHS fails to fill the vacancy within 60 days for any other reason, the Chancellor may fill the vacancy.
4. When a vacancy occurs in a position appointed by the CCSE or CCELL, the appointing council shall appoint a member to serve the remainder of the unexpired term. Individuals interested in filling the CCSE or CCELL appointee vacancy shall request an application form from FACE, and submit their completed application form to FACE for forwarding onto the CCSE or the CCELL, as appropriate.
5. When a vacancy occurs in a position appointed by the Public Advocate, the Public Advocate shall appoint a member to serve the remainder of the unexpired term. Nominees seeking to fill the Public Advocate appointee vacancy shall obtain an application form from the Public Advocate's office, and submit their completed application form to the Public Advocate's office.

Student Vacancies

In the case of a student vacancy, the CSAC shall recommend another senior who previously self-nominated to the Chancellor for consideration to serve the remainder of the unexpired term. The Chancellor shall inform the CCHS and FACE of his/her appointment.

II. COMPLAINT PROCESS

Complaints about compliance with this regulation must be submitted to the Chancellor in writing within five days of the alleged violation, and must contain the specific reasons for the complaint.

III. TECHNICAL ASSISTANCE

FACE will oversee implementation of the procedures contained in this regulation, and will provide technical assistance as necessary.

*A The following constitute valid excuses for absence: death of a relative or attendance at a relative's funeral; serious illness or injury of CCHS member or family member; mandatory court attendance including jury duty; military duty; job-related conflict which makes absence from CCHS meeting unavoidable; and other reasons the CCHS deems appropriate.

CR D-170: Process for the Nomination and Selection of Members of the Citywide Council on English Language Learners Including Filling Vacancies

ABSTRACT

The Citywide Council on English Language Learners (CCELL) consists of 11 voting members and one non-voting student member. Nine of the voting members are selected pursuant to the procedures set forth in this regulation, and must, at the time of their selection, be parents of students who are currently in a bilingual or English as a second language (“ESL”) program, or who were in such a program within the preceding two years. The two remaining voting members are appointed by the NYC Public Advocate. This regulation details the eligibility requirements and the nomination and selection procedures for members of the CCELL. It also provides a process for filling vacancies. The CCELL shall perform all duties and responsibilities in accordance with the New York Open Meetings Law.

Note: Sections that are outdated or do not pertain to the Education Councils have been cut (marked [.....]), but the text has not been edited.

I. ELIGIBILITY

Parents and Public Advocate Appointees

1. Only parents* of students in a bilingual or ESL program (“ELL students”), or students who were in such a program within the preceding two years, are eligible to self-nominate for the CCELL. Eligibility is determined as of the date that the parent submits an application to run for a position on the CCELL.
2. The following persons are not eligible by statute:
 - a. Persons holding elective public office or elective or appointed party positions (except delegate or alternate delegate to a national, state, judicial or other party convention, or member of a county committee);
 - b. Current Department of Education (DOE) employees;
 - c. Persons who have been convicted of a felony, removed from a Citywide Council or Community Education Council (CEC) for an act of malfeasance directly related to service on such Citywide Council or CEC, or convicted of a crime directly related to service on such Citywide Council or CEC; and
 - d. Persons who are on another Citywide Council or any CEC.
3. In addition, the following persons are not eligible to serve:
 - a. Members of the Panel for Educational Policy;
 - b. Persons who have been removed from a PA/PTA, School Leadership Team, District Presidents’ Council, Borough High School Council, Title I Committee, or community school board for an act of malfeasance directly related to service on such association, team, council, committee, or board, or convicted of a crime directly related to service on such association, team, council, committee, or board; and

*A parent is defined as a parent (by birth or adoption, step-parent or foster parent), legal guardian, or person in parental relation to a child. A person in parental relation to a child is a person who is directly responsible for the care and custody of a child on a regular basis in lieu of a parent or legal guardian.

- c. Persons who are determined to have a conflict of interest by the DOE Ethics Officer or other designee of the Chancellor based on Chancellor’s Regulation D-125.

Students

High school students who are or have been in a bilingual or ESL program and who will be seniors during their year of service are eligible to serve on the CCELL. For purposes of this regulation, a senior is considered to be a student who has approximately 30 high school credits.

[Section on Selection Process omitted]

Appointment by the NYC Public Advocate

The NYC Public Advocate shall appoint two voting members. The two members must be individuals with extensive experience and knowledge in the education of English Language Learners who will make significant contributions to improving bilingual and ESL programs in the NYC schools. Such members serve two-year terms and have no term limits. Nominees seeking appointment to the CCELL by the Public Advocate shall obtain an application form from the Public Advocate’s office, and submit their completed application form to the Public Advocate’s office.

Appointment of student member (non-voting)

The Chief Achievement Officer for Students with Disabilities and English Language Learners shall select one high school senior who is or has been in a bilingual or ESL program to serve on the CCELL using a process the Chief Achievement Officer develops.

VIII. RESIGNATIONS

Parent Members

Parent member resignations must be in writing, addressed to the Chancellor. The Chancellor designates the Chief Family Engagement Officer of the Division of Family and Community Engagement to receive resignations on his/her behalf. Such resignations shall take effect upon delivery to or filing with the Chief Family Engagement Officer, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the Chancellor.

Public Advocate Appointees

Resignations of appointees of the Public Advocate must be in writing, addressed to the Public Advocate. Such resignation shall take effect upon delivery to or filing with the Public Advocate, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the Public Advocate.

Student Member

A student member’s resignation must be in writing, addressed to the Chief Achievement Officer for Students with Disabilities and English Language Learners. Such resignation shall take effect upon delivery to or filing with the Chief Achievement Officer, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the Chief Achievement Officer.

XII. VACANCIES

Parent and Borough President Appointee Vacancies

- 1.** A member of a CCELL who refuses or neglects to attend three meetings of the CCELL within his/her term of office, of which s/he was properly notified, without rendering a written valid excuse, vacates the office.* Each absence and any written excuse provided shall be included in the official minutes of that meeting. All absences of the Public Advocate's appointees should be reported to the Public Advocate by the CCELL Administrative Assistant or President. After the third unexcused absence, the CCELL shall declare the seat vacant by resolution at a calendar meeting and notify the Chancellor (and Public Advocate, as appropriate) of its action.
- 2.** When a parent vacancy occurs on the CCELL, the CCELL shall fill the vacancy for the remainder of the unexpired term at a public meeting. The CCELL shall consult with parents of students who are enrolled in a bilingual or ESL program before the vacancy is filled. All individuals interested in filling a parent vacancy on the CCELL must complete an application form. Application forms may be obtained from the CCELL or FACE.
- 3.** If the parent vacancy is not filled by the CCELL within 60 days after it is declared due to a tie vote, the Chancellor shall vote to break the tie. If the CCELL fails to fill the vacancy within 60 days for any other reason, the Chancellor may fill the vacancy.
- 4.** When a vacancy occurs in a position appointed by Public Advocate, the Public Advocate shall appoint a member to serve the remainder of the unexpired term. Nominees seeking to fill a Public Advocate appointee vacancy shall obtain an application form from the Public Advocate's office, and submit their completed application form to the Public Advocate's office.

Student Vacancies

In the case of a student vacancy, the Chief Achievement Officer for Students with Disabilities and English Language Learners shall appoint another senior to serve the remainder of the unexpired term using a process developed by the Chief Achievement Officer. The Chief Achievement Officer shall inform the CCELL and FACE of his/her appointment.

A. COMPLAINT PROCESS

Complaints about compliance with this regulation must be submitted to the Chancellor in writing within five (5) days of the alleged violation, and must contain the specific reasons for the complaint.

B. TECHNICAL ASSISTANCE

FACE will oversee implementation of the procedures contained in this regulation, and will provide technical assistance as necessary.

*A The following constitute valid excuses for absence: death of a relative or attendance at a relative's funeral; serious illness or injury of CCELL member or family member; mandatory court attendance including jury duty; military duty; job-related conflict which makes absence from CCELL meeting unavoidable; and other reasons the CCELL deems appropriate.

OPEN MEETINGS LAW (PUBLIC OFFICERS LAW, ARTICLE 7)

Note: Sections that are outdated or do not pertain to the Education Councils have been cut (marked [.....]), but the text has not been edited.

§ 102. Definitions.

As used in this article:

1. “Meeting” means the official convening of a public body for the purpose of conducting public business, including the use of videoconferencing for attendance and participation by the members of the public body.
2. “Public body” means any entity, for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for the state or for an agency or department thereof, or for a public corporation as defined in section sixty-six of the general construction law, or committee or subcommittee or other similar body of such public body.
3. “Executive session” means that portion of a meeting not open to the general public.

§ 103. Open meetings and executive sessions.

- (a) Every meeting of a public body shall be open to the general public, except that an executive session of such body may be called and business transacted thereat in accordance with section 105 of this article.
- (b) Public bodies shall make or cause to be made all reasonable efforts to ensure that meetings are held in facilities that permit barrier-free physical access to the physically handicapped, as defined in subdivision five of section fifty of the public buildings law.
- (c) A public body that uses videoconferencing to conduct its meetings shall provide an opportunity for the public to attend, listen and observe at any site at which a member participates.
- (d) Public bodies shall make or cause to be made all reasonable efforts to ensure that meetings are held in an appropriate facility which can adequately accommodate members of the public who wish to attend such meetings.
 1. Any meeting of a public body that is open to the public shall be open to being photographed, broadcast, webcast, or otherwise recorded and/or transmitted by audio or video means. As used herein the term “broadcast” shall also include the transmission of signals by cable.
 2. A public body may adopt rules, consistent with recommendations from the committee on open government, reasonably governing the location of equipment and personnel used to photograph, broadcast, webcast, or otherwise record a meeting so as to conduct its proceedings in an orderly manner. Such rules shall be conspicuously posted during meetings and written copies shall be provided upon request to those in attendance.
- (e) Agency records available to the public pursuant to article six of this chapter, as well as any proposed resolution, law, rule, regulation, policy or any amendment thereto, that is scheduled to be the subject of discussion by a public body during an open meeting shall be made available, upon request therefor, to the extent practicable as determined by the agency or the department, prior to or at the meeting during which the records

will be discussed. Copies of such records may be made available for a reasonable fee, determined in the same manner as provided therefor in article six of this chapter. If the agency in which a public body functions maintains a regularly and routinely updated website and utilizes a high speed internet connection, such records shall be posted on the website to the extent practicable as determined by the agency or the department, prior to the meeting. An agency may, but shall not be required to, expend additional moneys to implement the provisions of this subdivision.

§ 104. Public notice.

1. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given or electronically transmitted to the news media and shall be conspicuously posted in one or more designated public locations at least seventy-two hours before such meeting.
2. Public notice of the time and place of every other meeting shall be given or electronically transmitted, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior thereto.
3. The public notice provided for by this section shall not be construed to require publication as a legal notice.
4. If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.
5. If a meeting will be streamed live over the internet, the public notice for the meeting shall inform the public of the internet address of the website streaming such meeting.
6. When a public body has the ability to do so, notice of the time and place of a meeting given in accordance with subdivision one or two of this section, shall also be conspicuously posted on the public body's internet website.

§ 105. Conduct of executive sessions.

1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

[.....].

