



*Dennis M. Walcott, Chancellor*

**Notice**  
May 11, 2012

## **AMENDMENTS TO CHANCELLOR'S REGULATION A-660—PARENT ASSOCIATIONS AND THE SCHOOLS**

### **I. Description of the subject and purpose of the proposed item under consideration.**

Chancellor's Regulation A-660 sets forth the governance structure of Parent Associations (PAs), Parent-Teacher Associations (PTAs), and Presidents' Councils. The following amendments are proposed: (1) References to "PA" have been changed to "PA/PTA"; (2) references to "PC" have been changed to "Presidents' Council"; (3) references to the "Office for Family Engagement and Advocacy" (OFEA) have been changed to the "Division of Family and Community Engagement" (FACE); (4) requirements for the timing of meeting notices are framed in terms of calendar days rather than school days; (5) the procedures for re-establishing a PA/PTA that has ceased to function have been clarified; (6) the list of reasons why a PA/PTA ceases to function has been narrowed to include only three scenarios – failure to elect mandatory officers by June 30<sup>th</sup>, failure to hold an expedited election in timely fashion, and/or failure to conduct business for two consecutive months; (7) the principal must notify FACE if the PA/PTA ceases to function; (8) a parent of a student who attends a non-citywide school full-time while on the register of a citywide program is eligible to be a member of the PA/PTA in the school that her/his child attends; (9) the parent members of a PTA may vote to revert back to a PA; (10) the restriction regarding school employees' involvement with PA/PTAs has been clarified to provide that school employees may not serve as members of the executive board or nominating/election committee for the PA/PTA in the school in which they are employed; (11) the conflicts of interest provisions applicable to PA/PTAs and Presidents' Councils have been updated; (12) the procedural requirements for conducting PA/PTA elections have been updated to provide that the PA/PTA may request guidance in conducting an election from the appropriate Presidents' Council or the school's parent coordinator; (13) the PA/PTA bylaws must specify how elections will be conducted in a fair and unbiased manner; (14) annual PA/PTA elections must be conducted by the last day of the school year; (15) if a PA/PTA election involves contested offices, ballots must remain in the meeting room until the election meeting is adjourned, unless the PA/PTA bylaws provide otherwise; (16) if a PA/PTA election involves uncontested offices, a member must make a motion to cast one vote in order to elect an unopposed candidate to office, unless the PA/PTA bylaws provide otherwise; (17) the PA/PTA Election Certification form must be signed by the principal or his/her designee before the election meeting is adjourned; (18) the personal telephone numbers and email addresses of the mandatory PA/PTA officers will be shared with the appropriate Presidents' Councils, unless those officers decline to have their information released by so indicating on

the Election Certification form; (19) the original, signed Election Certification form must be retained by the PA/PTA executive board, and a copy must be filed in the principal's office; (20) the principal or his/her designee must update the School-Parent Leader Contact Information System within 5 calendar days of the election; (21) the PA/PTA executive board must notify the membership in writing of any vacancy within 5 calendar days, and must specify whether the vacancy will be filled by succession or expedited election; (22) the regulation lists required components of a PA/PTA expedited election meeting notice; (23) a PA/PTA expedited election meeting may be chaired by a parent member who is not seeking office; (24) a list of PA/PTA officers, including phone numbers and/or email addresses, will be posted in the school at the beginning of the school year and made available to any PA/PTA member upon request; (25) if a PA/PTA's bylaws contain any provision that conflicts with this regulation, the provisions of this regulation shall be deemed controlling, but all remaining provisions of the PA/PTA bylaws that are not in conflict with this regulation shall remain in full force and effect; (26) no later than December 15<sup>th</sup> of each year, the principal must provide the PA/PTA executive board with an abridged summary of the school safety plan, discipline code and attendance plan; (27) upon request, the principal will provide the PA/PTA executive board with full and factual information pertaining to student testing schedules and student achievement data, as well as copies of the Chancellor's regulations; (28) the regulation provides an illustrative list of topics for quarterly meetings between the PA/PTA executive board and the principal; (29) the PA/PTA executive board is responsible for ensuring that notifications of meetings are sent by means that will reach all parents; (30) the PA/PTA executive board may seek assistance from the school's parent coordinator and the appropriate Presidents' Council to improve meeting attendance; (31) individuals who are not members of the PA/PTA may only attend executive board meetings with the approval of the executive board; (32) the regulation discusses the role of PA/PTA officers in selecting members of the Community Education Councils (CECs), the Citywide Council on High Schools (CCHS) and the District 75 Council (D75 Council); (33) the regulation specifies that Presidents' Councils are required to provide assistance to PA/PTAs; (34) the appropriate community or high school superintendent, or their designee, is responsible for establishing and ensuring the continuation of the Presidents' Council; (35) the procedural requirements for conducting Presidents' Council elections have been updated to provide that the Presidents' Council may seek assistance in conducting an election from the appropriate superintendent or his/her designee; (36) Presidents' Council officers should consult with the general membership to identify an election meeting date that allows constituent PA/PTAs sufficient opportunity to elect their officers and determine their Presidents' Council representatives; (37) if a Presidents' Council has not held its election by June 30<sup>th</sup>, the superintendent will request a date and time for the annual election meeting to be held, and will provide the necessary assistance to ensure that the election is completed by September 30<sup>th</sup>; (38) if a Presidents' Council's bylaws contain any provision that conflicts with this regulation, the provisions of this regulation shall be deemed controlling, but all remaining provisions of the Presidents' Council bylaws that are not in conflict with this regulation shall remain in full force and effect; (39) the provisions regarding Presidents' Councils' access to information have been updated, and state that the superintendent, upon request, will provide the Presidents' Council executive board with full and factual information pertaining to student testing schedules and student achievement data, as well as copies of the Chancellor's Regulations; (40) the Presidents' Council executive board is

