



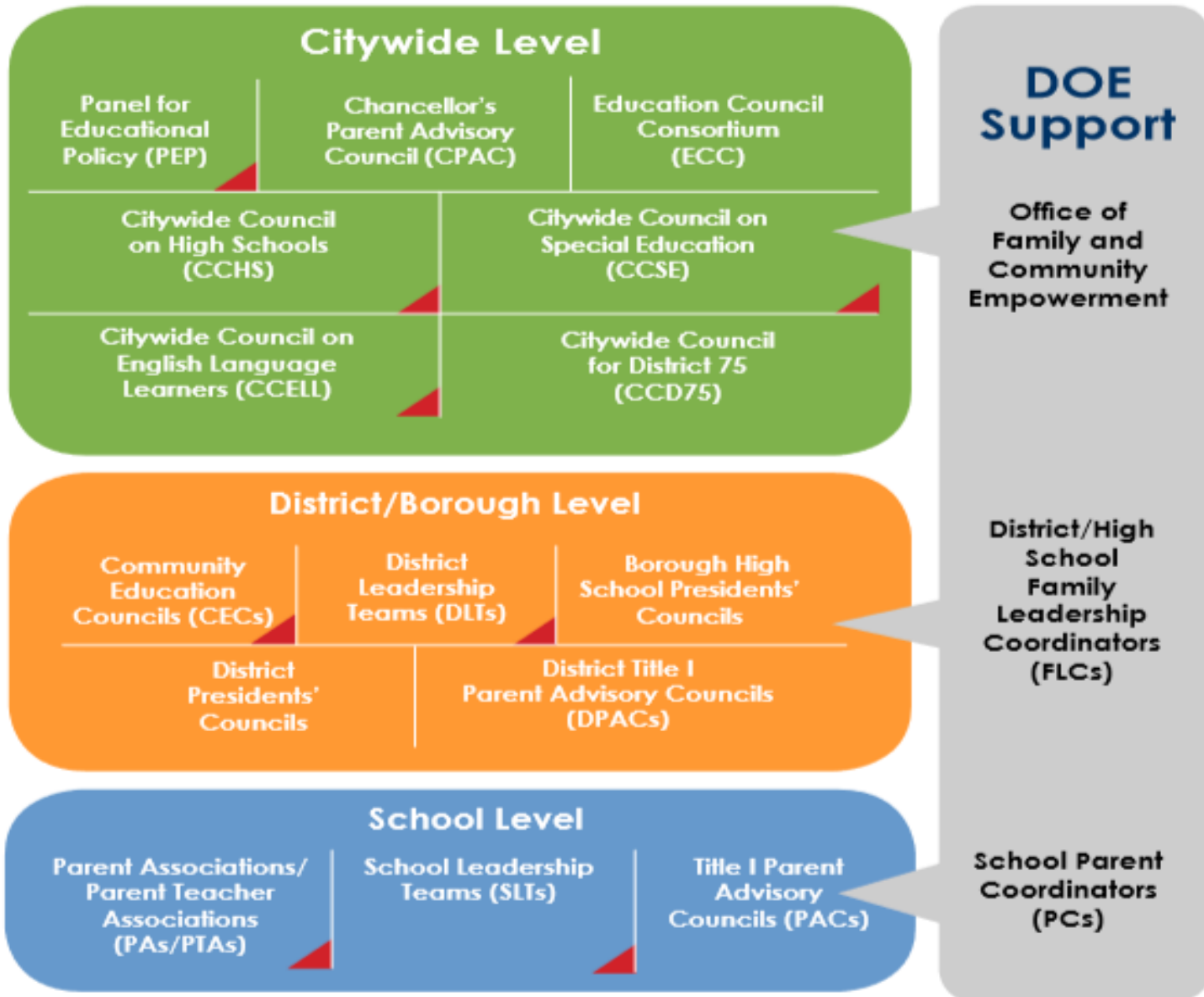
Office of Family and Community Empowerment (FACE)

CCEC Roles & Responsibilities

Paola de Kock

CCEC Orientation
June 22, 2019

Parent and Community Involvement at DOE



Community Education Councils: Powers & Duties

I. Hold Public Meetings

- Monthly calendar meetings with Superintendent (public comment)
- Public meetings/events (e.g., business/committee meetings, hearings, etc.)
- Town Halls with Chancellor
- Joint public hearings (DOE) on school utilization