- c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- d. discussions regarding proposed, pending or current litigation;
- e. collective negotiations pursuant to article fourteen of the civil service law;
- f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;

[.....]

2. Attendance at an executive session shall be permitted to any member of the public body and any other persons authorized by the public body.

§ 106. Minutes.

1. Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.
2. Minutes shall be taken at executive sessions of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the freedom of information law as added by article six of this chapter.
3. Minutes of meetings of all public bodies shall be available to the public in accordance with the provisions of the freedom of information law within two weeks from the date of such meeting except that minutes taken pursuant to subdivision two hereof shall be available to the public within one week from the date of the executive session.

§ 107. Enforcement.

1. Any aggrieved person shall have standing to enforce the provisions of this article against a public body by the commencement of a proceeding pursuant to article seventy-eight of the civil practice law and rules, or an action for declaratory judgment and injunctive relief. In any such action or proceeding, if a court determines that a public body failed to comply with this article, the court shall have the power, in its discretion, upon good cause shown, to declare that the public body violated this article and/or declare the action taken in relation to such violation void, in whole or in part, without prejudice to reconsideration in compliance with this article. If the court determines that a public body has violated this article, the court may require the members of the public body to participate in a training session concerning the obligations imposed by this article conducted by the staff of the committee on open government. An unintentional failure to fully comply with the notice provisions required by this article shall not alone be grounds for invalidating any action taken at a meeting of a public body. The provisions of this article shall not affect the validity of the authorization, acquisition, execution or disposition of a bond issue or notes.

[.....]

§ 109. Committee on open government.

The committee on open government, created by paragraph (a) of subdivision one of section eighty-nine of this chapter, shall issue advisory opinions from time to time as, in its discretion, may be required to inform public bodies and persons of the interpretations of the provisions of the open meetings law.

For further information, contact: Committee on Open Government, New York Department of State,
One Commerce Plaza, 99 Washington Ave., Suite 650, Albany, NY 12231

OPEN MEETING LAW-FAQs

Education Councils are “public bodies” and are subject to both the Open Meetings Law (OML) and the Freedom of Information Law (FOIL). The Committee on Open Government (COG) oversees and gives advice on both OML and FOIL. You may call the COG at (518) 474-2518 or mail or email your question(s) at the address on the COG pages of the NYS website.

The FAQs below cover the topics that are most relevant to Education Council members; they are based on the FAQs and Model Rules developed by the COG. Additional topics and detailed explanations can be found in the OML Advisory Opinions.

Who is covered by the Open Meetings Law?

The Open Meetings Law (OML) applies to “public bodies”--entities that conduct public business and perform a governmental function, including committees and subcommittees. Education Councils fall within the definition of “public bodies” and thus must comply with OML.

Are all meetings of Education Council members subject to OML?

A “meeting” is “the official convening of a public body for the purpose of conducting public business.” If an Education Council calls a meeting to discuss any council business, that meeting is subject to OML even if there’s no intent to vote and even if fewer than six members attend. Social gatherings and trainings are not subject to OML even if the entire council attends.

Where can a meeting be held?

Meeting must be held in locations accessible to the disabled. The location must also be open to the general public, without an entry fee or purchase requirement. Therefore, restaurants and other places of business are not suitable locations for Education Council meetings.

What notice must Education Councils give to the public when they hold a meeting?

Notice of the time and place must be given at least 72 hours before every meeting. The notice can be shorter if a meeting is scheduled less than a week in advance (typically called a “special meeting”), but should never be less than 48 hours (this is what most Education Council bylaws require).

OML requires that notice be given to the public and the media; Education Council bylaws require that notice be given to PA/PTA presidents, the Presidents’ Council, principals and parent coordinators for posting in schools.

The agenda does not need to be sent in advance of the meeting to comply with OML; however, it is a good idea to include any program presentations in the notice to motivate parents to attend the meeting.

What is an “executive session”?

The OML provides for closed or “executive” sessions under certain circumstances. An executive session is not a separate meeting but rather a portion of an open meeting from which the public is excluded.

In order to call an executive session, the council must take the following steps: (1) a motion must be made during the open meeting to enter into executive session; (2) the motion must identify the subject(s) to be considered; and (3) the motion must carry by a majority vote (6; 7 for CCHS). Depending on the venue, the council can ask the public to leave, or go to a separate room for the duration of the executive session.

Who can attend an executive session?

No member of an Education Council can be barred from an executive session. Non-members (including the administrative assistant) are allowed to attend only if specifically included in the motion to go into executive session.

What can Education Councils discuss in executive session?

The matters public bodies can discuss in executive session are listed in § 105(1) of the OML; most relevant to Education Councils are “the medical, financial, credit or employment history of a particular person . . . or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.” In practice, Education Councils go into executive session most often to discuss hiring, evaluating or terminating the administrative assistant.

Can Education Councils go into executive session to discuss “personnel matters”?

The motion to go into executive session should cite a more specific reason than “personnel matters” Instead, the motion should cite “the employment history of a particular person,” although the person does not have to be named.

Can Education Councils take votes in executive session?

Yes, with the exception of voting on their budget because any vote to spend public monies must be taken in public.

Can the public speak at all Education Council meetings?

The OML does not require that the public be allowed to speak—only to observe the proceedings. However, Education Councils are required by the Education Law to set aside time during their monthly meeting to give the public a forum to air their concerns.

Must Education Councils make all their minutes public, even if they are not approved?

Yes. Minutes must be made available within two weeks of the meeting. If the minutes have not been approved, they may be made available marked “draft,” “unapproved,” or “non-final.” Minutes of executive sessions must be made available within one week of the executive session; they should be a record of any action taken but avoid disclosing details of the deliberations.

Can the public record and broadcast education council meetings?

Any Education Council meeting may be photographed/recorded/videotaped, and published/broadcast/posted on social media, by either a council member or a member of the public. The council may adopt reasonable rules governing the location of recording equipment and personnel, but may not prohibit the recording of any part of a public meeting.

There is no privacy interest in statements made during public portions of the meeting. Distaste or embarrassment does not constitute a basis for prohibiting or limiting the photographing, recording or broadcasting of those present at a meeting.

Can Education Councils meet by Skype, FaceTime, Facebook Live or other livestream media?

No. The OML allows meetings to be held by videoconference, but the public must be given an opportunity to attend, listen and observe at all locations where a member participates. Practically speaking, therefore, Education Councils cannot meet by videoconference.

WHO CAN REQUEST COUNCIL RECORDS AND HOW SHOULD THE COUNCIL RESPOND TO A FOIL REQUEST?

Education Councils are considered “agencies” and must comply with New York State’s Freedom of Information Law (FOIL). The law requires councils to make their records available to the public upon request, and sets forth timelines and rules for the production of records.

- Any member of the public has a right to request copies of council records; they don’t need a “legitimate” reason or any reason at all.
- The request doesn’t need to follow a specific format or specifically reference FOIL.
- Even if the request doesn’t mention FOIL, it is a good idea to frame the response under FOIL.
- Any record, including emails, can be requested. The law allows some information to be withheld under certain circumstances. This does not apply to minutes, which must always be produced.

Responding to a FOIL Request

Per Chancellor’s Regulation D-110, the Administrative Assistant (AA) is the Education Council’s Records Access Officer (RAO) and is responsible for responding to all FOIL requests. For the complete current text of this regulation, visit: Chancellor’s Regulation D-110.

- The AA must respond to the request in writing, within 5 business days.
- If the request is for minutes or other readily available documents, they should be sent with the response.
- If a search must be made, the response must still be sent within 5 business days but can be just an acknowledgement and an estimate of when the records will be made available.

The AA may request assistance from the DOE’s Central FOIL Unit in processing FOIL requests.

If a request involves a combination of Education Council and DOE records (e.g., presentations by DOE staff at a council meeting, council resolutions),* the AA should work with the Central FOIL Unit to process the request. (CR D-110.V (C)(D))

Template responses for each of these situations are on the next page:

- Initial response (FOIL request acknowledged within 5 days; records will be made available at a later date)
- Response transmitting records
- No records found

THE COUNCIL’S ADMINISTRATIVE ASSISTANT SHOULD REACH OUT TO THE FACE LIAISON FOR ADVICE ON HOW TO HANDLE A FOIL REQUEST.

*The DOE must maintain a record of the final votes taken by the Education Councils (CR D-110.I (B)).

ACKNOWLEDGMENT OF FOIL REQUEST

The _____ is in receipt of your Freedom of Information Law (FOIL) request

submitted on _____. Your request seeks the following information:

[describe FOIL request]

A search for records will be conducted. We anticipate providing you with a response by

_____.

RECORDS CERTIFICATION

I, _____, the Records Access Officer and the Administrative Assistant for _____, hereby certify that the attached records are true and accurate copies of

[describe FOIL request]

I further certify that these records were made and kept in the regular course of business of the _____, and it is in the regular course of business of the _____ to make and maintain such records.

Signature of Administrative Assistant

Date

CERTIFICATION OF DILIGENT SEARCH CONDUCTED AND NO RECORDS FOUND

I, _____, am the Records Access Officer and the Administrative Assistant for _____, and in that capacity I have the authority to make this certification.

I hereby certify that I conducted a diligent search of the records that are in the custody and control of _____, and no records responsive to

[describe FOIL request]

were located.

Signature of Administrative Assistant

Date

RECORD-KEEPING REQUIREMENTS AND BEST PRACTICES FOR EDUCATION COUNCILS

What Records Must Education Councils Keep?

The law does not require councils to keep documents forever. Regular reviewing of old files to see which ones should be discarded over a period of time is a best practice. However, some records must be kept PERMANENTLY:

- Meeting minutes, motions and voting records
- Hearing proceedings
- Chancellor's orders, legal directives and legal opinions
- Resolutions adopted by the council, including correspondence and supporting documentation relating to the matters covered in the resolution. This is especially important for re-zoning resolutions.

Most other records can eventually be discarded. The retention period for financial records (6-7 years) is a good guide in most circumstances.

Special Rule for Recordings used to produce official minutes—they must be kept for 4 months after transcription or approval of the minutes.

Record-Keeping Best Practices

Many records can be kept in electronic form but it's prudent to keep some in hard copy as well, including:

- The Council's current bylaws
- Records of the election and appointment of all members; copies of their oaths of office; and resignation if applicable
- Binders, organized by month, containing meeting notices, agendas, reports (superintendent's, president's, members') and resolutions presented, minutes and voting records. Other materials (e.g., PowerPoint presentations) may be filed separately, especially if bulky
- Financial records: member reimbursements, p-card statements and logs

For records kept electronically, the council must have a backup.

Emails are also records. All correspondence sent to or on behalf of the council by the AA must be sent to the council's official email account (CECxx@schools.nyc.gov), not to the AA's individual account (JDoe@schools.nyc.gov).

REMEMBER THAT ANY MEMBER OF THE PUBLIC HAS A RIGHT TO REQUEST ANY AND ALL COUNCIL RECORDS.

QUORUM AND MAJORITY FOR EDUCATION COUNCIL MEETINGS

Because they are public bodies, Education Councils are required to follow special rules when determining if there is quorum and whether a motion or resolution is adopted. These rules, found in the General Construction Law, mandate that regardless of how many members an Education Council actually has, a minimum of six are required to take any action (seven for the Citywide Council on High Schools [CCHS]).

