



Regulation of the Chancellor

Category: **STUDENTS**

Number: **A-660**

Subject: **PARENT ASSOCIATIONS AND THE SCHOOLS**

Pages: 1 of 3

Issued: 4/06/05

SUMMARY OF CHANGES

This regulation establishes minimum standards of governance and responsibilities of parent associations and presidents' councils, their officers and members, and responsibilities of school officials for consultation, support and technical assistance, and enforcement.

- The definition of parent has been expanded to include foster parents;
- For new schools, Parent Association (PA) bylaws must be established and an association election completed within four weeks of the initial meeting to convene parents in the school;
- When a PA has ceased to function due to a failure to conduct PA business and/or filling any of the mandatory core positions vacancies, they will have 14 days to remedy the lack of action. If the PA fails to act they will cease to function;
- Description of the expedited election process;
- The role of the Parent Coordinator is more clearly defined with regard to PAs;
- For PAs in a building with more than one school: The committee shall have the right to consultation with the school building principals;
- Language has been added that identifies the appropriate ranking of PA officers for the purpose of filling vacancies by succession;
- Principals will be required to reach out to the appropriate District/Region Presidents' Council for assistance during the PA/PTA expedited election process;
- PAs and Presidents' Councils (PCs) may not fund raise without obtaining their own EIN;
- PAs and PCs with bylaws that do not conform to CR A-660 may not conduct fund raising activities;
- PA elections must be held between the fourth Monday in May and the second Friday in June;
- Ballots may not be removed from the voting site until after the results have been tallied and reported to the assembly;
- Home addresses for PA and Parent-Teacher Association (PTA) Executive Board members will be provided to the school;
- Home addresses for PC Executive Board members will be provided to the appropriate superintendent;



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- Parent coordinators are not to interfere in the PA's responsibility to conduct its own affairs;
- All references to Community Education Councils (CECs) have been changed to refer to Community District Education Councils (CDECs);
- PA fund raisers involving the children can only be conducted twice a year when students are not engaged during instructional time;
- The definition of a "person in parental relation" has been clarified;
- When parent members of a PTA vote to withdraw membership from teachers, the bylaws must be amended to reflect the association will now be a PA. School employees who serve as the liaisons to the PA may not infringe on the structure and function of the PA;
- If a PA conducts an after-school or weekend activity which requires the employment of personnel, it must adhere to all relevant filing and reporting requirements, e.g., the Internal Revenue Service. It is recommended that the PA donate the funds to the school for after school program(s) and that the program (s) be administered by the principal. In the event the PA runs an after-school program, the PA must obtain a permit from the school, obtain appropriate liability insurance, and use the facilities in accordance with all applicable federal laws, NYS laws, NYC laws and Departmental policies. Further, the PA may not hire Department employees to run the program (s) or perform other administrative tasks, but may hire Department employees to work directly with children (e.g.: tutoring, coaching sports);
- Principal must be notified of the date and time of the spring election by May 1;
- Principal or his/her designee must certify the PA election. The parent coordinator may not be the principal's designee;
- The term certification is now defined in the regulation;
- PA/PTAs' use of school space has been increased from six to eight hours per month;
- Language has been amended to clearly state that the failure to obtain membership approval prior to initiating a PA or PC fund-raising activity is an infraction of this regulation;
- The PA's or PC's tax exempt status may only be used for the PA's or PC's benefit;
- PAs and PCs must use a commercial ledger checkbook;
- PAs and PCs are prohibited from writing checks payable to cash and petty cash;



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- PC bylaws must outline the role of the alternate member to the council in the absence of the elected representative;
- PA and PC members may only be reimbursed for PA or PC out-of pocket expenses if they submit receipts, the membership approves, and the check is made payable to the PA or PC member;
- The use of withdrawal slips by the PA or PC is prohibited;
- All cash received by the PA or PC must be deposited within two business days of receipt;
- Principals shall have access to the PA's financial records upon receipt of a complaint from any source;
- The Local Instructional Superintendent (LIS) must forward copies of the PA Status Reports (CR A-660 Attachments G.1 and G.2) to the Regional Superintendents for review and appropriate action;
- Examples of infractions or inappropriate financial practices for PAs and PCs have been consolidated in one section of this Regulation;
- PCs will now have the option of identifying a specific school or schools as their designated meeting location(s), provided council members can come to consensus regarding this decision. They shall be responsible for ensuring that the meetings are centrally located and accessible to the constituent PAs in their district or region. If PC members cannot come to consensus, then they must allow each school within the district or region to host a meeting on a rotating basis;
- Persons employed in the district or region may not serve as a school's representative to the PC;
- PCs must not investigate or offer a determination in any grievance filed by a PA or PC;
- Step I PA or PC grievances, including expedited appeals for election disputes, may be filed with the CDEC or Regional Superintendent or his/her designee.



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ABSTRACT

This Regulation supercedes CR A-660 dated 1/21/04. The Department of Education requires each school in the New York City public school system to have a parent association (PA). Each community school district and each region for high schools, including Alternative High Schools and citywide special education, must have a presidents' council. PAs in elementary and middle schools will be provided information and may request assistance from the community superintendents in their districts, and the PAs in high schools and the citywide council for special education will be provided information and may request assistance from their regional superintendents.

This Regulation establishes minimum standards of governance for parent associations and presidents' councils and sets forth the responsibilities of parent associations, presidents' councils, and their officers and members.

INTRODUCTION

Parent Associations (PAs) in the public schools should assume responsibility for their own governance. PAs should be assisted in their functions by parents, including district and regional high school presidents' councils (PCs) established under this Regulation.

The oversight responsibilities of school officials concerning PAs and PCs are limited to what is necessary to implement and enforce law, policy, and this Regulation and to protect the rights of students, parents and staff.

DEFINITIONS

The following definitions apply for purposes of this Regulation and other applicable Regulations:

- A. A parent association (PA) is an organization of parents of students in a New York City public school created and established by a vote of the parents which has adopted bylaws, elected officers, has regular meetings, and allows and encourages meaningful participation of its members. If parent members of a PA vote to amend their bylaws to extend membership to teachers, the association becomes a Parent-Teacher Association (PTA).