II. Education Policy & Priorities

- Review/assess educational programs
- Advise Chancellor and PEP
- Submit capital plan recommendations to the Chancellor
- Approve zoning lines

III. Evaluate Superintendent

IV. Liaison to SLTs

CCHS, CCSE, CCELL, CCD75 :

Powers & Duties

I. Advise on Education Policy

- Issue annual report
- Comment on educational policies
- Make recommendations on how to improve education for their respective populations

Bylaws

I. Councils create/amend bylaws to govern their members and to regulate their affairs.

- Any amendment takes a minimum of 2 calendar meetings
- A template is available

A. Required Officers

- Chair/President must be elected by the council. Leads meetings, represents council, communicates with DOE, prepares agendas, etc.

B. Optional Officers (*Highly Recommended*)

- Vice President
- Secretary
- Treasurer
- *No Executive Board*

Meetings:

Open Meetings Law 101

I. CCECs are “public bodies.”

- 72 hour notice required for most meetings
- Notice to the public, press, PA/PTAs, President’s Councils, schools
- Anyone can attend/record/photograph the meeting(s)
- Freedom of Information Law - FOIL (e.g., minutes, etc.)

II. When can the council members confer privately?

- Executive Session (limited)
- Meetings not hosted/organized by the Council
- Trainings, workshops, etc.

Meetings:

Quorum & Minutes

I. Quorum

- 6 members (CCHS: 7 members)

II. What if the council doesn't have quorum?

- Meeting should continue (minutes taken)
- Cannot make any decisions that require a vote

III. Minutes – *Recorded by the Administrative Assistant*

- Include motions, votes, attendance (including absences), summaries of presentations/reports, etc.
- draft must be published within 14 days: (1) provided upon request; and (2) posted on the council's website
- Minutes are a written record (not an oral recording) and must be kept permanently

Absences

- I. Minutes must reflect whether member absence(s) are excused or unexcused.
 - Examples of valid excuses include death in the family, illness, work obligations and “other reasons” agreed upon by the council (in the bylaws or by vote)
 - *Under state law, a member who has three or more unexcused absences during the term is subject to removal*

- II. Seat(s) are not vacated automatically.
 - The council must pass a motion/resolution at a calendar meeting to declare a seat vacant for failure to attend meetings

Filling Vacancies

- I. When a vacancy occurs among the elected parent members:
 - The council should advertise the vacancy promptly and broadly
 - Applications must be sent to FACE for vetting
 - The council must schedule interviews for all candidates at a special meeting
 - The council must give the Presidents' Council and the community the opportunity to make written recommendations
 - The council must fill the vacancy by voting at a public meeting
 - The Same School Rule does not apply to filling vacancies
- II. Procedures for filling vacancies in appointed positions are determined by the Borough Presidents or the Public Advocate.
 - The council does not vote on these vacancies

The Administrative Assistant

- I. All councils are supported by an administrative assistant (the “AA”), a full-time DOE employee. AAs work at the direction of all council members, and should be expected to do the following:
 - Record, prepare, distribute and maintain meeting notices, agendas, minutes, etc.
 - Prepare briefing materials and other related informational materials
 - Prepare the budget, submit PO’s and reimbursement requests
 - Obtain, maintain and make purchases with council’s P-Card
 - Other tasks, as needed

- II. Who manages the AA’s work and time?
 - The president is the supervisor
 - The president monitors and approves the AA’s time

CCEC Funds: Budget

- I. CCECs receive funds and must submit a budget in July
 - Supplies and operational expenses (e.g., copier lease, website, paper, pens, etc.)
 - Member reimbursements (lump sum)
 - Events (food, printing, etc.)

CCEC Funds: Member Reimbursements

- I. Members can be reimbursed for “actual and necessary” expenses.
 - Documentation regarding amount and type of expense must be submitted
 - Max: \$125/month for members; \$200 for the president

- II. For child care reimbursement, must submit:
 - 1) Child Care Expense Log for each month
 - 2) Proof of meeting attendance (e.g., agenda, sign-in sheet, etc.)

- III. Transportation Reimbursements
 - 1) Reimbursement requires the member to submit proof of meeting attendance
 - 2) If the member takes non-public transportation, additional documentation will be required



THANK YOU!