What should an Education Council do if there aren't six members at a meeting?

Although council bylaws allow it, meetings should seldom be rescheduled for lack of quorum. In particular the calendar meeting, which includes program presentations and the superintendent's report to the council and the community, should be held as scheduled.

A business/working meeting could also go forward without quorum; the council may discuss any topic on the agenda and table voting until the next meeting.

What happens when an Education Council does not have six members?

Because Education Councils cannot take any action with fewer than 6 members (7 for CCHS), councils must make every effort to fill vacancies promptly. As soon as a seat become available, the council should advertise the opportunity widely, and set up candidate interviews and schedule a vote as soon as practicable.

The FACE liaison will assist with the appointment of trustees so that the council is able to vote on candidates for vacant seats. The trustees cannot vote on any other matters.

GENERAL CONSTRUCTION LAW

§ 41. Quorum and majority

Whenever three or more public officers are given any power or authority, or three or more persons are charged with any public duty to be performed or exercised by them jointly or as a board or similar body, a majority of the whole number of such persons or officers, gathered together in the presence of each other or through the use of videoconferencing, at a meeting duly held at a time fixed by law, or by any by-law duly adopted by such board or body, or at any duly adjourned meeting of such meeting, or at any meeting duly held upon reasonable notice to all of them, shall constitute a quorum and not less than a majority of the whole number may perform and exercise such power, authority or duty. For the purpose of this provision the words "whole number" shall be construed to mean the total number which the board, commission, body or other group of persons or officers would have were there no vacancies and were none of the persons or officers disqualified from acting.

CHANCELLOR’S REGULATIONS C-110, D-120, D-130

CR C-110: Conflicts of Interest, Community Education Council Members, Employment of Family Members

Note: Sections that are outdated or do not pertain to the Education Councils have been cut (marked [.....]), but the text has not been edited. For the complete current text of these regulations, visit Chancellor’s Regulations on the DOE website (schools.nyc.gov).

III. Community Education Council Members – Employment and Other Rules

Community Education Council Members are prohibited from using their positions to secure employment or promotion in the New York City Public Schools. Members of Community Education Councils and former members of Community School Boards may not be employed by that Community Education Council or the District in which the member served within three years from the effective date of resignation or completion of elective term; provided, however, that nothing contained herein shall preclude a member from returning to a pedagogical or administrative position held by such member prior to serving as a Community Education Council Member or a Community School Board member in accordance with applicable regulations or from being appointed to a position from a rank order eligible list.

CR C-120: Disclosure of Financial Interest Reports

I. Applicability of Regulation –Who Must File

A. Each individual who is serving in one of the titles or positions listed below must file an annual Electronic Financial Disclosure Report which consists of a combined Conflicts of Interest Board Report, an Executive Order 91 Disclosure Report, and a DOE Disclosure Report using the electronic filing application prescribed for this purpose by the Conflicts of Interest Board:

[.....]

E. Community Education Councilmembers must file a Community Education Council Financial Disclosure Form annually, as required by New York State Education Law.

CR D-130: Use of School Buildings by Candidates, Elected Officials and Political Organizations, and Conduct of School Employees and Officers with Respect to Political Campaigns and Election

INTRODUCTION

School buildings are not public forums for purposes of community or political expression. The following sets forth the rules which govern: (1) the use of, or access to, Department of Education school buildings by elected officials, candidates for elective office, or organizations working on behalf of such officials or candidates, both during school and non-school hours; (2) use of school facilities, equipment and supplies for political purposes by school employees, personnel, or staff members and officials; and (3) conduct of school employees, personnel, or staff members and officials with respect to political campaigns and elections.

I. DURING SCHOOL HOURS

A. Visits by Elected Officials and Candidates for Public Office

Visits by elected officials, including members of Community and Citywide Councils to schools during school hours provide elected leaders with the opportunity to review directly a critical and core municipal function—delivery of public education. Moreover, visits by candidates for elective office serve an important educational function in that they expose students to persons and views with which they should become familiar as informed and responsible citizens who either vote now or will vote some day. In order to ensure that such visits enhance the educational experiences of our students and do not become political events, the following requirements must be adhered to:

1. Subject to the express approval of the school principal, not to be unreasonably withheld, an elected official may visit a school in his or her official capacity. The principal must notify the superintendent and Network Leader when such a request has been granted. However, schools must request and seek to ensure that such visits are not to be used as vehicles for personal political purposes.

[.....]

B. Use of School Facilities, Equipment and Supplies School facilities, equipment and supplies may not be used on behalf of any candidate, candidates, slate of candidates, or political organization/committee, except as provided by this regulation.

1. The use of any Department of Education school during school/business hours by any person, group, organization, committee, etc., on behalf of, or for the benefit of any elected official, candidate, candidates, slate of candidates or political organization/committee is prohibited.

2. No rallies, forums, programs, etc., on behalf of, or for the benefit of any elected official, particular candidate, candidates, slate of candidates or political organization/committee may be held in a school building.

3. No material supporting any candidate, candidates, slate of candidates or political organization/committee may be distributed, posted, or displayed in any school building except as noted in Section I.B.4 below:

[.....]

5. [...] in no event shall materials containing endorsements of candidates for community or citywide councils be distributed in staff mailboxes or posted on union bulletin boards.

6. Parent association bulletins distributed through the children may not contain endorsements of any candidate, candidates, or slate of candidates, including candidates for Community or Citywide Councils or political organization/committee.

7. The principal is responsible for ensuring that unauthorized material is not posted, distributed or displayed.

8. No Department of Education duplicating, communication, electronic or other equipment may be used to produce, reproduce, record, or disseminate information on behalf of any candidate, candidates, slate of candidates or political organization/committee.

II. AFTER SCHOOL USE

The use of school buildings during non-school hours is governed by State Education Law Section 414 and implementing procedures contained in the Department of Education's Standard Operating Procedures Manual. All requests for permits to use school buildings during non-school hours must be handled in accordance with those procedures and consistent with the following requirements:

[.....]

[.....]

C. Candidate forums are permitted provided all candidates are invited to participate.

D. Permit applications for candidate forums must include a written representation that all candidates have been invited to participate.

[.....]

BYLAWS AND ROBERT’S RULES

In addition to the laws and regulations applicable to Education Councils generally, each council is governed by its own bylaws. Bylaws are broadly similar across councils because they reflect legal mandates regarding notice, voting, filling vacancies, etc. In many areas, however, councils are free to set their own rules. There are no restrictions, for example, on the timing of officer elections, length of officers’ terms or on the number and types of committees.

When a provision of the bylaws is in conflict with an applicable law or regulation, the law/regulation always prevails. For example, a CEC’s bylaws cannot set a quorum different from the legally required six members.

However, CEC bylaws can trump any contrary provision in Robert’s Rules because Robert’s Rules are simply rules of convenience; they are neither legal requirements nor an organization’s governing instrument. For example, CEC’s do not have to follow Robert’s Rules regarding the order of voting or adjourning a meeting without quorum.

In cases of conflict, this is the hierarchy that must be followed:

- Laws: NYS Education Law, Public Officers’ Law (OML; FOIL), Law of General Construction
- Chancellor’s Regulations: D-140-170; D-130;C-110-120
- Council bylaws
- Robert’s Rules

Bylaws are an organization’s governing instrument. Once adopted, they cannot be disregarded or “suspended.” If a council finds it impossible or inconvenient to follow a particular provision (including the one setting the calendar meeting on a specific day of the month), the only remedy is a bylaw amendment.

- Councils should be proactive in reviewing their bylaws and consider carefully how specific provisions satisfy their needs since any amendment takes a minimum of two calendar meetings: it must be presented in writing at one calendar meeting and voted upon no earlier than the following month’s calendar meeting
- Councils should not hesitate to amend bylaws towards the end of their term; there is no need to “leave the decisions to the next council.” After all, it is precisely the outgoing members who are familiar with what works and what does not; and the new council is free to make amendments as it sees fit in any case.

All members are strongly urged to become familiar with their council’s bylaws; ensure that a signed copy showing the date of adoption is available at all meetings; and attend a face training on bylaws. (A template is included in this manual.)

Reference Documents

These documents provide information about DOE organizational structures, events, and services.

Community and Citywide Education Councils Month-by-Month Planning Guide

This document includes suggested timeframes to keep in mind as your council plans the meetings for the year and it is based on a typical year in the life of a council. We encourage you to take advantage of the professional development sessions and the individualized guidance which is provided to each council by the Office of the Family and Community Empowerment. You can reach us at CCECinfo@schools.nyc.gov.

July

Planning for Success

Now is the time to:

Elect your council's officers: Please follow your by-laws and the script provided by FACE

Vote on your annual budget: You will be able to make modifications up until the beginning of March of the coming year.

Coordinate your calendar: Determine the dates and locations for all business & monthly calendar meetings for the year ahead. Be sure to check for conflicts with holidays, parent-teacher conferences, etc., using the school year calendar posted on the DOE website as a resource.

Plan partnerships: Decide on the liaison assignments for each school in your district (note: primarily Community Education Councils).

Connect with your Superintendent: Schedule time on the agenda for a Superintendent's report, and familiarize yourselves with the district educational plan and Superintendent's priorities.

What to expect this month: Over the next few months, the Office of District Planning (ODP) will engage with councils regarding proposals for co-locations, charter school space requests, and zoning changes.

Every month, the Superintendent of your district should attend the council meeting to report on issues, events, and developments in the district.

August

Setting Priorities

Take care of details: Are your location logistics squared away? Make sure that your AA has submitted permit requests for all of your scheduled meetings for the school year. Are they all accessible? Did the AA submit requests for interpretation?

Communicate effectively: The law requires that your meeting notices be posted and distributed to the press—a local publication is best. Is your distribution list up to date? Ensure your council's list includes correct contact information for current elected officials, community boards, new PA/PTA officers, and members of the Presidents' Council.

Determine your priorities: What are your council's priorities for the year ahead? Explore the challenges facing your district, determine your key priorities as a council, and communicate those priorities to the Superintendent. In order to make an informed determination of your community's priorities, it is important to build an understanding of the schools in your district and their challenges and opportunities for growth. Connect with your community and solicit public opinion as part of this process.

Tackle problems: What needs particular attention, and who should shepherd that process? As you establish priorities for your council, you should create committees centered on specific topics and areas of concern. These committees can include parents who are not members of the council; such committee members are involved in researching



Month-by-Month Planning Guide



and developing recommendations for the council to consider.

Make room for learning: Determine appropriate topics for presentations throughout the year. Presentations should be in line with your council's priorities and on topics of interest to your school community's families.

September

Making Connections

Partner with Presidents' Councils: Every CEC is expected to hold four joint meetings with their district Presidents' Council over the course of the school year. Schedule the first of these meetings.

Connect with your schools: With the help of the AA, schedule visits to the schools in your district. Liaisons should visit their assigned schools at least twice during the school year. Each liaison should make plans to attend as many SLT meetings as possible at their assigned schools. Your FACE liaison will provide you with written guidance and training.

What to expect this month: Contracts for Excellence (C4E) hearings (for CECs only). The Borough Field Support Office will present on C4E funding distribution in your district.