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- B. A presidents' council (PC) is an organization of presidents or designated representatives of parent members of parent associations within a given jurisdiction, which represents parent associations on a district, regional, or citywide basis.
- C. A school is a self-contained autonomous organization of students, under the leadership of a principal, using its own staff and budget to provide a full instructional program. Wherever the term district or region is used in this Regulation, it shall apply to the 32 community school districts, the ten regions, to the Alternative High School Programs, and Citywide Special Education Programs.
- D. The term bylaws refers to the enabling document which establishes the PA and provides the authority for the PA to act. Bylaws define the basic characteristics of the PA, prescribe how the PA functions, and includes rules which must be observed and cannot be suspended by the PA, its officers, or its members. Some PAs adopt a constitution in addition to bylaws. For purposes of this Regulation, the term bylaws refers to the document or documents which prescribe how the PA functions whether included in bylaws or constitution. A single document called bylaws is preferred.
- E. A parent is a parent (by birth or adoption, step-parent or foster parent), legally appointed guardian, or a person in parental relation to a child or children currently attending a school, including a child who is attending a non-citywide school full time while on the register of Citywide Programs (known as District 75). The category of person in parental relation is defined on pages 8 and 9 of this Regulation.

I. PARENT ASSOCIATIONS

Every public school in the city must establish a parent association within its first year. There shall be only one officially recognized parent association in each school. Academies are responsible for establishing an organization of parents which will be affiliated with the school's parent association. See Chancellor's Memorandum No. 2, June 12, 1998. The Memorandum of Understanding must describe the relationship between the school and the academy.

The PA should be representative of all parents within the school, including parents of children in special education, English Language Learners, Title I, gifted and talented, and magnet programs.

A. Convening Parents

In order for a PA to be established in a school, parents must be convened to organize the PA's structure and bylaws. The purpose of the meeting is to form or activate a PA, with parents chosen by parents assembled to create bylaws and conduct an expedited election as outlined below.



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1. For new schools, the appropriate community or regional superintendent or his/her designees must notify parents in writing by backpack or mail and convene a meeting as soon as possible after the school population is identified and in advance of opening wherever possible. The meeting must be held within six weeks of opening, at the latest and the adopting of bylaws and election must be completed within four weeks of the initial meeting.

The community or regional superintendent must contact the appropriate presidents' council to request its assistance at the meeting. The community or regional superintendent may identify a designee to assist during the meeting. The community or regional superintendent's role is limited to initiating the meeting.

2. It is the responsibility of the principal to convene parents if there is no PA established in a school or if the PA has ceased to function.

If there is no PA established, the principal must notify the parents in the school in writing immediately and schedule a meeting to be held within 14 days after that.

A PA has ceased to function when it fails or is unable to conduct PA business as required by this Regulation or its own bylaws. This includes when a PA has failed to elect the mandatory core officers of President, Recording Secretary or Treasurer by June 30th of the school year. If the PA has ceased to function for failure to conduct PA business, the principal shall immediately notify PA officers in writing of their duty to take necessary action and advise them that they have 14 days to comply. The principal shall also request the assistance of the presidents' council and regional parent support office. If the PA fails to conduct business after the 14 day notice the principal shall notify the PA that they have ceased to function and he/she will proceed to reconvene the PA. (See pages 13-14 - Expedited Elections)

If the PA has ceased to function because they have failed to elect the mandatory core officers by June 30th, the principal shall be responsible for reactivating the PA by October 15th of the following school year. The principal's role is limited to initiating the meeting by sending appropriate notification (at least 10 calendar days notice) to parents and by requesting the assistance of the community or regional superintendent's office and the district or region president's council to help conduct the meeting. (See Section 1.D.4.d.)

- a. If a PA has a vacancy in one or more of the mandatory core officer positions subsequent to the annual election, the PA shall be required to fill the vacancy within ten calendar days. This shall be done by succession or an expedited election process, which will have one meeting where



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nominations will be taken from the floor and voting will be held once nominations are completed. Failure to hold an expedited election will result in the PA ceasing to function.

3. PAs in Buildings with More than One School

Where there is more than one school in the same building each school as defined on page 2 must establish a PA. These PAs must establish a joint committee to deal with matters of common concern, such as safety and space utilization.

The committee shall have rights to consultation with the school building principals on building issues, including but not limited to matters affecting the health and welfare of their children.

Where there is more than one school in the same building, the PAs must hold at least one joint meeting per year of the PAs of all of the schools in the building.

B. Bylaws

Each PA must adopt a set of bylaws by vote of the full assembly body of parents of children in the school (and staff, where applicable). All bylaws must conform to the requirements of this Regulation. Bylaws which are in conflict with the requirements herein must be amended. In the absence of bylaws that do not conform to the requirements of this Regulation, a PA may not conduct any activities, including elections and fund raisers.

1. At a minimum, bylaws must provide for:

- a. Regularly Scheduled Meetings - The bylaws must spell out when meetings are to be held, how meetings are called, how members are notified, and what constitutes a quorum.

At least one general membership meeting must be scheduled and held within 60 days of the beginning of the school year. Regular membership meetings require a minimum of ten days written notice. Bylaws must include provisions for special meetings to address emergency and unanticipated situations for which immediate action is required.

- b. Place of Meetings – All meetings must be held in a PA's home school, except in extenuating circumstances. Under no circumstances are PA meetings to be held in private residences.
- c. Conduct of Meeting - All meetings of a PA, including executive board and subcommittee meetings, must be open to the full membership of the PA. Rules concerning observers and speaker rights for those who are not members must be included in bylaws. Parent coordinators who do not have



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children in the school in which they are employed may only act as an observer at PA meetings unless they are invited by the PA to participate.

