



COMMUNITY EDUCATION COUNCIL DISTRICT 15

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RESOLUTION TO INCREASE THE SALARIES FOR ADMINISTRATIVE ASSISTANTS TO CITYWIDE AND COMMUNITY EDUCATION COUNCILS (CCECs)

The Community and Citywide Education Councils (CCECs) are composed of parents who have been elected or appointed to serve as stakeholders of NYC School Community Districts, and specific cohorts of students, representing NYC public school students and their families.

Approved on August 23, 2022, the following resolution offers CEC15's position on increasing the salaries for administrative assistants to Citywide and Community Education Councils (CCECs)

Whereas, (the Law) Article 52-A of the NYS Education Law Sections 2590-b¹ and 2590-c², NY Consolidated Laws, Education Laws - Continuation of city board and establishment of community districts; establishment of the city-wide councils on special education, English language learners, and high schools, state as follows:

*. . . (b) Each such . . . **council may appoint a administrative assistant, 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 . . . **council shall be responsible for the appointment, supervision, evaluation and discharge of the secretary;** and*

Whereas, Administrative Assistants who are qualified and competent are an integral part of well-functioning CCECs; and

Whereas, it has been difficult to find qualified and competent Administrative Assistants to fill vacancies that have occurred with more frequency in the past few years; and

Whereas, while there may be many reasons for the rise in Administrative Assistants vacancies, the low starting salaries can be pointed to as the main reason; and

¹ <https://www.nysenate.gov/legislation/laws/EDN/2590-B>

² <https://www.nysenate.gov/legislation/laws/EDN/2590-C>

Whereas, it is known that CCECs in the past were able to offer candidates the highest-level salary, which was then around \$46,000 annually; and

Whereas, it has been ascertained that the longest serving Administrative Assistants have been those who are earning the highest salaries; and

Whereas, the latest salary offered to Administrative Assistants candidates is \$30,085, which is near poverty levels and is not keeping up with inflation; and

Whereas, recent qualified candidates offered the position declined since it would have resulted a large pay cut; and

Whereas, discussions as to whether the position will be unionized have not resulted in a favorable outcome; and

Whereas, the absence of interest in supporting CCEC Administrative Assistants implies a lack of respect for the duties and responsibilities of the CCECs that are provided for in the Law; and

Whereas, it is unconscionable that such disrespect results in deflation of Administrative Assistants' salaries toward a poverty level; and

Whereas, at present it has been reported that there are about 14 vacant Administrative Assistant positions out of 36 CCECs; and

Whereas, it appears that the NYCDOE is balancing the budget on the backs of low salaried staff; and

Whereas, CCECs have been forced to voluntarily deplete their budgets in order to retain and/or hire qualified and competent secretaries to support their duties and responsibilities; and

Whereas, it is necessary for CCECs to have qualified and competent Administrative Assistants to perform their duties and responsibilities, as per the Law.

BE IT RESOLVED that, in order to keep up with inflation, the NYCDOE immediately raise the entry salary level for the position of CCEC Administrative Assistant to at least \$46,000, which was the normal salary around the middle 2000s;

BE IT RESOLVED, that a process be established to assure that the salary keeps up with inflation without necessitating CCECs to deplete their budgets;

BE IT RESOLVED, that CCECs that have volunteered to deplete their budget in order to raise the salary of their Administrative Assistants position shall have the amount immediately reinstated in their budget;

BE IT RESOLVED, that unionization of the Administrative Assistants position continue to be explored;

BE IT RESOLVED, that the NYCDOE departments responsible for carrying out these recommendations will implement these recommendations on or before January 1, 2023 so that CCECs will be able to appoint and retain the most qualified and competent secretaries to support them in performing their duties and responsibilities, as provided for in the Law.

This Resolution was approved at a CEC15 Calendar Meeting held on August 23, 2022 by a unanimous vote of members present including: Camille Casaretti, Antonia Ferraro, Tia Schellstede, Nana-Poku Agyekum, Nancy Randall, Joseph Alexander, Vincent Lu, Vanessa Gonzalez Ueoka, Nakia Muhasa Brown, Alfred De Ingeniis

*Of the ten members present, ten voted YES.
Ivan Banda was absent.*