October

Building Capacity

Planning improvements: Work with the School Construction Authority (SCA) to schedule a presentation on this year's Capital Plan. Council members should visit schools throughout the fall to determine the district's capital improvement needs & priorities, which will be submitted to SCA in early January.

Open the door: Arrange for presenters to come speak to the parents in your district about middle school admissions.

What to expect this month: Contracts for Excellence (C4E) hearings (for CECs only). The Borough Field Support Office will present on C4E funding distribution in your district.

November

Capitalizing on Capital Improvement

If you have not done so already, work with the School Construction Authority (SCA) to schedule a presentation on this year's Capital Plan. Council members should visit schools throughout the fall to determine the district's capital improvement needs & priorities, which will be submitted to SCA in early January.

December

Analyze and Collaborate

Analyze & prioritize: Using the information provided by the SCA and your own school visits, it's time to consider capital improvements. Discuss the Capital Plan priorities for your district, and vote to determine the top five.

Collaborate & cooperate: Schedule the second of the four joint meetings with your district's Presidents' Council.

January

Taking Stock

Mid-year reflection: At this month's meeting, allocate additional time for the Superintendent to present a more in-depth interim report on the state of the district.

Submit the top five Capital Plan priorities for your district to SCA.

February

Balancing Budgets

Money mindfulness: What does this year's proposed City budget mean for your district? What impact might it have? Consider concerns and questions that you may want to raise on behalf of your community.

March modifications: March marks the final budget modification deadline. Finalize your council's plan for the rest of the school year and allocate money on the



Month-by-Month Planning Guide



correct budget lines to support your planned activities. Vote on a final budget.

March

Legislation & Conversation

Albany accountability: Research state legislative issues, including the budget, that may affect your district.

Partnering with parents: Schedule the third of the four joint meetings with the President's Council.

Organize a legislative breakfast in collaboration with your Presidents' Council. Invite elected officials and other stakeholders to discuss matters of concern to your community. Your AA will handle the logistics. This can be done in any convenient month.

April

Money Matters

Purchasing preparation and paperwork: April is the final deadline for all purchase orders (POs). Create POs for all budget items that require them.

Funding facts: Hold Fair Student Funding presentations. You will have received a scheduling request in February. (this can also be done in May).

May

Evaluate & Engage

Leadership lessons: All CECs are required to submit an annual evaluation of the district's Superintendent. The council should discuss the efforts and effectiveness of the Superintendent and begin constructing their written evaluation.

Services and support: Citywide Councils should prepare their required annual report on the state of the services the DOE is providing to their constituent populations.

Funding facts: If you have not already done so, schedule presentations on Fair Student Funding.

June

Wrapping Up

Submit the Superintendent evaluation (CECs only).

Come together: Schedule the last joint meeting of the year with the Presidents' Council. The councils should decide together if this final meeting will be an end-of-year celebration.



Community and Citywide Education Councils Interpretation and Translation Services

Interpretation Provided

Services will be provided for the following types of CCEC meetings:

- Calendar and Business meetings
- Committee meetings
- Annual meetings

Prerequisites:

- CCEC Interpretation Request Form is submitted at least **10 business days** prior to meeting
- Meeting flyer and/or agenda has been translated or submitted for translation into the same requested languages.
- CCEC anticipates or has confirmed a need for interpretation services.

Interpretation MAY BE Provided

Services may be provided for other CCEC events under the following circumstances and in addition to the aforementioned prerequisites:

- The CCEC is the primary sponsor/host of the event
- The event is for the purposes of promoting student achievement
- The target audience for the event are parents and/or members of the school community
- T&I Unit has the personnel and resources to accommodate the request
- Granting the request would not impact the T&I Unit's ability to provide mandated interpretation services
- CCEC Interpretation Request Form is submitted at least **10 business days** prior to meeting

Interpretation NOT Provided

Services will not be provided for the following events:

- Events that are not sponsored/hosted by the CCEC
- Events that do not promote student achievement

Tip: Submit your full year calendar of meetings with one request form to ensure services!

- A [CCEC Interpretation Request Form](#) must be submitted by AA or FACE for each event to interpretations@schools.nyc.gov.
- Meeting changes/cancellations must be communicated to interpretations@schools.nyc.gov at least **48 hours** before the event to avoid cancellation fees.

Translation Services

Services will be provided for the following types of CCEC documents:

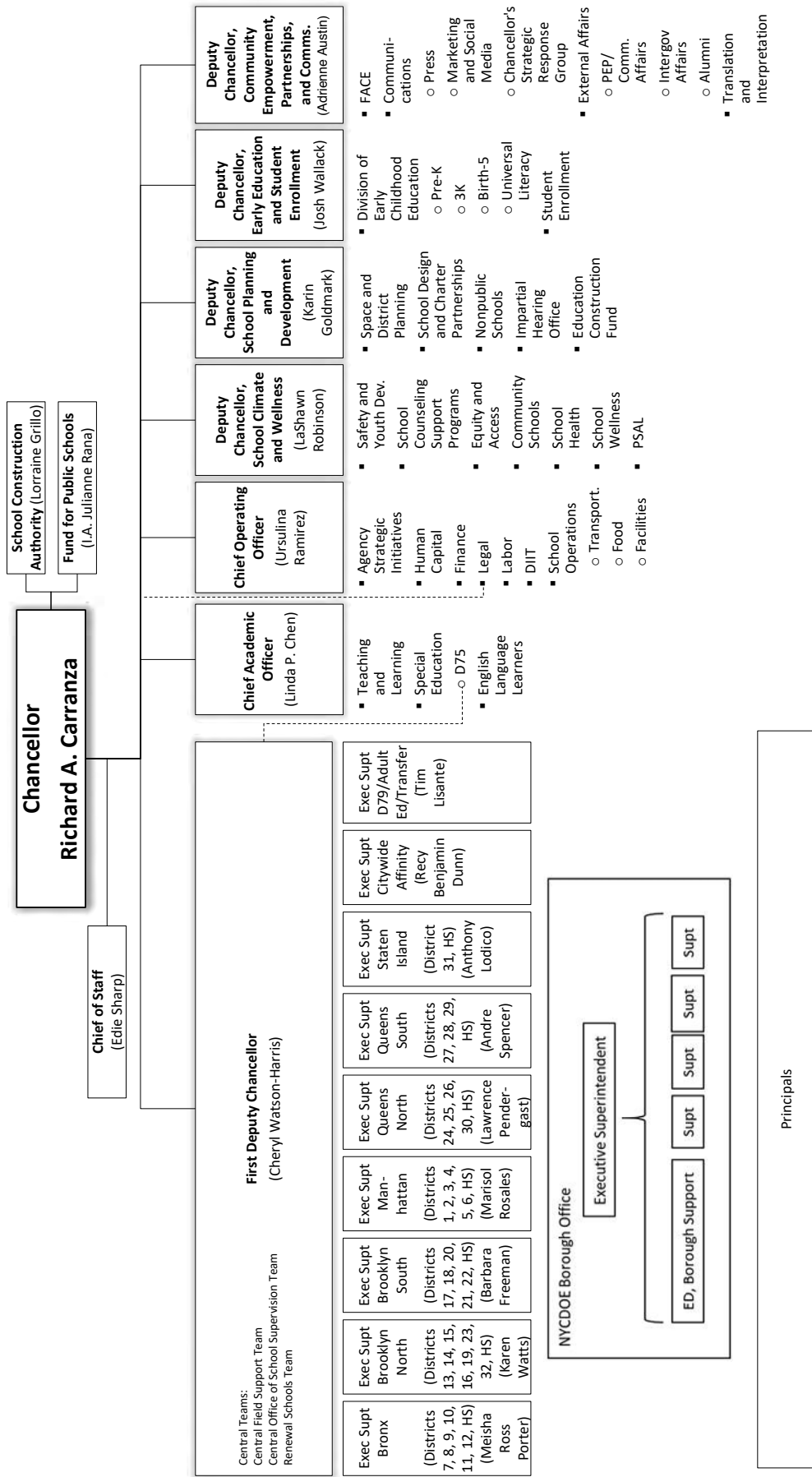
- Meeting notices and agendas
 - Requests must be made, at the latest, 5 business days prior to the scheduled meeting.
- Resolutions and Bylaws
 - Require at least a 10-business day turnaround time.

Languages available: Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Spanish, and Urdu.

To obtain services, a [CCEC Translation Request Form](#) must be completed for each document and submitted by AA or FACE to translations@schools.nyc.gov.

Translation & Interpretation Unit • 718-752-7373 • www.tinyurl.com/nycdoeTIUnit

Central Organizational Chart





DOE Contacts for CCECs

Updated as of September 2019

If you need updated contact information, speak with your FACE liaison,
or visit the DOE website at:

schools.nyc.gov/about-us/leadership/superintendents

Manhattan Districts 1, 2, 3, 4, 5, 6

FACE Manhattan Borough Empowerment Team (BET)			
District	Name	Role	Email Address
Manhattan (all)	Ayesha George	Manhattan BET Lead	AGeorge13@schools.nyc.gov
1, 4, 6	Luz Milanes	District-Based Parent Leader Liaison	LMilanes@schools.nyc.gov
2, 3, 5	Michelle Chang	District-Based Parent Leader Liaison	MChang13@schools.nyc.gov
Parent-Facing Coordinators from Manhattan Superintendent Offices			
1	Celsa Pacheco	Family Leadership Coordinator	CPacheco5@schools.nyc.gov
1	Elvis Marte	Family Support Coordinator	EMarte6@schools.nyc.gov
2	Jennifer Greenblatt	Family Leadership Coordinator	JGreenblatt@schools.nyc.gov
2	Tina Sibulkin-Yacker	Family Support Coordinator	TSibulkinyacker@schools.nyc.gov
3	VACANCY	Family Support Coordinator	
3	Tracy McClaire	Family Leadership Coordinator	TMcCLaire@schools.nyc.gov
4	Nancy Pereira	Family Leadership Coordinator	Npereira@schools.nyc.gov
4	Elio Valdez	Family Support Coordinator	EValdez2@schools.nyc.gov
5	Ernest Clayton	Family Leadership Coordinator	EClayton@schools.nyc.gov
5	Carla Tenorio	Family Support Coordinator	CTenorio@schools.nyc.gov
6	Rebecca Alicea	Family Leadership Coordinator	RAlicea@schools.nyc.gov
6	Cimary Hernandez	Family Support Coordinator	CHernandez41@schools.nyc.gov
High School	Damaris Frias	Family Leadership Coordinator	DFrias@schools.nyc.gov
High School	Elizabeth Rivera	Family Support Coordinator	ERivera2@schools.nyc.gov