- d. Parliamentary Authority - Procedural rules should be adopted for use as a supplementary reference. Where no rules of order are adopted, Robert's Rules of Order Newly Revised will be deemed to apply.
- e. Minutes - Minutes must be taken of all meetings and copies made available to all PA members.
- f. Parent Membership – Parents (by birth or adoption, step-parent or foster parent), legally appointed guardians, persons in parental relation to children, including a child who is attending a non-citywide school full time while on the register of citywide programs are automatically members of the PA in the school(s) in which their child(ren) attend.
- g. Staff Membership - The bylaws must set forth the requirements for determining whether membership shall be extended to teachers and other staff, and for amending that determination, by vote of the parents. (See Section I.C.4.)
- h. Voting – Parent and/or staff members have the right to vote subject to the limitations noted in this Regulation. Each PA/PTAs bylaws shall state that each parent and/or staff member of the PA/PTA shall have a vote. Restrictions on voting due to conflicts of interest must be included in bylaws. (See Section I.C.5. for conflict of interest requirements.) Voting by proxy or absentee ballot is prohibited.
- i. Yearly Election of Officers – Officers must be elected in the spring. The election must be completed between the fourth Monday in May and the second Friday in June of each school year. The process of nomination and election must be set forth in bylaws. Any timeline established in the association's bylaws for completing the nominations and election process must adhere to the timeframe outlined above. Bylaws must contain a provision for filling vacancies by succession (i.e., vacancy in the position of President will be filled by the Vice-President or next highest ranking officer, please refer to Section j. - Offices). In the event that the mandatory offices can not be filled through succession, a special expedited election must be held to fill those vacancies. The elections must be run by the nominating committee or the persons selected by the PA.
- j. Offices – At a minimum, PAs are mandated to elect a President, Secretary (the position of Recording Secretary is the mandatory Secretary position), and Treasurer. For the purposes of filling vacancies by succession, the



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ranking of officers shall be in the following order (President or Co-Presidents; Vice-President or Co-Vice-Presidents; Recording Secretary or Treasurer). The mandatory officers from each school in a community school district shall select the parent members of the Community District Education Councils (CDECs) as outlined in Chancellor's Regulation D-140, for the Citywide Council on Special Education as outlined in Chancellor's Regulation D-150, and for the Citywide Council on High Schools as outlined in Chancellor's Regulation D-160. In addition, PAs may establish additional offices or executive board member positions in order to meet the needs of the association. The title of each office, a description of the duties and responsibilities for each office must be included in the bylaws. There shall be no qualifications for any office in a PA other than to be a parent of a child in the school. Mandatory offices may not be designated to be set aside for incoming parents.

- k. Term of Office and Term Limits - Term of office shall be from July 1 to June 30 of the following year. Term limits, if any, must be included in bylaws. The offices of president or co-president are the same office and the same term limits apply whether a person acts as either a president or a co-president or a combination of the two for the period allowed under the term limits.
- l. Nominating Committee - A PA may establish a nominating committee to conduct elections. No member of the nominating committee may seek an executive board office. A majority of the nominating committee must be selected by the general membership. Persons employed in the school may not serve on the nominating committee. In the alternative, the PA bylaws must specify the steps that the PA executive board must take to have a valid election when a nominating committee is not/can not be formed.
- m. Nominations - All members must have the opportunity to make nominations from the floor before the closing of nominations. This provision must be included in each PA's bylaws.
- n. Executive Board and PA Committees - The bylaws must set forth the composition and responsibilities of the executive board and its members. The process for naming and appointing internal PA committees also must be included.
- o. Qualifications for Officers - There shall be no qualifications for any office in a PA. Members of the same family may not be prohibited from serving as officers. (See Section I.K.3. for fiscal restrictions.) A member of the Community District Education Council (CDEC) is not eligible to serve as an



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elected officer of any PA. A parent of a child on the register of a citywide program who is attending full time a non-citywide program school may serve as an elected officer of either the Citywide Programs' PA or the PA of the host school his/her child attends.

- p. Employees Ineligible - Persons employed in the school, including parent coordinators, may not serve on the nominating committee as officers, or as executive board members in the school's PA or as a parent member on a school leadership team. (See Section I.C.5.b)
 - q. Removal of Officers or Executive Board Members - The grounds for removal of officers or executive board members and process to be followed must be included in the bylaws.
 - r. Budget - The PA's budget process must be set forth in the bylaws and should include the following: (See Section I.I.1 – PA Budget.)
 - i. a timetable for adoption;
 - ii. an authorization for making emergency expenditures;
 - iii. a process for counting, securing, and depositing all monies received;
 - iv. the minimal expenditures for executive board members, if applicable. (See Section I.J.1. for budget requirements.)
 - s. Audit - If a PA requires an annual audit, the establishment and responsibilities of the audit committee must be outlined in the bylaws.
 - t. Regular Review of Bylaws - The PA bylaws must be reviewed by the membership at least once every three years.
 - u. Amendment of Bylaws - The bylaws must contain a process for amendments.
2. The PA must give the principal a copy of its bylaws and amendments and these shall be available in the principal's office. The PA must make a copy of its bylaws and amendments available at every PA meeting and to members upon reasonable request. Wherever possible, bylaws should be made available in the languages parents speak.
 3. It is the principal's responsibility to ensure that the PA's bylaws and amendments are on file and a copy forwarded to the appropriate community or regional superintendent.
 4. Actions taken in violation of bylaws or absent bylaws are subject to challenge under the grievance procedures set forth in Section IV.B. and may be cancelled and/or declared void upon review.



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C. Membership - Eligibility and Participation

All parents are automatically members of the PA in the school or schools their children currently attend. The PA must actively seek participation from all parents within the school, including parents of students in special education (including those children who are attending a non-citywide school full time while on the register of citywide programs), English Language Learners, Title I, gifted and talented, and magnet programs. Parent associations are also expected and required to comply with and adhere to all applicable laws, policies, rules and regulations in a way that respects the rights of all students, parents and staff.

1. Categories for PA membership include:

- a. parents, by birth or adoption;
- b. step-parent(s);
- c. legally appointed guardians, foster parent, or;
- d. persons in "parental relation" to a child or children currently attending a school.

PAs may not exclude persons in these categories subject to conditions set forth in this Regulation. (See Section I.C.5.)

No other persons are eligible for membership, except for staff as provided in Section I.C.5. There shall be no categories for honorary members, student members, former members, or former officers who are not otherwise qualified for membership.

2. Determination of a Person in Parental Relation

A person in parental relation refers to a person who has assumed the care of a child because the child's parents or guardians are not available, whether due to, among other things, death, imprisonment, mental illness, abandonment of a child, or living outside of the state. A person may only qualify as a person in parental relation if no other eligible person applies as parent or guardian. Any determinations about who constitutes a person in "parental relation" must be based on the individual circumstances surrounding guardianship and custodial care of the particular child. This shall include consultation between the PA Executive Board and the principal. A person who may provide temporary care (i.e., babysitting) for a child or children does not qualify as a person in parental relation under this regulation. In addition, eligibility for PA membership under this category is not established by designation of an individual (notarized letter) by the child's parent or guardian. The denial of membership under this Section may be the subject of a grievance under Section IV.B. of this Regulation.



