

Category: CITYWIDE COUNCIL ON HIGH SCHOOLS Issued: 3/11/09 Number: **D-160**
Subject: PROCESS FOR THE NOMINATION AND SELECTION OF MEMBERS OF
THE CITYWIDE COUNCIL ON HIGH SCHOOLS INCLUDING FILLING
VACANCIES Page: 1 of 1

SUMMARY OF CHANGES

This regulation is effective as of the date of its posting and it updates and supersedes Chancellor's Regulation D-160 dated February 19, 2009.

Changes:

- All references to the Office of Public and Community Affairs have been changed to the Office for Family Engagement and Advocacy.
- The CCHS Application is available online.
- The selection process has been revised.
- Persons who have been removed from a PT/PTA, School Leadership Team, District Presidents' Council, Borough High School Council or Title I Committee for an act of malfeasance or convicted of a crime directly related to service in such organization are not eligible to serve on the CCHS.
- Parents may apply to only one community or citywide council.
- Parent members of any school leadership team are eligible to serve on the CCHS.

ABSTRACT

This regulation establishes the Citywide Council on High Schools (CCHS). The CCHS consists of ten voting parent members (two from each borough) who serve a two-year term, and one voting student member who serves a one-year term. They serve as unpaid volunteers. Each parent member must be the parent of a student attending a high school in the borough the parent seeks to represent. Parent members are selected by the presidents and officers of the high school parent associations/parent-teacher associations (PAs/PTAs) in each borough. The student member is appointed by the Chancellor, and must be a senior serving on the elected student leadership of his/her school.

This regulation sets forth the duties of the CCHS as well as the eligibility requirements and the nomination and selection procedures for CCHS members. It also provides the process for filling vacancies.

I. DUTIES AND RESPONSIBILITIES

- A. The CCHS shall have the following powers and duties:
1. Advise and comment on educational and instructional policy involving high schools;
 2. Issue an annual report on the effectiveness of high school education in the city school district, making recommendations on how to improve;
 3. Hold at least one meeting per month where the public can discuss issues relating to high school education;
 4. Meet with PA officers at least quarterly; and
 5. Select a parent member to serve as chair.
- B. The CCHS may hire, supervise, evaluate and have the right to discharge a secretary who shall perform the following functions:
1. Prepare meeting notices, agendas and minutes;
 2. Record and maintain accounts of proceedings and other CCHS meetings; and
 3. Prepare briefing materials and other related informational materials for meetings.

II. ELIGIBILITY

- A. Parents
1. Only parents¹ of high school students are eligible to serve on the CCSE;
 2. The following persons are not eligible:
 - a. PA/PTA officers from any Department of Education (DOE) school;
 - b. 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);
 - c. Current Department of Education (DOE) employees;
 - d. Persons who have been convicted of a felony, removed from a Community School Board, a Community Education Council, the Citywide Council for

¹ 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.

High Schools, or the Citywide Council for Special Education 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;

- e. Persons who are on another CEC, the Citywide Council on Special Education, or the Citywide Council on High Schools;
- f. Persons who have been removed from a PA/PTA, School Leadership Team, District 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
- g. Persons who are determined to have a financial 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 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).

III. PARENT NOMINATIONS

- A. Parents interested in serving on the CCHS shall self-nominate by submitting a completed application and disclosure form online at www.powertotheparents.org.² The Office for Family Engagement and Advocacy (OFEA) will post timeframes for the submission of self-nominations on that site. Parents who do not have internet access may contact OFEA for a list of schools and local organizations that can provide access to a computer with internet access.
- B. Portions of each nominee's application (name, program child attend, statement of background and activities, personal statement, and size of school) will be posted on www.powertotheparents.org for parents and the public to view them.

IV. SELECTORS

Selectors of the parent members of the CCHS shall be the three PA/PTA officers mandated by Chancellor's Regulation A-660 from every high school in the borough.³

V. PARENT AND COMMUNITY INPUT PROCESS

A. Nominees' Forums

- 1. The Office for Family Engagement and Advocacy in collaboration with Borough High School Councils will convene a nominees' forum in each borough where nominees will be permitted to make presentations to the selectors and other parents and interested parties.
- 2. Each Borough High School Presidents' Council may convene an additional nominees' forum. Prior to holding the forum, the Borough High School Presidents' Council must invite all the nominees to participate, and should reach out OFEA prior to proceeding.

B. Advisory Vote

Following the nominees' forum, an online advisory vote open to all high school parents will take place at www.powertotheparents.org. OFEA will post a timeframe for the advisory vote. During this period, parents may vote using their child's OSIS number and the zip code associated with that OSIS number as a password.⁴ After logging on, parents will be presented with a ballot containing the names of CCHS candidates in the borough where

² Parents may apply to only one community or citywide council.

³ In the case of co-presidents, co-secretaries, or co-treasurers, the remaining members of the PA/PTA executive board will determine which co-officer will serve as a selector.

⁴ If a family has more than one child in a school, only one vote is permitted.

their child's school is located. Parents will then cast a non-binding, advisory vote by voting for up to ten candidates. The independent agent managing the advisory vote will provide the results of the vote to the selectors from each school. Each PA/PTA president must make the results of the advisory vote available to the PA/PTA membership.