DOE Contacts for CCECs

Updated as of September 2019

If you need updated contact information, speak with your FACE liaison,
or visit the DOE website at:

schools.nyc.gov/about-us/leadership/superintendents

Bronx Districts 7, 8, 9, 10, 11, 12

FACE Bronx Borough Empowerment Team (BET)			
District	Name	Role	Email Address
Bronx (all)	Kay Cid	Bronx BET Lead	KCid@schools.nyc.gov
7, 10, 12	Juliana Federoff	District-Based Parent Leader Liaison	JFederoff@schools.nyc.gov
8, 9, 11	Richard Guevara	District-Based Parent Leader Liaison	RGuevara2@schools.nyc.gov
Parent-Facing Coordinators from Bronx Superintendent Offices			
7	Timothy Coleman	Family Leadership Coordinator	TColeman13@schools.nyc.gov
7	Melodie Duran	Family Support Coordinator	MDuran13@schools.nyc.gov
8	Jean Depesa	Family Leadership Coordinator	JDepesa@schools.nyc.gov
8	Donna Murphy	Family Support Coordinator	DMurphy22@schools.nyc.gov
9	Barbara Ortiz	Family Leadership Coordinator	BOrtiz35@schools.nyc.gov
9	Yadira Eleutice	Family Support Coordinator	YEleuti@schools.nyc.gov
10	Elba Velez	Family Leadership Coordinator	EVelez9@schools.nyc.gov
10	Maria Correa	Family Support Coordinator	MCorrea@schools.nyc.gov
11	Yvette Crespo	Family Leadership Coordinator	YCrespo@schools.nyc.gov
11	Latoya Caines	Family Support Coordinator	LCaines4@schools.nyc.gov
12	Stacey Allen	Family Leadership Coordinator	SAllen17@schools.nyc.gov
12	Erica Martinez	Family Support Coordinator	EMartinez45@schools.nyc.gov
High School 7, 9, 12	Omaira Santiago	Family Leadership Coordinator	OSantiago5@schools.nyc.gov
High School 7, 9, 12	Abigail Feliciano	Family Support Coordinator	AFeliciano10@schools.nyc.gov
High School 8, 10, 11	Irving Roman	Family Leadership Coordinator	IRoman5@schools.nyc.gov
High School 8, 10, 11	Amy Mendez	Family Support Coordinator	AMendez14@schools.nyc.gov



DOE Contacts for CCECs

Updated as of September 2019

If you need updated contact information, speak with your FACE liaison,
or visit the DOE website at:

schools.nyc.gov/about-us/leadership/superintendents

Brooklyn North Districts 13, 14, 15, 16, 19, 23, 32

FACE Brooklyn Borough Empowerment Team (BET)			
District	Name	Role	Email Address
Brooklyn (all)	Mollita Abron-Muhammad	Brooklyn BET Lead	MAbron1@schools.nyc.gov
13, 23	Raymond Pierre Louis	District-Based Parent Leader Liaison	RPierre@schools.nyc.gov
14, 16	Alora Bailey	District-Based Parent Leader Liaison	ABailey10@schools.nyc.gov
15, 19, 32	Steven Wieser	District-Based Parent Leader Liaison	SWieser@schools.nyc.gov
Parent-Facing Coordinators from Brooklyn North Superintendent Offices			
13	Lorrie Ayers	Family Leadership Coordinator	LAyers2@schools.nyc.gov
13	VACANCY	Family Support Coordinator	
14	Pamela Payne	Family Leadership Coordinator	PPayne6@schools.nyc.gov
14	Lydia Ruiz-Ferreira	Family Support Coordinator	LRuizFerreira@schools.nyc.gov
15	Christine Farrell	Family Leadership Coordinator	CFarrell8@schools.nyc.gov
15	Brenda Diaz	Family Support Coordinator	BDiaz14@schools.nyc.gov
16	Camelia Brogdon-Cruz	Family Leadership Coordinator	CBrogdon-Cruz@schools.nyc.gov
16	Iris Rivas	Family Support Coordinator	IRivas2@schools.nyc.gov
19	Rosemary Roman	Family Leadership Coordinator	RRoman@schools.nyc.gov
19	Victoria Edwards	Family Support Coordinator	VEwards3@schools.nyc.gov
23	Page Best Hardy	Family Leadership Coordinator	PBestHardy@schools.nyc.gov
23	William Rochford	Family Support Coordinator	WRochford@schools.nyc.gov
32	Alice Nieves Garcia	Family Leadership Coordinator	ANievesGarcia@schools.nyc.gov
32	Shaila M. Walch	Family Support Coordinator	SWalch@schools.nyc.gov
High School	Greg Hagin	Family Leadership Coordinator	GHagin@schools.nyc.gov
High School	Corrine Mattis	Family Support Coordinator	CMattis@schools.nyc.gov



DOE Contacts for CCECs

Updated as of September 2019

If you need updated contact information, speak with your FACE liaison
or visit the DOE website at
schools.nyc.gov/about-us/leadership/superintendents

Brooklyn South Districts 17, 18, 20, 21, 22

FACE Brooklyn Borough Empowerment Team (BET)			
District	Name	Role	Email Address
Brooklyn (all)	Mollita Abron-Muhammad	Brooklyn BET Lead	MAbron1@schools.nyc.gov
17, 22	Raymond Pierre Louis	District-Based Parent Leader Liaison	RPierre@schools.nyc.gov
18, 21	Alora Bailey	District-Based Parent Leader Liaison	ABailey10@schools.nyc.gov
20	Steven Wieser	District-Based Parent Leader Liaison	SWieser@schools.nyc.gov
Parent-Facing Coordinators from Brooklyn South Superintendent Offices			
17	Philton Lewis-Thomas	Family Leadership Coordinator	PLewis22@schools.nyc.gov
17	Margot Sargeant	Family Support Coordinator	MSargeat@schools.nyc.gov
18	Serge Alexandre	Family Leadership Coordinator	SAlexandre2@schools.nyc.gov
18	Rose Carter	Family Support Coordinator	RCarter4@schools.nyc.gov
20	William Chin	Family Leadership Coordinator	WChin1@schools.nyc.gov
20	Sylwia Jasinski	Family Support Coordinator	SJasinski@schools.nyc.gov
21	Georgette Pezzolanti	Family Leadership Coordinator	GPezzolanti@schools.nyc.gov
21	Mary Montemarano	Family Support Coordinator	MMontemarano@schools.nyc.gov
22	Heather Fiorica	Family Leadership Coordinator	HFiorica@schools.nyc.gov
22	Linda Dalton	Family Support Coordinator	LDalton@schools.nyc.gov
High School	Mark Moses	Family Leadership Coordinator	MMoses4@schools.nyc.gov
High School	Melissa Thomas	Family Support Coordinator	MThomas57@schools.nyc.gov



DOE Contacts for CCECs

Updated as of September 2019

Queens North Districts 24, 25, 26, 30

FACE Queens Borough Empowerment Team (BET)			
District	Name	Role	Email Address
Queens (all)	Eloise Mendez	Queens BET Lead	EMendez12@schools.nyc.gov
24, 25, 26, 30	Daiana Iqbal	District-Based Parent Leader Liaison	DIqbal@schools.nyc.gov
Parent-Facing Coordinators from Queens North Superintendent Offices			
24	Eleanor McNamee	Family Leadership Coordinator	EMcNamee@schools.nyc.gov
24	Susana Santacruz	Family Support Coordinator	SSantacruz@schools.nyc.gov
25	Esther Maluto	Family Leadership Coordinator	EMaluto@schools.nyc.gov
25	Jinmei Yin	Family Support Coordinator	JYin4@schools.nyc.gov
26	Kimberly D'Angelo	Family Leadership Coordinator	KDangelo4@schools.nyc.gov
26	Wendy Mo	Family Support Coordinator	WMo@schools.nyc.gov
30	Bandna Sharma	Family Leadership Coordinator	BSharma@schools.nyc.gov
30	Maria-Laura Arcos	Family Support Coordinator	MArcos2@schools.nyc.gov
High Schools	Carmen Garcia	Family Leadership Coordinator	CGarcia22@schools.nyc.gov
High Schools	Eduardo Duarte	Family Support Coordinator	EDuarte@schools.nyc.gov

Queens South Districts 27, 28, 29

FACE Queens Borough Empowerment Team (BET)			
District	Name	Role	Email Address
Queens (all)	Eloise Mendez	Queens BET Lead	EMendez12@schools.nyc.gov
27, 28, 29	Paola de Kock	District-Based Parent Leader Liaison	PDeKock@schools.nyc.gov
Parent-Facing Coordinators from Queens North Superintendent Offices			
27	Phillis Corley	Family Leadership Coordinator	PCorley3@schools.nyc.gov
27	Teresa Cantante	Family Support Coordinator	TCantante@schools.nyc.gov
28	Sonia Rueda	Family Leadership Coordinator	SRueda@schools.nyc.gov
28	Rosa Fenton	Family Support Coordinator	RFenton@schools.nyc.gov
29	James Pressey	Family Leadership Coordinator	JPressey@schools.nyc.gov
29	Keturah Hardy	Family Support Coordinator	KHardy3@schools.nyc.gov
High Schools	Selena South	Family Leadership Coordinator	SSouth@schools.nyc.gov
High School	Evelyn Ruiz	Family Support Coordinator	ERuiz16@schools.nyc.gov



DOE Contacts for CCECs

Updated as of September 2019

Staten Island District 31

FACE Staten Island Borough Empowerment Team (BET)			
District	Name	Role	Email Address
Staten Island	Eloise Mendez	Queens/SI BET Lead	EMendez12@schools.nyc.gov
31	Paola de Kock	District-Based Parent Leader Liaison	PDeKock@schools.nyc.gov
Parent-Facing Coordinators from Staten Island Superintendent Office			
31	Marie Castelucci	Family Leadership Coordinator	MCastel2@schools.nyc.gov
31	Carolyn Baldassano	Family Support Coordinator	CBaldassano@schools.nyc.gov

Citywide

District 75, District 79, Transfer Schools, and Adult and Continuing Education Affinity Schools: Consortium Schools, CUNY School and New Visions Schools

FACE Citywide Liaison			
District	Name	Role	Email Address
75	VACANCY	Citywide Parent Leader Liaison	
Parent-Facing Coordinators from District 75 Superintendent Office			
75	Raymond Velez	Family Leadership Coordinator	RVelez6@schools.nyc.gov
75	Jaclyn Ortega	Family Support Coordinator	JOrtega7@schools.nyc.gov
Parent-Facing Coordinators from District 79 and Transfer High School Superintendent Office			
79	Stacey Olinger	Family Leadership Coordinator	SOlinger@schools.nyc.gov
79	Lissette Delarosa	Family Support Coordinator	LDelarosa2@schools.nyc.gov
Transfer HS	Melvin Batista	Family Leadership Coordinator	MBatista19@schools.nyc.gov
Transfer HS	Daria Graham	Family Support Coordinator	DGraham14@schools.nyc.gov
Parent-Facing Coordinators from Affinity Schools Superintendent Office			
Consortium	Edward Castro	Family Leadership Coordinator	ECastro16@schools.nyc.gov
Consortium	Meryl Pritchard	Family Support Coordinator	MPritchard2@schools.nyc.gov
CUNY	VACANCY	Family Leadership Coordinator	
CUNY	Nashanta Lamont	Family Support Coordinator	NLamont2@schools.nyv.gov
New Visions	VACANCY	Family Leadership Coordinator	
New Visions	Jenelle Rose	Family Support Coordinator	JRose@schools.nyc.gov

Templates and Forms

Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.

Ask your FACE liaison for digital copies of these templates and forms!
 You can use these documents throughout your term.