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3. Payment of Dues

The payment of dues cannot be a condition for membership. Failure to pay dues shall not be grounds for denying or limiting a member's participation.

No member shall be denied the right to vote or to run for office based upon failure to pay dues.

PAs may solicit dues subject to the rights established in this Section. PA members and prospective PA members who are solicited for dues must be informed of their rights under this Section.

4. Staff Participation

It is up to the parents in a PA to decide whether their organization will be a parent association or a parent-teacher association. In any determination about extending PA membership to staff, continuing staff membership, or restricting PA membership to parents, only parents may vote. When a vote determines that staff will or will not be extended membership, the PA bylaws must be amended to reflect the determination.

- a. If the parents decide on a parent-teacher association, membership must be open to all teachers in the school.

If the parents decide to include other categories of staff as members, all employees within a selected category (for example, paraprofessional, aide, school secretary, custodian, food service worker) must be included.

Any staff person who is a member of the association is eligible to vote, unless otherwise restricted by conflicts of interest (as outlined in Section I.C.5.)

Principals, assistant principals, and supervisors may not be members of a PA.

- b. Persons employed in the school, including parent coordinators, cannot serve on the nominating committee, as officers or as members of the executive board of the PA. Department of Education employees are eligible to serve as parent members on a school leadership team except in the school where they are employed. These restrictions apply equally to employees who are parent members and are paid from a DOE funding source, i.e., tax levy, reimbursable, community-based organization contract, gift, grant, etc.

However, when an individual's employment houses them in a school their child attends, but the individual's program is not funded by a Department of Education funding source (see above) and is not part of the regular school



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day program, then the individual is eligible to be a PA officer in that school. School employees may serve as a liaison to a PA's executive board. As a liaison, school employees may not infringe on the structure or function of the PA. Parent Coordinators may be asked by the principal to serve as a liaison with a PA to increase parent involvement in PA activities.

5. Conflicts of Interest

PA members and officers should be careful to avoid acting in circumstances in which their personal interest conflicts with their interest as PA members or officers.

A PA member or officer who has any direct or indirect interest in a business dealing with the school, the community school district or the Community District Education Council, citywide council on special education, citywide council on high schools, or the Department of Education, including a contract or personnel appointment, must refrain from participation in any decision relating to that matter.

Such interest, whether direct or indirect, must be disclosed to the membership, and placed in the minutes of the meeting at which the disclosure was made.

A Community District Education Council member (or any other school employee or officer) who is also a PA member and who is likely to hear the same subject on appeal, must refrain from voting or otherwise participating in the decision in which he or she will sit on the appeal panel. Any council member who has participated in the decision making below may not participate at the higher appellate level.

Decisions must be made by vote of only those members of the PA who do not have a conflict of interest. In matters where a member or members has/have a conflict of interest, he or she must abstain from voting or otherwise participating in the decision.

PA members who are employed in the school may not vote or otherwise participate in:

- a. personnel matters, including tenure recommendations and screening committees for selections of supervisors and administrators;
- b. selection of or service as parent representatives to committees or the school leadership team.

D. Election of Officers and Executive Board Members

Annual elections must be held in the spring to ensure there will be a PA in place during the summer and for school opening in the fall.



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1. Nominating Committee

A PA may establish a nominating committee to conduct elections. The formation and role of the nominating committee must be outlined in the bylaws. In the alternative, the PA bylaws may specify the steps that the PA executive board must take to have a valid election when a nominating committee is not/can not be formed.

When a nominating committee is formed, a majority of the nominating committee must be selected by vote of the membership. The nominating committee selects its own chairperson. Staff may not participate on the nominating committee.

The nominating committee is responsible for conducting the election process, canvassing the membership for all eligible candidates, determining candidate eligibility, sending notices, running nominating meetings, and the election. The nominating committee shall solicit recommendations for candidates for consideration. Parent coordinators may not verify candidate or voter eligibility. Written notices soliciting recommendations must be distributed to the entire membership.

The nominating committee must conduct a screening to determine candidate eligibility based on student registration or if the student is on a District 75 register, full-time attendance in the school, and must report the eligible list to the PA membership. All members, both parents and staff, where applicable, must have the opportunity to make nominations from the floor before the closing of nominations, as specified in the bylaws.

The nominating committee must send written notice to all PA members informing them of the date and time of the election, and the names of all the nominated candidates. The principal must be notified of the date and time of election by May 1st each school year.

2. Ballots

Written ballots are required for contested elections having more than one nominated candidate for any office or offices. Candidates must be listed on ballots in alphabetical order by surname for all offices. Ballots must indicate if the candidates are running for president or co-president and co-presidents must be listed together and must be voted for as a team. Where possible, ballots should contain instructions in the languages spoken by parents, as appropriate.

Ballots must be counted immediately following the conclusion of voting and in the presence of assembled PA members and observers, if any. Ballots must



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not be removed from the voting site until after the official tally has been completed and reported to the assembly.

The PA must retain ballots on school premises for six months following the date of the election, or until the determination of any grievance filed concerning the election, whichever is later.

The ballots must be kept by the chairperson of the nominating committee or an officer.

Within ten calendar days of conducting an election the results of the election must be reported to Supervisor of the Office of Parent Support in the regional office.

If not included in the association's bylaws and if there is only one candidate for each office, by motion and vote of the membership, the Recording Secretary shall be instructed to cast one vote for the entire slate and that action shall be included in the minutes.

The principal or his/her designee shall be responsible for certifying the election. Certification of the election requires that the principal or his/her designee verify that the nominations and election process was conducted in accordance with this regulation and the association's bylaws. The certification form shall be completed and signed by the principal or designee and forwarded to the Regional Office of Parent Support within ten calendar days of the completion of the election. The Parent Coordinator cannot be the principal's designee.

3. Designated Offices Left Open

Executive board positions other than President, Recording Secretary and Treasurer may be left open to accommodate parents of incoming students. Designated positions, the date and the process for election in the fall, must be set forth in the bylaws.

