



Amended Notice
October 15, 2013

SECOND AMENDMENT TO CHANCELLOR’S REGULATION C-30—REGULATION GOVERNING THE SELECTION, ASSIGNMENT AND APPOINTMENT OF PRINCIPALS AND ASSISTANT PRINCIPALS

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

On September 13, 2013, the New York City Department of Education (“DOE”) published proposed amendments to Chancellor’s Regulation C-30. Chancellor’s Regulation C-30 governs the selection, assignment and appointment of principals and assistant principals. The following amendments were previously proposed:

- References to the Division of Human Resources and to the Talent Office have been changed to the Division of Human Resources and Talent.
- References to the Chief Talent Officer have been changed to the Chief Executive Officer of the Division of Human Resources and Talent.
- Selection criteria for principals have been changed.
- There is a new evaluation process for admission into the Principal Candidate Pool which will be administered by the Office of Leadership. All candidates who complete the process will be admitted into the Pool. Candidates who were admitted to the Pool prior to the effective date of this regulation will not be required to undergo the new process. Evaluation results will be available to hiring managers, and hiring managers may consider these results in the selection process.
- Inquiries related to intermediary organizations will be directed to the Division of Portfolio Planning.
- The selection process for Executive Principals has been changed to enable candidates to be selected in certain instances where only one qualified person applies for the position.
- The School Leadership Team Agreement of Confidentiality Form has been included in an attachment.
- An exception has been created for candidates to be assigned as interim-acting principals prior to admission into the Principal Candidate Pool in emergency circumstances.

- Inquiries related to this regulation will be directed to the Office of Supervisory Support.

Since the initial posting of the amendments to C-30 on September 13, 2013, the Department of Education has received public comments requesting changes in the way parents are selected for the Level I Committee if there is an insufficient number of parents; asking for certain documents to be distributed to the Level I Committee earlier in the process; and clarifying the process for developing questions for candidates. In response to these comments, the Department of Education has decided to amend the proposed amended regulation as follows:

- If parents from the School Leadership Team and Parent Association officers are not available to serve on the Level I Committee, then the Hiring Manager will authorize the President of the Parent Association to identify alternative methods to designate parents to serve on the Committee, subject to the approval of the Hiring Manager. The Hiring Manager may waive the minimum number requirement at any time.
- A copy of this regulation along with Attachment No. 2 should be made available to all Level I Committee members at least one week prior to the orientation and pre-interview meeting of the committee.
- During a pre-interview meeting to be held immediately preceding the candidates' interviews, the committee must decide on specific questions to be asked during the interviews. Each candidate must be asked the same questions in the same order. It is suggested that at least 4 or 5 questions that yield evidence of the selection criteria set forth in Section VII be asked. Follow-up questions may be asked, and need not be established in advance, but they must relate to the candidate responses given and not be leading questions which give hints about the appropriate answer to the question.

II. Summary of all public comments received following the initial public notice.

Questions have been received seeking clarification regarding who will have to reapply to the Principal Candidate Pool ("Pool"), whether candidates will be grandfathered into the Pool, and whether the new process will apply to candidates who are currently awaiting an interview. Comments received were: correct the names of DOE offices involved in the process; clarify when transferred principals become interim-acting principals; change the process so that the hiring manager makes supervisory appointments and handles other aspects of the appointment process in conjunction with the Level I Committee; require the hiring manager to authorize the parent association president to use alternative methods to designate parents if the number of parents on the Level I Committee is insufficient; change the number of candidates interviewed at Level I from 3-5 to 5-7; give certain materials to the Level I Committee earlier in the process; allow the Level I Committee to make recommendations to the hiring manager based upon interviews, a review of application materials, and other pertinent materials; on the Level I Committee, require the Network or Cluster representative to come from a Network or Cluster that does not support the school at issue; include a representative from FACE on the Level I Committee; require the

hiring manager to interview the top two or three candidates recommended by the Level I Committee; instead of the superintendent consulting with members of the SLT prior to appointment, the superintendent should obtain written approval from the SLT; clarify rejection for cause; rename the “Agreement of Confidentiality” and do not require members of the SLT to sign it; change the CSA member on the Level I Committee to a supervisor from a Network or Cluster that does not support the school at issue; eliminate language that says only properly selected supervisors who are appointed in their positions are eligible to serve on Level I; determine candidate questions at a pre-interview meeting and eliminate requirement for an answer key; increase the number of days to file a complaint; change the number of days for completing investigation of a complaint; allow the Level I Committee to file an appeal with the Chancellor and create a mediation process; and prohibit DOE employees from influencing the application process.

III. 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/2013-2014/Oct30Regs>

IV. 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: Kristen Lange
Office: Office of Leadership
Address: 52 Chambers Street, Room 315, New York, NY 10007
Email: RegulationC-30@schools.nyc.gov
Phone: 212-346-5211

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

October 30, 2013 at 6:00 p.m.
Prospect Heights Campus
883 Classon Ave.
Brooklyn, NY 11225