Community Education Council [#] School Visit Report 2019-2021



Date _____ Member _____ School _____

Participants on tour: _____

School Data & Reports

Data Source	2016-17	2017-18	2018-19	Comments
School Quality Snapshot (highlights)				
NYC Schools Survey				
Quality Review Report				

What is the condition of

Schoolyard Good Fair Poor	Comments:
Gym Good Fair Poor	Comments:
Cafeteria Good Fair Poor	Comments:
Bathrooms Good Fair Poor	Comments:
Library Good Fair Poor	Comments:
Science Room Good Fair Poor	Comments:
Computer Good Fair Poor	Comments:
PA/PTA Room Good Fair Poor	Comments:

6/5/19 rev'd

Ask your FACE liaison for digital copies of these templates and forms!
 You can use these documents throughout your term.

CEC Superintendent Evaluation

2018 - 2019

Adapted from The Council's Model Superintendent Evaluation by NYS Council of School Superintendents, November 2014

Superintendent's Name	
Evaluating Council	
Date	
Evaluation Period	July 1, 2018 - June 30, 2019

Rating Scale

Satisfactory	3
Developing	2
Unsatisfactory	1

Evaluation Summary

Sections	Average Rating	DOE Rating
Part 1. Relationship with the CEC members		
Part 2. Community Relations		
Part 3. Collaborative Learning Environment with Parents		
Part 4. District Planning with CEC members		
Overall Rating		

16/07/2019

Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.

Guidelines for evaluating Superintendent

New York State Education Law requires Community Education Councils to evaluate Community Superintendents on an annual basis. While using a standardized form is not required, this form and the guidelines are provided to facilitate the evaluation process.

The purpose of the evaluation is to allow the Superintendent to receive feedback to promote growth as an instructional leader and to foster a stronger collaborative relationship between the Superintendent and the Council.

Due Date:

Evaluations are due on or before June 30th. The completed form and/or other forms of evaluation must be submitted electronically to FirstDeputyChancellorWatson-Harris@schools.nyc.gov.

Evaluation Process

- Make note of Superintendent's actions and performance continuously starting in July.
- Write down both accolades and areas of improvement throughout the school year. Be specific.
- Use the rubrics on this form to gauge her/his performance.
- Submit this form as the Council, not as individual members. Suggested approaches are (there may be other ways):
 1. President fills out the form, the members review and the full Council makes adjustments as a group;
 2. Each member fills out the form and President or the full Council compiles all the forms into one form.
- Remember to be professional and avoid evaluating based on personal feelings toward the Superintendent.
- After the form is completed, schedule a meeting between the President (or designee) and the Superintendent to review the evaluation.

In-Person Evaluation Review Meeting

The purpose of the in-person evaluation review meeting is to explain in person how the Council evaluated the Superintendent, give an opportunity for the Superintendent to respond to the evaluation, and foster a stronger collaborative relationship between the Council and the Superintendent.

- Limit the meeting to the President or her/his designee (only if the President is unavailable).
- The Superintendent or the President (or her/his designee) may request to have the Executive Superintendent be present at the meeting.
- Do not deviate from what is in the evaluation or discuss issues that are not included in the evaluation.
- Focus on how the Superintendent can improve, rather than what she/he did wrong or the mistakes she/he made.
- Be sure to mention strengths of the Superintendent.
- Be open to listening to the Superintendent's response to the evaluation.

Ask your FACE liaison for digital copies of these templates and forms!
 You can use these documents throughout your term.

Rating

- There are four sections of the evaluation (parts 1-4). Each section consists of multiple rows which rate performance. Assign a numerical rating for every row of each section of the evaluation based on the rubric. If members of the Council are split between two different ratings in a rubric row, the Council may choose to assign the mid-value to that row. For instance, if five members rate “developing” and six members rate “satisfactory,” the Council may decide to assign a rating of 2.5 to that rubric row.
- After you have completed the ratings for every row in the section, average the ratings for that section (i.e., add all of the ratings and divide by the number of rubric rows). Record the sections’ average ratings in the Evaluation Summary on Page 1.
- Add all of the average ratings for each of the four sections for the average overall rating. Divide by the overall average rating by the number of sections (4) for the DOE rating.

SAMPLE

06/07/2019

Ask your FACE liaison for digital copies of these templates and forms!
 You can use these documents throughout your term.

Part 1. Relationship with the CEC members

	Unsatisfactory (1)	Developing (2)	Satisfactory (3)	Rating
Information	Fails to provide the data and information that the Council needs to assess the current state of the schools in the district and the district as a whole and progress made under relevant initiatives.	Provides incomplete data and information, and withholds pertinent information, impeding the Council's ability to assess the current state of the schools in the district and the district as a whole and progress made under relevant initiatives.	Consistently provides the data and information that the Council needs to assess the current state of the schools in the district and district as a whole and progress made under relevant initiatives.	
Materials and background	Fails to respond to requests for research, reports, briefings or materials on policy issues that will potentially affect the district.	Provides incomplete research, reports, briefings or materials on policy issues that will potentially affect the district.	Provides requested research, reports, briefings or materials on policy issues that will potentially affect the district	
Council questions and follow up	Fails to consistently answer questions posed by Council.	Council questions are partially or inadequately addressed and/or are provided with a delay.	Council questions are answered thoroughly and in a timely manner with communication to all members.	
Availability for Council	Rarely makes time for meetings or phone calls outside of the monthly meetings even after requests made.	Accommodates some requests for meetings or calls outside of the monthly meetings.	Appropriately makes herself/himself available for meetings and phone calls outside of the monthly meetings as needed, and where possible.	
Policy development & implementation	Fails to communicate with the Council regarding the development and implementation of educational policies in the district.	Engages the Council with inconsistent two-way communication or engages the Council mid-process after some initial policy decisions are made; seeks the Council's perspective & knowledge but not consistently.	Proactively communicates with the Council on policy development and/or implementation with frequent and regular two-way communication; actively seeks the Council's perspective & knowledge throughout the process.	

Ask your FACE liaison for digital copies of these templates and forms!
 You can use these documents throughout your term.

	Unsatisfactory (1)	Developing (2)	Satisfactory (3)	Rating
Facilitates partnership between Council & DOE Central	Does not refer Council members to Central Staff or provides referrals that do not align with Council goals and needed knowledge.	Refers Council members to some Central Staff but not enough for the Council to meet its goals or gain needed knowledge.	Refers Council members to appropriate staff or management level personnel in Central DOE when needed or requested so that Council can meet its goals or acquire needed knowledge.	
Council development & support	Does not provide support for Council development.	When asked, provides members with support and information about Council development.	Actively and continuously provides support and encouragement for Council development by seeking and communicating continuing education programs, trainings and appropriate services.	
Total Section Ratings (maximum 21)				
Average Rating (divide by 7)				

Comments:

Ask your FACE liaison for digital copies of these templates and forms!
 You can use these documents throughout your term.

Part 2. Community relations with CEC members, elected officials, community boards, and other stakeholders

	Unsatisfactory (1)	Developing (2)	Satisfactory (3)	Rating
District image	Does not project and promote a positive image of the district.	Sometimes projects and promotes a positive image of the district.	Consistently projects and promotes a positive image of the district and goes to great lengths to promote the entire district.	
Communication with community	Fails to communicate appropriately with the community, as measured by frequency, language and/or substance of communications.	Engages in two-way communication only when requested by the community or the Council.	Regularly attends community events; proactively communicates with the community; provides timely response(s) to questions and feedback; and frequently accepts requests for meetings.	
Accessibility	Is neither visible nor approachable to members of the community.	Is visible and engages at superficial levels, but does not initiate engagement	Is visible and approachable to members of the community; attends a variety of events and responds to requests for meetings.	
Total Section Ratings (maximum 9)				
Average Rating (divide by 3)				

Comments:

Ask your FACE liaison for digital copies of these templates and forms!
 You can use these documents throughout your term.

Part 3. Instructional leadership for CEC members and parents in the District

	Unsatisfactory (1)	Developing (2)	Satisfactory (3)	Rating
District Goals	Does not conduct a District needs assessment and/or does not develop data-driven academic and social-emotional goals.	Conducts a needs assessment, but does not develop data-driven academic and social-emotional goals.	Demonstrates instructional leadership by conducting a needs assessment and developing data-driven academic and social-emotional goals.	
Nurturing parent partnerships in teaching & learning	Does not share opportunities, resources or information to support CEC members and parents.	Shares some opportunities, resources or information with CEC members and parents on an inconsistent basis.	Provides a variety of learning opportunities for CEC members and parents; shares opportunities and resources with CEC members and parents so that they can be effective advocates for children; supports CEC members in becoming more informed in pedagogical issues	
Total Section Ratings (maximum 6)				
Average Rating (divide by 2)				

Comments:

Ask your FACE liaison for digital copies of these templates and forms!
 You can use these documents throughout your term.

Part 4. District Planning

	Unsatisfactory (1)	Developing (2)	Satisfactory (3)	Rating
Data analysis	Does not analyze or interpret data or identify gaps or needs; shows a lack of understanding of the process.	Data are analyzed and interpreted, but results of data analysis are not shared with CEC members; gaps and needs are not adequately identified; advocacy for programs not based on data analysis.	Effectively analyzes and interprets data and shares the results of analysis with CEC members; identifies gaps in programming and needs in the context of the entire District with major community and parent input; Advocates for programs appropriate for the District based on data and input from the community.	
Engages Council in the policy decision making process	Does not engage in bilateral communication with the Council at all.	Informs the Council about policy issues and decision-making, but does not seek, acknowledge or consider feedback from the Council.	Engages the Council in policy decisions early and consistently; collaborates meaningfully to develop a district wide plan.	
Community engagement	Does not communicate or interact with the community regarding district planning.	Only meets with the relevant community sporadically and does not solicit input.	Meets with the relevant community regularly and solicits and welcomes input regarding district planning.	
Total Section Ratings (maximum 9)				
Average Rating (divide by 3)				

Comments:

Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.

Narrative Evaluation:

Strengths (please describe the superintendent's strengths not captured in the above rubrics or anything additional the Council would like to share)

Area of growth (please describe areas in which the superintendent can improve or anything additional not reflected in the rubrics)

Approved by a vote of the Council in a meeting held on: _____
Shared with the Superintendent in a meeting held on: _____

Meeting attended by:

- Council President (or designee)
- Superintendent
- Other (please write the name and the title of the person below)

06/07/2019

Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.



MOTIONS & VOTING RECORD

CEC []
Business/Calendar Meeting [Date _____]

MEMBER	<u>Yes/No/Abstain</u>	<u>MOTION:</u>	

MEMBER	<u>Yes/No/Abstain</u>	<u>MOTION:</u>	

Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.

Community/Citywide Education Council Bylaws-TEMPLATE 2019

[COUNCIL NAME]

BYLAWS

APPROVED BY THE MEMBERSHIP

ON [date]

SAMPLE

(President)

(Signature)

(Date)

(Recording Secretary)

(Signature)

(Date)



Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.

ARTICLE I – NAME & AUTHORITY

Section 1. Name

The name of the Council shall be _____

Section 2. Authority

The Council shall have the powers and duties set forth in NYS Education Law, Art. 52-A, §2590 and implementing regulations.

ARTICLE II – OFFICERS AND ELECTIONS

Section 1. Officers

The Officers of the Council shall be:¹

President
[First] Vice-President²
Recording Secretary
Treasurer

No member may hold more than one office at a time.