4. Problems with PA Elections

a. The PA may seek assistance in conducting an election from the appropriate presidents' council or the regional parent office or the community or regional superintendent or his/her representative. The school's parent coordinator may be asked to assist with parent outreach. Requests can be made by officers after consultation with the executive board officers or the nominating committee.

b. Technical assistance is also available from the Office of Parent Engagement.



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- c. The PA must notify the principal by May 1st of the scheduled time and date for election of officers. If the principal has not been notified of the scheduled date and time for election, the principal shall notify PA officers in writing, with a copy to the community or regional superintendent and presidents' council, and request a date and time for election. If the PA fails to respond or take action within seven days, the principal shall contact all parents and convene a meeting as provided in Section I.A.2.
- d. In the event a PA fails to hold an election in a timely manner and the process set forth in paragraph c. above, fails to result in an election being scheduled and held, the principal shall have the responsibility to ensure that an election is held, and may request assistance from the school's parent coordinator, the appropriate president's council, the regional parent office, the community superintendent or regional superintendent or their representative. In addition, at the beginning of each school year the principal must certify to the appropriate local instructional superintendent or regional superintendent that there is a functioning PA in the school in compliance with its bylaws, Department of Education policy and Chancellor's Regulations. The local instructional superintendent shall forward a copy of the status report to the Regional Superintendent. The PA Status Report must be reviewed by the Regional Parent Support Team in order to determine the need for possible intervention or corrective action regarding a PA or PAs in their respective regions. (See Attachments G.1 and G.2.)
- e. Expedited Elections

If a PA has ceased to function for failure to conduct a valid election or for failure to fill vacancies in the positions of President, Recording Secretary and Treasurer in accordance with the terms of the PA's bylaws, the principal shall be responsible for convening parents for the purpose of activating the PA by October 15th of the following school year. An expedited process shall be used with the following minimum requirements:

- i. The principal shall request in writing the assistance of the district or region presidents' council to conduct the meeting. If the presidents' council is unavailable or does not respond within five calendar days, the principal should contact the community or regional superintendent's office for assistance. The principal may also avail him/herself of the assistance of the school's parent coordinator only to assist with parent outreach. The principal is responsible for distributing written notice by backpack or mail to convene a meeting of the parents and/or general membership at which nominations of eligible candidates shall be



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requested and the election shall be conducted. This process does not preclude the principal from requesting that members of the Regional Parent Support Team be in attendance during the meeting to provide additional technical assistance and support.

- ii. There will be no nominating committee when the PA has ceased to function. All nominations will be taken from the floor. When an election is contested, voting will be by ballot. When there is only one candidate for each office there still must be a vote of the membership either by show of hands or acclamation. The meeting shall be held upon notice at a time as provided for in the PA bylaws but not on less than ten calendar days notice.
- f. Where questions arise concerning the validity of an election under bylaws or other legal requirements, an expedited grievance may be filed through the procedure set forth in Section IV.B.7.
- g. Alternative Methods for Identifying CDEC, CCSE or CCHS Parent Selectors
If a school does not have a functioning PA 60 calendar days before the date set for a vote to select the members of the CDEC, CCSE, or CCHS, the parent members of the SLT will serve as the selectors.
 - i. If there are more than three parent members of the SLT who want to serve, three interested parents will be selected by a random drawing, to serve as the selectors for that school. The Regional Parent Supervisor and a member of the District's Presidents' Council will conduct the drawing.
 - ii. If there is no functioning SLT, or the SLT does not have three parent members to serve as the selectors for the school, the Regional Parent Supervisor and a member of the District's Presidents' Council will contact parents from a list until they find three parents willing to serve as the selectors for the CDEC. The list will be a computer generated list of the families in the school in random order and the parents will be called in the order in which their names appear on the list.
 - iii. The parents will be designated PA officers for the purpose of CDEC, CCSE or CCHS elections.
 - iv. Officers' Names, Home Addresses and Telephone Numbers
 - a. The PA must file a list of officers' names, home addresses and telephone numbers with the principal immediately following the election.



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The principal must send the list to the appropriate community or regional superintendent and the appropriate superintendent shall forward the lists to the Office of Parent Engagement by June 30th.

The list shall be available in the principal's office, without home addresses and phone numbers.

- b. The PA must distribute the list, without home addresses and phone numbers, at the beginning of the school year to all PA members.

The PA must make copies of the list without home addresses and phone numbers, available at every PA meeting and to PA members upon reasonable request.

- c. Individual officers may consent in writing to make their home address and/or telephone numbers available through the principal or PA, or both.

E. Rights and Responsibilities

1. PA Rights

PAs are responsible for their own actions and for the conduct of their affairs. A PA is not to be run by the principal, parent coordinator or other school officials.

Principals, CDECs, regional and community superintendents, and employees do not have the right to interfere with the internal affairs, to supervise the activities of an association, or to implement corrective action or other sanctions, except as required to enforce policy and regulations and to protect the rights of students, parents, and staff.

PAs have the following rights:

- a. Governance - PAs are entitled to freedom from interference with their internal affairs or supervision of their activities, so long as they comply with the law, DOE policy and this Regulation.
- b. Policy - PAs have the right to set their own policies, so long as they do not violate law, DOE policy, or Regulation, or interfere with the rights of others.
- c. Representation - PAs have the right to choose their own representatives, subject to the requirements of this Regulation.
- d. Information - PAs have rights to full and factual information relating to student achievement and the operation of schools, as provided in Section III.



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- e. Consultation - PAs have rights to meaningful consultation with school officials as appropriate on a variety of matters affecting the school as provided in Section III.
- f. Access - PAs have rights to use school facilities for meetings and fund-raising activities and to distribute PA literature through the schools, as provided in Sections I.G.1. and I.F.
- g. Mailings - PAs may request assistance from principals to facilitate a mailing to parents, provided there is no cost or undue burden to school and staff.
- h. Grievance - Any parent may bring a grievance as provided in Section IV.B.
- i. Enforcement - PAs and PA members must be allowed to exercise their rights freely and without fear of penalty or reprisal. They have the right to be treated fairly by association and school officials and to file a grievance for enforcement of their rights.

