



# Community District Education Council 26

## New York City Department of Education

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<b>Albert Suhu</b> <i>President of the Council</i>	<b>Todd Friedman</b> <i>First Vice- President</i>	<b>Cassandra Louie</b> <i>Second Vice President</i>	<b>Adriana Aviles</b> <i>Recording Secretary</i>	<b>Dennis Chan</b> <i>Treasurer</i>
<i>Council Members:</i>				<b>Danielle Giunta</b>
<b>Norman Cohn</b>	<b>Taeho Hwang</b>	<b>Athena Gavros</b>	<b>Community Superintendent</b>	
<b>Jennifer Catherall</b>	<b>Dilip Nath</b>		<b>District 26</b>	
<b>Sulinda Hong</b>				

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### Resolution to Implement a Performance Management and Compensation System for Administrative Assistants (AA) Employed by Citywide and Community Education Councils (CCEC) *Approved on May 12, 2022*

**WHEREAS**, New York State Education Law §2590-C states, “Each council shall be responsible for the appointment, supervision, evaluation, and discharge of the secretary.”<sup>1</sup>; and

**WHEREAS**, the “Managing the Administrative Assistant” section in the 2021-23 edition of the *Member Education Council Guide: Volume 1* for Citywide and Community Education Councils states, “The council must have a clear process for evaluating the AA’s performance.”; and

**WHEREAS**, high-performing organizations have implemented modern performance management systems to evaluate and measure employee performance to achieve alignment with organizational goals<sup>2</sup>; and

**WHEREAS**, the *Member Education Council Guide: Volume 1* states “The AA is a full-time, paid DOE employee.” but such AAs assigned to CCECs are not covered by a collective bargaining agreement as are other DOE employees performing similar work, with the result of significantly lower salaries; and

**WHEREAS**, performance-based compensation is an effective method to induce employees to perform at high levels and to be aligned with an organization’s goals and mission<sup>3</sup>; and

**WHEREAS**, the 2021-23 edition of the *Member Education Council Guide: Volume 1* states, “The council may give merit raises out of its budget; however, the budget will be reduced by the same amount of the raise (plus fringe benefits) in all subsequent years,” is not conducive to a performance management system and performance-based compensation; and

**THEREFORE, BE IT RESOLVED**, in absence of a collective bargaining agreement for all administrative assistants employed by CCECs, CEC 26 strongly urges the New York City Department of Education Deputy Chancellor of Family and Community Engagement + External Affairs. to revise the policy governing the compensation of AAs to facilitate a performance-based compensation system using a CCEC’s budget, such that the compensation is not permanent and can vary from year to year, depending on annual performance evaluations of the AA.

*Community Education Council District 26 approved this resolution at May 12, 2022, monthly meeting by unanimous vote. Members Present: Norman Cohn, Dilip Nath, Todd Friedman, Adriana Aviles, Albert Suhu, Dennis Chan, Sulinda Hong, Taeho Hwang, Jennifer Catherall, and Cassandra Louie.*

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

<sup>2</sup> <https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/managingemployeeperformance.aspx>

<sup>3</sup> <https://www.shrm.org/resourcesandtools/hr-topics/compensation/pages/payforperformancepayoff.aspx>