Section 2. Elections

Officers shall be elected by roll call vote, by the majority [6] of the whole number of members [11]³, at the [month] meeting, for [a period of one year/the Councils' term⁴] and shall serve until their successors have been elected.

At the beginning of any new Education Council term, in the event that no officer is re-elected or re-appointed to the Council, the Administrative Assistant to the Council (or a Department of Education representative) shall convene the first meeting of the Council by (i) executing the notice of meeting pursuant to Article III, Section 1; (ii) calling the meeting to order; and (iii) conducting an election from among the council members for a chair *pro-tem*, who will then begin the process of electing officers.

ARTICLE II- OFFICERS & ELECTIONS

¹ Do not list names here—only offices.

² A Second VP may be added but has no real function in a body that consists of 11 members (unlike PA/PTAs, Education Councils don't have an executive board that meets and makes decisions separately from the general membership).

³ [7] and [13], respectively, for CCHS bylaws.

⁴ The length of officers' terms is not prescribed by law or regulation (unlike PA/PTA offices, which are governed by CR A-660). An alternative to annual elections used by some councils is to elect "interim officers" at the start of a new Council term in July; these officers serve until the election of permanent officers in September or October.



Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.

Section 3. Duties of Officers

3.1 President

The President shall be the Chief Executive Officer of the Council. The President shall call and preside at all meetings, execute all documents on behalf of the Council and exercise all other powers and perform all other duties pertaining to the office of President. The President shall have a vote upon all questions before the Council and shall have the right to take part in the debate on any question under consideration. The President shall be an *ex-officio* member of all committees. The President shall supervise the Administrative Assistant to the Council on its behalf. The President shall approve all member reimbursement requests except his/her own, which shall be approved by the Treasurer.

3.2 First Vice-President

The First Vice-President shall exercise the powers and perform the duties of the President in his/her absence, and discharge such functions as may be assigned to her/him by the President or by duly adopted Council resolution.⁵

3.3 Recording Secretary

The Recording Secretary shall, in conjunction with the President, supervise the Administrative Assistant in the taking and keeping of meeting attendance, minutes, and the voting record on all motions and resolutions; read each resolution on the agenda of a calendar meeting; sign all approved minutes, and ensure appropriate record-keeping by the Council, including compliance with the Open Meetings Law and Freedom of Information Law. In the absence of the Administrative Assistant, the Recording Secretary shall be responsible for taking minutes. The Recording Secretary shall also discharge such functions as may be assigned to him/her by the President or by duly adopted Council resolution.

3.4 Treasurer

The Treasurer shall be responsible for working with the Administrative Assistant and designated Department of Education (DOE) staff to ensure that business transactions and member-reimbursement requests are properly documented and follow DOE Standard Operating Procedures. The Treasurer shall sign the President's reimbursement requests; supervise the Administrative Assistant in preparing budgets and regular financial reports, and shall present same to the Council for approval. The Treasurer shall also discharge such functions as may be assigned to him/her by the President or by duly adopted Council resolution.

Section 4. Vacancies in an Office

⁵ If a Second VP was added in Section 1, the powers and duties must be added here.



**Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.**

An officer who wishes to resign from her/his office must notify the President in writing (or, if the officer resigning is the President, the First Vice-President), who must notify the other Council members within 3 business days.

A vacancy in an office shall be filled for the unexpired term by special election at the next regularly scheduled calendar meeting of the Council. Notice of the vacancy and election to be held shall be included in the notice of meeting. If, in the filling of any vacancy, another office is vacated, that office shall be filled immediately, by special election held at the same meeting.

Section 5. Removal of Officers

An officer may be removed from her/his position by a majority vote [6] of the whole number of members of the Council [11] for any reason, at a regular or special calendar meeting, provided that the officer has been given the opportunity to address the Council at such meeting prior to any vote being taken. Notice of the vote to remove such officer shall be included in the notice of meeting and agenda.

ARTICLE III – MEETINGS

Section 1. Notice & Public Access

All meetings shall be open to the public except where otherwise permitted by law.

Except as provided in Article III, Section 5, public notice shall be given to the community at least 72 hours prior to all meetings, through local news media and conspicuously posted in one or more designated public places, as provided by the Open Meetings Law (NYS Public Officers Law, Art. 7, Sect. 100-111). The Open Meetings Law requires that public business be performed in an open and public manner, which the community be fully aware of and able to observe the performance of public officials and attend and listen to their deliberations and decisions.

In addition, notice of all meetings shall be given in writing (in English and other languages, as appropriate) in a form suitable for mass reproduction, to the President of every Parent Association/Parent Teacher Association, the Presidents' Council, heads of schools and parent coordinators to post conspicuously in schools, and to other interested persons and organizations who express a desire to receive meeting notices.

All meetings shall be held in facilities accessible to the disabled.

Section 2. Member Attendance at Meetings

It is the responsibility of each Council member to attend all regularly scheduled calendar and working/business meetings of the Council.



Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.

Except in an emergency, members shall notify the President and the Administrative Assistant at least [24/48/72 hours; 1 business day] prior to the scheduled meeting time of their intent to be absent. However, such notification shall not in and of itself constitute an excused absence.

Any Council member who fails to attend three regularly scheduled calendar meetings of the Council without a valid excuse, tendered in writing to the President and the Administrative Assistant, vacates his/her office by refusal to serve (NYS Ed. Law § 2590). Absences shall be noted as “excused” or “unexcused,” as the case may be, in the meeting minutes, and any written excuse tendered shall be attached.

After the third unexcused absence, the President shall, at the next calendar meeting, present a resolution declaring a vacancy to the Chancellor. Notwithstanding the provisions of Article IV, Section 3.2, such resolution shall be voted upon at the same meeting without public comment thereon.

As provided in Chancellor’s Regulations [D-140/150/160/170], the following shall constitute valid excuses for absence: death of a relative or attendance at a relative’s funeral; serious illness or injury of the member or family member; mandatory court attendance including jury duty; military duty; and job-related conflict which makes absence from a Council meeting unavoidable.

If the Council deems it appropriate, other absences may be excused by vote of the Council. The Council reserves the right to request documentary evidence of a member’s excused absences.

Section 3. Annual Meeting⁶

The Annual Meeting of the Council shall be held on ____.⁷

The only business considered shall be the election of officers.

Section 4. Calendar Meetings

The Council shall hold calendar meetings at least once a month at which formal decisions and resolutions will be considered and voted upon and where the public will have the opportunity to address the Council.

Calendar meetings shall be held on the [] of each month at [] pm. In the event the day falls on a legal or school holiday, the Council shall vote to schedule the meeting on an alternate date, provided it falls within the same calendar month and the meeting is notified in compliance with Article III, Section 1.

⁶ Title must conform to the term of office; if the term is 2 years, this section should be called be Meeting to Elect Officers.

⁷ Instead of a fixed date, the bylaws may specify a mechanism (e.g., vote at the June meeting) for setting the date of the annual/election meeting.



**Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.**

NOTE: The calendar meeting is best scheduled on a fixed day (e.g., 3rd Monday of every month) to facilitate public participation. Bylaws should provide a mechanism to reschedule calendar meetings for reasons other than legal/school holiday (e.g., state tests, Chancellor’s Town Hall or other event that will compete for audience); the council votes no later than the prior month.⁸

Bylaws may also provide for the schedule of meetings to be set for the year at the July calendar meeting, but the date of the first (July) meeting of a new council term must be set in the bylaws.

Section 5. Business/Working Meetings

A working/business meeting shall be held [on _____ at []]
OR:
[following or preceding each calendar meeting].

NOTE: If the Council holds the business and calendar meetings on the same day, a provision should be included to deal with unfinished business—e.g.: “In the event there is unfinished business, the Council may vote to schedule an additional business/working meeting on the last [day] of the same month, and may vote to schedule additional business/working meetings as needed. The public shall be notified of all business/working meetings as prescribed in Article III, Section 1.”

Section 6. Special Meetings

Special meetings, either business/working or calendar, may be held at the call of the President and must be held upon the written request of 3 members of the Council to the President.

Special meetings held at the request of three or more Council members must be held no later than two weeks after receipt of the written request by the President.

The President shall ensure that written notice is given to each member of the Council not less than 48 hours in advance, and that public notice is disseminated as provided for in Article III, Section 1. The notice shall state the matter(s) to be considered at the meeting; no other matters may be brought forth except with the consent of all members present.

Section 7. Executive Sessions

Executive Sessions shall be held as needed to discuss matters that by law are permitted to be discussed in a confidential session closed to the public. Decisions shall be made by a vote of the majority [6] of the whole number [11] of Council members, and shall be ratified at a calendar meeting by duly recorded roll call vote.

⁸ Members’ convenience is not a legitimate reason to reschedule calendar meetings.



Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.

Executive Sessions may be called to deal only with matters enumerated in the Open Meetings Law, Section 105, including but not limited to:

- Matters of individual privacy: medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person.
- Information relating to current or future investigation of criminal offenses which will imperil effective law enforcement if disclosed.
- Discussions regarding proposed, pending or current litigation.⁹

Attendance at an executive session shall be permitted to all members of the Council and any other person(s) authorized by the President or by a vote of the Council.

An Executive Session may be convened only by motion made during a business/working or calendar meeting. Such motion shall identify general areas to be considered during the Executive Session and must pass by a vote of the majority [6] of the whole number [11] of Council members.

ARTICLE IV – CONDUCT OF BUSINESS AT MEETINGS

Section 1. Agendas

1.1 Calendar Meetings

Each notice of a calendar meeting shall state the topic(s) to be considered and be accompanied by the text of any resolutions proposed for adoption by the Council.

Resolutions may be placed on the agenda by:

- a vote of the majority [6] of the whole number [11] of Council members, taken during a business/working meeting; or
- 3 members of the Council who shall have submitted such item to the President and the Administrative Assistant at least [] days before the calendar meeting; or
- a member of the Council at any time provided that (i) he/she shall have delivered a copy thereof to the President and the Administrative Assistant before the start of the calendar meeting; (ii) such addition is consented to by a vote of the majority [6] of the whole number [11] of Council members, and (iii) copies thereof are distributed to each council member prior to the call to order.

NOTE: A mechanism for developing the calendar meeting agenda should be added.

1.2 Business/Working Meetings

The agenda for each business/working meeting shall be developed by the President. Members of the Council shall have the opportunity to place an item on the agenda by

⁹ Other matters listed in the OML are extremely unlikely to be properly before any Education Council.



**Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.**

notifying the President in writing [] before the meeting, and to raise issues for consideration under New Business.

Section 2. Order of Business at Calendar Meetings

The order of business at any calendar meeting, except when otherwise prescribed by the President, shall be as follows:

1. Call to Order and Roll Call
2. Approval of Minutes
3. Program Presentation *[first public session may be added here]*
4. Report of President
5. Report of Superintendent
6. Report of Committee(s)
7. Resolutions
8. Public Speakers Session
9. Vote on Resolutions
10. Adjournment

The regular order of business may, at any time, be changed by a vote of a majority [6] of the whole number [11] of the Council.

The public shall have the opportunity to comment on resolutions on the agenda prior to Council vote by signing the Speakers' List. In addition, the Public Speakers Session shall be conducted without agenda or other formalities, subject to the Council's prerogative to require speakers to have signed the Speakers' List and to manage time.