2. Responsibilities

PAs are responsible for:

- a. Membership - PAs must actively involve all parents within the school and encourage parent attendance at PA meetings and other PA activities on an ongoing basis. Parents of children in programs such as special education, including children attending a non-citywide school full time while on the register of citywide programs, English Language Learners, gifted and talented and Title I programs must be encouraged to fully participate in the PA and given the opportunity to discuss matters of common interest to them and to the larger group. PAs must consider the particular needs of parents who are disabled or non-English proficient.

PAs should conduct surveys of all parents at least once every two years to elicit their preferences for the time of meetings. Survey results shall be reviewed and presented to the full membership for possible modification of bylaws.

- b. Information - PAs must make information available to all members in a timely manner, solicit the views of members, and respond to questions raised by members.



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- c. Representation - PAs must fairly represent the views of their members. They have the responsibility to participate in school decision making, to select representatives to committees, and to ensure the selected committee members fulfill their duties subject to the requirements of this Regulation and the PA's bylaws.
- d. Governance - PAs must be run in an open and democratic manner, in accordance with policy and this Regulation.
- e. Leadership - PAs must develop parent leadership and encourage members to fully participate and vote in PA elections and to run for PA office.
- f. Goals and Objectives - PAs are responsible for setting their own goals and objectives and for planning activities to meet those goals and objectives.
- g. Expenditures – PAs' expenditures must be approved by vote of the general membership. PAs are responsible for maintaining proper records which must be made available to the general membership upon reasonable request.
- h. Activities - PAs are responsible for using school resources and facilities allotted to them in a manner to minimize disruption to the school.
- i. Compliance - PAs have the responsibility to observe all applicable laws, policies, rules and regulations. PAs may not join any national, state, or city organization which requires a submission to policy or bylaws that conflict in any way with law, DOE policy, or Chancellor's Regulations.
- j. Records - All PA records must be maintained on file in the school. Under no circumstances are they to be kept in a private residence.
- k. Transfer of Records - Outgoing executive boards are required to arrange for the orderly transfer of records and information of the PA, including an overview of PA transactions for the school year, to the incoming executive board. It is suggested that a meeting be convened in June for this purpose.

3. Participation in Planning and Decision Making

PAs have the right and responsibility to elect parent representatives to their school leadership team, and to have those representatives participate as full members of the team. Community District Education Council members are ineligible to serve as parent members on a school leadership team in the district in which they sit on the community district education council. Department of Education employees are eligible to serve as parent members on a school leadership team except in the school where they are employed or if employed in the district office, in any school in the district in which they are employed.



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F. Distribution of Literature

PAs have the right to distribute bulletins, newsletters, flyers, and notices to parents through the children of the school, subject to the requirements set forth in this section. Principals must cooperate in distributing PA notices.

PAs are expected to exercise reasonable judgment when it comes to the appropriateness of material placed in children's hands. All material to be distributed through children must be shown to the principal.

1. Principals may not approve or disapprove the content of PA material except as outlined in paragraph 2 of this section. PA material shall not be edited or censored by principals. Principals' signatures shall not be affixed to PA material.
2. Principals have the responsibility to approve or disapprove distribution of PA material through the children, subject to the following standards:
 - a. Material in support of Community District Education Council or parent association candidates may not be distributed through the children. Special editions, flyers, notices, and/or inserts are not allowed. No other candidate or campaign material is allowed. No school facilities or supplies may be used on behalf of any candidate or slate of candidates.
 - b. Unsuitable or inappropriate material, including material that is defamatory, obscene, or age inappropriate, or which is disruptive to the educational process, shall not be distributed through the children.
3. Principals' decisions shall be rendered within 24 hours after receiving the material in question. The principal's decision may be appealed to the local instructional superintendent, who shall issue a decision within 48 hours of receipt of the material in question and request for review from the PA. The superintendent's decision is appealable to the Chancellor, who shall render a decision within 72 hours of receipt of the material in question and the request for review. The Chancellor's decision is final.
4. No material supporting any candidate, candidates, slate of candidates, or political organizations/committees may be distributed, posted, or displayed in any school building by PAs.
 - a. PA bulletins may not contain endorsements of any candidate, or slate of candidates including Community District Education Council candidates.
 - b. Principals are responsible for ensuring that unauthorized political or candidate material is not posted, distributed or displayed.

G. Use of School Facilities



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1. Entitlement

PAs are entitled to free use of school buildings, including school safety or security coverage for eight hours per month outside of school hours and shall determine the hours, and whether the time will be over one or more days.

These hours apply 12 months a year. If there is more than one PA in the building, each is entitled to the full eight hours per month.

PAs' entitlement to eight hours free use of space is not transferable. PAs can sponsor use of the school by other organizations such as community organizations in accordance with the Standard Operating Procedures Manual (SOPM). PAs cannot give up their allotted time to other organizations for their exclusive use.

2. Admission Fees and Sponsorship

PAs can charge admission fees or receive donations, contributions, or collections for programs or activities they sponsor in the schools, in accordance with the SOPM.

H. Parent Association Fund Raising

PA fund raisers should not be ends in themselves but be tied to the goals of the PA, including parent education and workshops and school-related purposes. Proceeds from fund raisers must be used to supplement or complement the educational, social and cultural programs of schools.

1. Fund-raising activities conducted by PAs involving students during school hours must be:

- a. approved by the PA membership;
- b. planned jointly by the PA with the principal, and;
- c. approved by the principal in writing (See Chancellor's Regulation A-610).

2. The following activities are strictly forbidden:

- a. sale of tickets to movies and theaters for children's attendance, unless the project is directly connected to the curriculum;
- b. door-to-door solicitations of funds by children, except where parent solicits funds with his or her children;
- c. sale of raffle tickets to children or distribution of raffle tickets through children;



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- d. bingo or any other form of gambling.
3. PA fund-raising activities involving students during instructional hours are restricted to two per year.
4. PAs must prepare and give to principals and all parents a brief statement showing the total amount of money raised, expenses, and net proceeds. (See Attachment E.)
5. For all other PA fund-raising activities:
 - a. Joint planning is not required for activities not held in the schools during school hours, except where students or staff are involved.
 - b. All fund-raising activities conducted by PAs must be approved by the PA membership. PAs must report to the membership, giving a brief statement showing the total amount of money raised, expenses, and net proceeds. (See Attachment E.)
 - c. Principals' written approval must be obtained if the fund-raising activity is held on school property. (See Chancellor's Regulation A-610.)