responsible for ensuring that notifications of meetings are sent by means that will reach all members; (41) Presidents' Councils shall hold candidate forums for the election of Community and/or Citywide Education Council members pursuant to Chancellor's Regulations D-140, D-150, D-160 and D-170; (42) the superintendent will assist Presidents' Councils in securing space and resources needed to conduct business; (43) provisions have been added to address the Presidents' Councils' roles in convening Nominees' Forums for Community and Citywide Education Council elections; (44) upon approval by the Presidents' Council membership, the proposed Presidents' Council budget must be submitted to the superintendent; (45) PA/PTAs and Presidents' Councils, as separate entities, may not use the DOE's Employer Identification Number ("EIN"); (46) PA/PTAs and Presidents' Councils are prohibited from using debit cards; (47) the provision regarding the sale of raffle tickets has been updated to apply to Presidents' Councils as well as PA/PTAs; (48) joint planning with the superintendent is required for fundraising activities conducted by Presidents' Councils; (49) parent coordinators may not handle PA/PTA funds; (50) the provisions regarding the hiring of staff have been amended to apply solely to PA/PTAs; (51) the Presidents' Council must provide copies of treasurer reports to the appropriate superintendent; (52) the principal is responsible for submitting PA/PTA financial information and reports to FACE upon request; (53) Presidents' Council audit committees must provide their findings to the superintendent; (54) the provision regarding external audits has been revised to provide that the Chancellor or the Chancellor's designee may conduct audits of PA/PTA or Presidents' Council financial records; (55) the section regarding corrective and disciplinary action has been updated to provide that allegations of criminal wrongdoing, financial wrongdoing, and threatening behavior must be reported to the police, the Special Commissioner of Investigation for the New York City School District ("SCI"), and FACE; (56) the bylaws of PA/PTAs and Presidents' Councils must include a mechanism for the removal of officers for negligence; (57) the section which required PA/PTAs and Presidents' Councils to submit compliance status reports to FACE has been removed; (58) the dispute resolution section applicable to PA/PTAs and Presidents' Councils has been updated to remove all references to "Grievance Review Committees" and to provide for enhanced internal resolution processes.

**II. Information regarding where the full text of the proposed item may be obtained.**

The full text of the amendments to the regulation, and the regulation in its entirety, can be found on the main page of the website of the Panel for Educational Policy:

<http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/June2012PEPRegulations>

**III. Name, office, address, email and telephone number of the city district representative, knowledgeable about the item under consideration, from whom information may be obtained concerning the item.**

Name: Ronald Noble, Jr.  
Office: Division of Family and Community Engagement  
Address: 49 Chambers Street, Room 503, New York, NY 10007

Email: [RegulationA-660@schools.nyc.gov](mailto:RegulationA-660@schools.nyc.gov)  
Phone: 212-346-5201

**IV. Date, time and place of the Panel for Educational Policy meeting at which the Panel will vote on the proposed item.**

June 26, 2012 at 6:00 p.m.  
Prospect Heights Campus  
883 Classon Ave.  
Brooklyn, NY 11225