Speaking time is limited to three minutes per person, including questions and answers. The time may be extended at the discretion of the Chair, and may be limited if necessary to allow all persons who have signed the Speakers' List to speak. Discussion and charges relating to the competence or personal conduct of individuals will be ruled out of order. A speaker who is ruled out of order forfeits the balance of his/her time and will be directed to leave the microphone; the Chair may take appropriate measures to enforce the ruling.

Section 3. Quorum and Majority

Pursuant to the General Construction Law, § 41, the majority of the whole number of voting members of the Council must be present to constitute a quorum regardless of the number of vacancies that exist on the Council. The Council has 11 voting members; therefore, no fewer than 6 members must be present to constitute a quorum and no fewer than 6 votes are needed to carry any motion or adopt any resolution.¹⁰

3.1 Quorum

If there is no quorum present at the time set for a meeting, the members present shall wait for *[15 minutes]* for additional members to arrive, after which time a roll call may be

¹⁰ 13 and 7, respectively, for CCHS.

Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.

held and a vote taken, by simple majority of members present, to adjourn the meeting to another date.

Notice of the adjourned meeting shall be given forthwith to all Council members, and to the public as provided for in Article III, Section 1.

In the case of a calendar meeting without quorum, any program presentation and the report of the superintendent shall be allowed to go forward before the meeting is adjourned.

3.2 Official Actions

Official actions of the Council may be by motion or resolution, duly adopted by a vote of the majority [6] of the whole number [11] of the Council.¹¹

The Council shall solicit public comment on resolutions whenever feasible. Resolutions shall be voted upon only at regularly scheduled or special calendar meetings. The resolution shall be included in the notice of meeting, and the draft text attached if available. If a resolution is added to the agenda pursuant to Art. IV, Section 1, the text shall be made available to the public at the meeting where the resolution is to be voted upon.

There shall be no proxy or absentee voting, or polling by phone or e-mail.

Section 4. Minutes

The minutes of all meetings shall be a matter of public record and shall be available for inspection at the Council's office.

Minutes of calendar meetings shall be created in electronic format, and shall be available in draft form upon request within two weeks following a meeting. The minutes of calendar meetings shall report the resolutions acted upon and the votes of individual members.

Audio recordings of meetings shall not constitute minutes.

ARTICLE V - COMMITTEES

The Council may create committees and define their membership as it may determine.¹²

Membership in committees may be open to persons who are not members of the Council, but all Committee Chairs shall be Council members. Chairs shall be appointed and removed by the President, and shall serve until the appointing President's term expires.

¹¹ 7 and 13, respectively, for CCHS.

¹² The bylaws may list standing committees but if so, they must be constituted and meet; ad hoc committees give the council more flexibility.



**Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.**

The Council may veto the appointment or removal of any Committee Chair by vote of the majority [6] of the whole number [11] of the Council.

It shall be the responsibility of Committee Chairs to schedule meetings, notify committee members and the public of all meetings, maintain accurate records of all activities and report monthly to the Council. Each committee shall operate under the Open Meetings Law, these bylaws and Robert's Rules of Order Newly Revised, and all committee recommendations shall be subject to approval by the Council

ARTICLE VI – PARENT ASSOCIATIONS & COMMUNITY INVOLVEMENT

Section 1. Parent Associations¹³

The Council is in active partnership with parents in our schools. Pursuant to NYS Ed. Law § 2590, the Council takes note that there shall be a Parent Association (PA) or Parent Teacher Association (PTA) in each school, and that the Council, the community superintendent, and the principal of each school shall have regular communication with all PAs/PTAs.

The Council shall meet quarterly with the duly elected officers of PA/PTAs in the district; this requirement may be satisfied by meetings held jointly with the Presidents' Council for district [your district/borough]

Section 2. Superintendent Evaluation

The Council shall seek public comment on the goals and objectives and performance indicators adopted for the annual evaluation of the community superintendent.¹⁴

ARTICLE VII – VACANCIES ON THE COUNCIL

In the event a Council member resigns, is removed or becomes ineligible to serve, the Council shall appoint a successor to fill the unexpired term within 60 days.

The Council shall solicit recommendations for applicants to fill the vacancy by a Notice of Vacancy, which shall be disseminated as provided in Article III, Section 1. The notice shall state a deadline for submitting applications.

The Council shall interview candidates to fill vacant position(s) in a Special Meeting called for the sole purpose of conducting interviews. The Council shall request the presence and participation during the interview process of the Presidents' Council and members of the community. The Council shall request that they submit any recommendations in writing following the close of interviews.

¹³ NYS Ed. Law requires CEC bylaws to include this section.

¹⁴ This section applies only to CECs. Citywide councils are not empowered to evaluate superintendents.

**Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.**

An appointment to fill a vacancy on the Council shall be by roll call vote at any council meeting following the interviews.

ARTICLE VIII – AMENDMENT OF BYLAWS

These bylaws may be amended at any regularly scheduled calendar meeting of the Council by a vote of the majority [6] of the whole number [11] of the Council, provided the amendment or revised draft, as appropriate, has been presented in writing to the public at the previous calendar meeting. Adoption of the amendment/revised draft shall be by motion or resolution included in the notice of meeting. Amendments are effective immediately unless otherwise stated in the motion/resolution.

ARTICLE IX – PARLIAMENTARY AUTHORITY AND COMPLIANCE

These bylaws shall be the governing instrument of the Council, subject only to applicable laws and regulations.

All procedural questions not covered by these bylaws shall be governed by Roberts Rules of Order Newly Revised to the extent they are not inconsistent with applicable laws, regulations, or these bylaws.

The Council may appoint one of its members to serve as a Parliamentarian, to advise the Council on matters of procedure and matters pertaining to these bylaws.

In the event any provision of these bylaws conflicts with applicable laws, regulations or NYC DOE policy, the latter shall be deemed controlling. All other provisions shall remain in full force and effect.

ARTICLE X- CODE OF CONDUCT

Section 1. Communications Protocol

- All official communications shall be sent through the Council's DOE-issued email address. Both the Administrative Assistant and the President shall have access to the account.
- The Administrative Assistant and the President shall inform all other council members promptly of any official notices and matters pertaining to Council business.

Section 2. Code of Conduct

If the Council has adopted a Code of Conduct, it should be incorporated by reference here.





Community Education Council [#]

Individual Performance Report [Month/Year] _____

Council Member Name	Calendar Mtg. Attendance	Business Mtg. Attendance	Committee Mtg. Attendance	Resolutions Voting Record	School Liaison Visits	Other Activities ¹

¹ NYS Ed. Law sect. 2590-c. 7 states that the information provided in the performance "shall include community council members' attendance records; participation in community council committees and other community council activities; visits to schools; and voting records on major issues before the community council." Do not include attendance at PTA, SLT or other meetings attended by members in any capacity other than as CEC members (e.g., PTA or SLT meetings at their own children's school(s)).

NOTE: Only Community Education Councils are required to submit performance reports to the Panel for Educational Policy.

Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.

Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.



Member Reimbursement Request Form

Inquiries: CCECinfo@schools.nyc.gov

Council _____
 Month _____ Year _____
 Member's Name _____
 Position _____
 Address _____ Apartment # _____
 City _____ Zip _____
 Telephone _____ Email _____

Activity Description	Activity Date	Proof of Attendance	Included?	\$ Requested	Expense Documentation--Receipts	Included?
		Sign-in-Sheet			Child Care Log	
					Mileage @ \$.28/mile & Itinerary (MapQuest)	
		Agenda			Parking	
					Metrocards	
					Car Service/Taxi Receipt & trip start/end	
					Food	
					Other receipts (e.g., testimonial dinner, subscriptions, conference fees, etc.)	
		Sign-in-Sheet			Child Care Log	
					Mileage @ \$.28/mile & Itinerary (MapQuest)	
		Agenda			Parking	
					Metrocards	
					Car Service/Taxi Receipt & trip start/end	
					Food	
					Other receipts (e.g., testimonial dinner, subscriptions, conference fees, etc.)	
		Sign-in-Sheet			Child Care Log	
					Mileage @ \$.28/mile & Itinerary (MapQuest)	
		Agenda			Parking	
					Metrocards	
					Car Service/Taxi Receipt & trip start/end	
					Food	
					Other receipts (e.g., testimonial dinner, subscriptions, conference fees, etc.)	

Total Amount Requested \$ _____ -

Member Signature _____ Date _____

I hereby state that I have spent the amount indicated above for authorized purchases related to my position on the Community/Citywide Education Council.


Print out the form, sign above, and submit to your CEC's administrative assistant along with any supporting documentation.

Approval Signature _____ Position (check one) _____ President _____ Treasurer

Amount Approved \$ _____ Date _____

Revised: September 2016

Ask your FACE liaison for digital copies of these templates and forms!
You can use these documents throughout your term.

 Expense Log for CCEC Members			
CEC MEMBER:		MONTH:	
PURPOSE: DOCUMENTATION OF CHILD CARE EXPENSES			
INFORMATION ON CHILD CARE PROVIDER:			
Name		Phone or Email:	
Address			
Date	Hours/Rates	Reason for Child Care (Event Attended)	Total Paid for Child Care
		TOTAL FOR MONTH	\$
<p>I hereby certify that the above expenditure(s) reported is/are a true and correct statement and disbursement actually made by me for official business of the Community Education Council (CEC); that the expenditures of the above sums were authorized in accordance with regulations; that the expenditures were necessary in the performance of my official duties as a CEC member and that no payment has previously been received or requested by me for any part thereof.</p>			
APPROVAL OF COUNCIL PRESIDENT & SGO NEEDED		SIGNATURE OF COUNCIL MEMBER:	

If you would like information about Education Councils in Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Spanish, or Urdu, please contact your FACE liaison.

<p>إذا كنت ترغب في الحصول على معلومات عن مجالس التعليم المجتمعية باللغة العربية، نرجو الاتصال بمنسق مكتب المشاركة العائلية والمجتمعية (FACE).</p>	<p>আপনি যদি এডুকেশন কাউন্সিলগুলো সম্পর্কে তথ্য বাংলায় পেতে চান, তবে অনুগ্রহ করে আপনার FACE লিয়াজোর্স সাথে যোগাযোগ করুন।</p>	<p>如果您想要有關教育理事會的中文資訊，請找您的FACE聯絡員。</p>
<p>Si vous souhaitez des informations en français sur les Conseils pour l'éducation, veuillez contacter votre agent de liaison FACE.</p>	<p>Si w ta bezwen jwenn enfòmasyon sou Konsèy edikasyon yo an kreyòl, tanpri kontakte reprezantan FACE ou a.</p>	<p>한국어로 된 교육위원회 자료가 필요하시면 FACE 담당자에게 문의하십시오.</p>
<p>За информацией на русском языке о Советах по образованию обращайтесь к координатору Управления по работе с семьей и местным сообществом (FACE).</p>	<p>Si desea obtener información en español sobre los Consejos de Educación, contacte a la persona de enlace de FACE.</p>	<p>اگر آپ کو تعلیمی کونسلوں کے بارے میں معلومات اردو میں درکار ہے، براہ مہربانی اپنے FACE رابطہ کار سے رابطہ کریں۔</p>