All fund-raising activities must comply with the Chancellor's Regulations on Flea Markets (A-650), Fund Raising Activities and Collection of Money from Students (A-610), and Sale of Nutritious and Non-Nutritious Foods (A-812).
6. Failure to obtain approval of the membership prior to initiating a fund-raising activity is an infraction of this Regulation.
7. The PA may request the assistance of parent coordinators with fund raising activities. However, the PA must still maintain responsibility for the fund raiser.

I. PA Financial Affairs

A PA's expenditures must be tied to the goals of the PA, including parent education, workshops and school-related purposes. Members of the association must decide how money raised for these purposes will be spent.

1. PA Budget

Each PA must have a budget process, set forth in its bylaws. (See Attachment F.) The bylaws must set forth a timetable for adopting a budget each year including:

- a. preparation of a budget by an outgoing PA administration;
- b. review of the prior year's budget and an opportunity for comment by the membership;



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- c. adoption by the membership prior to the end of the school year;
 - d. a process for subsequent amendment;
 - e. limiting expenditures permitted prior to the first membership meeting to a fixed amount.
 2. PA funds are separate and independent from school funds and budgets. PA funds can only be turned over to the school by vote of the membership.
 3. Legitimate financial obligations of a PA are not affected by changes in PA administration.
 4. Debts incurred by the PA are the responsibility of the PA and are not the responsibility of the school, district, or Department of Education.
- J. Expenditure of Funds
1. All expenditures of funds must be approved by vote of the PA membership for specific purposes. It is a conflict of interest for a PA member to receive any financial or other benefit as a result of a contract with the PA or expenditure of funds by the PA. Therefore, if a PA member or any member of the PA member's family or household has a financial or other interest in a contract or other matter before the PA, the member must disclose such interest before any vote on the matter. The PA is prohibited from voting to approve a contract when a conflict of interest exists.

Executive boards may only utilize the minimal expenditures for operating expenses as stated in the bylaws and the amount spent and the reason for the expenditure must be reported at the next meeting. Bylaws shall contain procedures for emergency expenditures.
 2. The following expenditures are strictly forbidden:
 - a. political contributions, including contributions to candidates for community school board office, political parties, political groups or sectarian groups;
 - b. tickets to social events, without membership approval;
 - c. membership in organizations, without membership approval;
 - d. Core instructional teachers or other staff may not be hired by the PA for programs or instruction during school hours. Funds may not be contributed to the school for this purpose. However, funds may be used for hiring supplemental staff, e.g., art cluster teacher. Funds must be accepted by the superintendent with prior approval by the Chancellor or designee.



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If a PA conducts an after-school or weekend activity which requires the employment of personnel, it must adhere to all relevant filing and reporting requirements, e.g., the Internal Revenue Service. It is recommended that the PA donate the funds to the school for after school program(s) and that the program (s) be administered by the principal. In the event the PA runs an after-school program, the PA must obtain a permit from the school, obtain appropriate liability insurance, and use the facilities in accordance with all applicable federal laws, NYS laws, NYC laws and Departmental policies. Further, the PA may not hire Department employees to run the program (s) or perform other administrative tasks, but may hire Department employees to work directly with children (eg: tutoring, coaching sports).

K. Record Keeping

1. PAs are separate entities and must obtain their own Employer Identification Number (EIN) from the Internal Revenue Services for bank account applications. PAs may not conduct any fund-raising activities until they have obtained an EIN. In addition, PAs must obtain their own New York State Tax Exempt Number for the purpose of purchasing items exempt of sales tax. PAs shall not use their school's EIN or tax exempt numbers. PAs' EINs must be maintained on file with building principals. PA's tax exempt status is to be used only for the PA's benefit and not for the benefit of individual members. Copies or records of tax exempt forms submitted to stores must be maintained as a PA records.

2. PA funds cannot be combined with school, General Organization, or personal funds.

3. Checking Accounts

A checking account in the name of the PA must be maintained. Any accounts other than the mandatory checking account must be authorized by a vote of the PA membership and must be in the name of the PA. The PA must use a commercial ledger checkbook.

The acquisition or use of an automated teller machine (ATM) card or cards or withdrawal slips by a PA is prohibited. PAs may not write checks for "petty cash" or "cash." A member may be reimbursed for out-of-pocket expenses if he/she submit the receipts, the payment is approved by the members, and the check is made payable to the member.

PA checking accounts must require at least two authorized signatures on checks, as specified in their bylaws.



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The dual signatories on the PA account may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws, or other relatives or members of the same family or household be authorized as dual signatories on the PA account.

4. The PA must maintain accurate cash receipts and cash disbursements books reflecting the current status of all accounts. Bylaws must establish a process for counting, securing and depositing monies received. All cash received by a PA for an activity, program, or fund raiser must be deposited within two business days of receipt.
5. All invoices reflecting PA expenditures must be maintained on school premises and under the responsibility of the Treasurer. The PA must keep all financial records for a period of six years.
6. Prior to the conclusion of his/her term, the outgoing Treasurer shall make the necessary arrangements to provide all records regarding PA income and expenditures to the newly elected Treasurer and the method of record keeping used by the PA.
7. Treasurer's Report

The bylaws must include provision for a regular accounting by the Treasurer to the membership. A treasurer's report should be given at every executive board and membership meeting. This report should include a statement of income/receipts and expenditures/disbursements for the reporting period.

8. Financial Reporting

An Interim Financial Report must be made by the PA by January 31st and an Annual Financial Accounting must be made by the PA by June 30th of each school year. This report and accounting shall include all information regarding income, profit and expenditures, and any unpaid/outstanding obligations of the PA including all those related to all fund-raising activities conducted by the PA. (See Attachments B and C.)

The interim report and annual accounting or a summary thereof, must be filed in the principal's office and distributed to all parents in the school through the association bulletin newsletter, special notice, or at a special meeting. In addition, the principal must submit copies of the interim report and annual accounting to the superintendent.



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9. Access to Records

PA financial records must be maintained on file in the school and not kept at a private residence.

Financial records may include interim and annual financial reports, bank statements, checkbook ledgers, deposit slips, cancelled checks, minutes approving financial actions, copies of vendor contracts, inventory lists, invoices, voided checks, etc.