VI. SELECTION PROCESS

A. Selection of parent members

1. Selectors must log on to www.powertotheparents.org to vote. Once logged on, selectors will be provided with a ballot containing the names of nominees for the CCHS from the borough in which their child's school is located. Each selector shall vote for two nominees. OFEA will provide selectors with more detailed information regarding voting.
2. In selecting members for the CCHS, the selectors must attempt to ensure that:
 - a. membership reflects the diversity of the student population in the high schools in the borough, including those with particular educational needs; and
 - b. the enrollment figures in the high schools and the potential disparity of such enrollment from school to school are considered.
3. When ballots are tallied, the two nominees with the highest number of votes in each borough will be deemed selected conditionally, subject to verification of eligibility. However, no school may have more than one parent representative on the CCHS. If more than one nominee from the same school is selected, the nominee with the highest number of votes will be deemed selected. Other nominees from the school with fewer votes will be removed from consideration and replaced by the person with the next highest number of votes from a school not already represented on the CCHS. This restriction shall not apply to situations where fewer than ten parents would be selected if the restriction were enforced.
4. In the event of a tie between or among nominees, or in the event that fewer than ten nominees are selected initially, a runoff selection will be conducted. In such cases, each selector shall vote for one nominee.
 - a. Where a runoff is necessary due to a tie vote for one or more seats on the CCHS, only those nominees who were in the tie will be eligible to be selected in the runoff.
 - b. Where a runoff is necessary because one or more seats remains unfilled for reasons other than a tie, all nominees who have not been selected already will be eligible to be selected in the runoff.
 - c. If the runoff does not result in all seats being filled, the independent agent managing the selection process for the Department of Education will determine the winner by lot, utilizing the same restrictions on eligibility found in Sections VI.A.4.a and VI.A.4.b above. However, in the event a nominee receives no votes in both the initial selection process and the runoff, a vacancy will be deemed to exist on the council, which shall be filled in accordance with the procedures set forth in Sections X.A.2 and IX.A.3 of this regulation.
 - d. If the runoff does not result in all seats being filled, the independent agent managing the selection process for the Department of Education will determine the winner by lot, utilizing the same restrictions on eligibility found in Sections VI.A.4.a and VI.A.4.b above. However, in the event a nominee receives no votes in both the initial selection process and the runoff, a vacancy will be deemed to exist on the council, which shall be filled in accordance with the procedures set forth in Sections X.A.2 and X.A.3 of this regulation.

5. If a nominee selected in a borough becomes ineligible or is disqualified after the completion of the selection process but on or before June 25, 2009, the nominee who received the next highest number of votes in the borough during the initial selection process shall be deemed selected.⁵ If advancing nominees in this fashion results in a tie, the independent agent managing the selection process for the Department of Education will determine the winner by lot.

B. 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.

VII. REVIEW OF QUALIFICATIONS/ELIGIBILITY

Following the conditional selection of parent nominees but prior to their taking office, the Chancellor or his/her designee shall determine whether nominees are eligible to serve on the CCHS. If the Chancellor determines that a nominee is not eligible, the Chancellor's written decision will be made available for public inspection within seven days of its issuance at the borough and central offices of the Office for Family Engagement and Advocacy. Such decision shall include the factual and legal basis for its issuance. Any nominee deemed ineligible by the Chancellor shall be replaced by the nominee who received the next highest number of votes in the Borough, as long as the nominee is not from a school already represented on the CCHS.

VIII. TIMING

The selection of the CCHS shall occur on the second Tuesday in May in 2004, 2005, and every two years thereafter, with terms commencing the July 1 following selection. The selection process shall be conducted over a 90-day period. This includes time allocated for publicizing the process, parent nominations, nominees' forums, advisory vote by high school parents, and vote by selectors. The Office for Family Engagement and Advocacy will publish detailed timelines to implement this regulation.

IX. RESIGNATIONS

A. Parent Members

Parent member resignations must be in writing, addressed to the Chancellor. The Chancellor designates the Chief Family Engagement Officer to receive resignations on his 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.

B. 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.

X. VACANCIES

A. Parent Vacancies

1. If a parent 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.⁶ Each absence and

⁵ For disqualifications occurring after June 25, 2009, the vacancy procedures in Sections X.A.2 and X.A.3 of this regulation will apply.

⁶ 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.

any written excuse provided shall be included in the official minutes of that meeting. After the third unexcused absence, the CCHS shall declare the seat vacant by resolution at a calendar meeting and notify the Chancellor of its action.

2. When a vacancy occurs on the CCHS, either by resignation or removal, the CCHS shall fill the vacancy at a public meeting. The Borough High School Presidents' Council and other education groups shall be given the opportunity to make written recommendations for filling the vacancy and to consult with the CCHS before the vacancy is filled. The written recommendations received shall be included in the record of the meeting at which the vacancy is filled.
3. If the 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.

B. Student Vacancies

In the case of a student vacancy, the CSAC shall recommend another senior who previously self-nominated to the Chancellor for consideration. The Chancellor shall inform the CCHS and the Office for Family Engagement and Advocacy of his/her appointment.

XI. 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.

XII. TECHNICAL ASSISTANCE

The Office for Family Engagement and Advocacy will oversee implementation of the procedures contained in this regulation, and will provide technical assistance as necessary.

Inquiries pertaining to this regulation should be addressed to:

Telephone:
212-374-2323

*Office for Family Engagement and
Advocacy*
NYC Department of Education
49 Chambers Street – Room 503
New York, NY 10007

Fax:
212-374-0076