Financial records review should be conducted in the presence of the PA executive board members.

PA financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time.

Financial review request process should include:

- a. A written request from the PA member identifying the items to be reviewed;
- b. The PA shall provide copies of requested items within reason;
- c. Provide a review sheet for signature by PA member and executive board members citing the materials/items reviewed.

Upon receipt of a complaint, the principal, the community superintendent, regional superintendent, or Chancellor, as appropriate, shall have access to the financial records, subject to the requirements of this Regulation.

L. Audit

A PA may conduct an internal audit to review PA accounting procedures and spending. A majority of the audit committee must be selected by the general membership. Check signatories cannot serve on the audit committee.

The community or regional superintendent, Chancellor or Chancellor's designee may conduct an audit when a grievance related to a PA's funds is filed, when serious allegations are raised, or when requested by a Community District Education Council.

If, upon the conclusion of an audit, it is determined that a financial discrepancy exists, a written statement reporting the existence and extent of the shortage and other relevant findings will be forwarded to the Chancellor and to the community and regional superintendent, the principal, and the PA. The report may also recommend specific action that must be taken to prevent further financial deficiencies. The regional superintendent or Chancellor may order disciplinary or corrective action, as appropriate.



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1. If it is determined that there has been financial wrongdoing, and/or a failure to maintain records in accordance with the requirements of this Section, and/or a failure to provide records or access to records, and/or a failure to provide financial accounting in January and June, the Principal, in consultation with the community, and/or regional superintendent, or the Chancellor or the Chancellor's designee must take corrective action including, but not limited to suspending school-based fund-raising activities.

Further, if there has been a finding of financial wrong doing in connection with PA funds by an identified member or members of the PA, the remaining members of the executive board may consider filing a criminal complaint and/or pursuing criminal and/or civil remedies on behalf of the PA.

Additional examples of infractions or inappropriate financial practices which would warrant the need for the appropriate superintendent and/or Chancellor or their designees to order disciplinary or corrective action include but are not limited to: check payments to cash or petty cash, ongoing non-payment of vendors, failure to deposit funds in PA checking account within two business days of receipt, having dually endorsed/signed checks by members related by blood or marriage, use of the school's EIN and tax exempt number or use of the PA's EIN or tax exempt number for a purpose other than PA business, use and/or acquisition of an ATM card or withdrawal slips, or failure to file or turn over financial records as outlined in this regulation.

Any member or members found to have been responsible for financial loss through wrong doing or recklessness or failure to safeguard PA funds will, in addition to the above penalties, be prohibited from serving on any PA board, presidents' council, school leadership team, Title I Parent Advisory Councils (PACs) and District PACs.

II. PRESIDENTS' COUNCILS

A. Structure of Presidents' Councils

Each community school district is required to have a presidents' council. Each region is required to have a president's council for its high schools, including Alternative High Schools. Citywide special education shall have a president's council. There shall be only one officially recognized presidents' council in each district or region. The president of each district or region council is a member of the Chancellor's Parent Advisory Council (CPAC), but may designate a representative from the council in her/his stead. When a designee is selected, presidents' council must forward a copy of the minutes to reflect this decision to the appropriate superintendent. The superintendent shall forward this information to the Office of Parent Engagement. The Office of Parent Engagement will forward copies of these



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minutes to the CPAC Executive Board in order to help facilitate their Fall election process.

1. Membership

- a. Each PA in a public school within a district or region is a member of and is represented by a presidents' council.

Academies are affiliated with and represented by the school's PA and, therefore, do not have separate membership on a presidents' council.

- b. Only current PA members are eligible to serve as representatives to presidents' council (PC). There shall be only one officially designated representative from each PA. The representative must be president, co-president or designated PA member. Persons who serve as president/co-president of more than one school in the district may represent and vote on behalf of only one of those schools at the PC.
- c. The PC shall include a parent member of and selected by the District Title I PAC who is not employed in the district.
- d. Community District Education Council members and persons employed in the district or region may not serve on the presidents' council.
- e. For new schools, the PA must be notified by mail by the PC of their membership in the council and invited to its next meeting.

2. Bylaws

The PC must establish bylaws, adopted by vote of the membership. All bylaws must conform to the requirements of this Regulation. Bylaws which are in conflict with the requirements herein must be amended. In the absence of bylaws that conform to the requirements of this regulation, a PC may not conduct any activities, including elections and fund raisers. At a minimum, bylaws must include:

- a. Regularly Scheduled Meetings - The bylaws must spell out when meetings are to be held, how meetings are called, how members are notified, and what constitutes a quorum. At least one meeting must be scheduled and held within 60 days of the beginning of the school year. Regular membership meetings require a minimum of ten days written notice. Bylaws must include provisions for special membership meetings to address emergency and unanticipated situations, for which immediate action is required. A meeting schedule of where meetings will be held must be prepared at the first PC meeting. All PC meetings must be held in a school. PCs shall assume responsibility for ensuring that the school or



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schools selected for these meetings are centrally located and accessible to all constituent PAs within the district or region. In the event that the PC membership cannot come to consensus in identifying a particular school or schools as a location(s) for their meetings, then each meeting will be held at a school within the district or region and each school will have the opportunity to hold a meeting. If there are more schools in a district or region than there are meetings in the year, the schools not included in a particular school year will be the first to host a meeting in the following school year.

- b. Conduct of Meetings - All meetings of a presidents' council, including executive board and subcommittee meetings, must be open to the full membership of the presidents' council. Any member of a PA/PTA in the district must be permitted to attend meetings of the presidents' council in that district. Rules concerning observers and speakers' rights for those who are not members must be included in the bylaws.
- c. Location of Meetings - Meetings must be held as prescribed in Section II.2 a. The school(s) designated on the yearly schedule shall make space available for the designated meeting of the PC. Under no circumstances are any council meetings to be held in private residences.
- d. Parliamentary Authority - Procedural rules should be adopted for use as a supplementary reference. Where no rules of order are adopted, the current edition of Robert's Rules of Order Newly Revised will be deemed to apply.
- e. Minutes - Minutes shall be taken of all meetings. Copies shall be made available to members at the following council meeting.
- f. Membership - Membership in the PC is open only to the PA president, co-president or designated PA member serving as the representative for each school in the district or region.
- g. Offices - The number of PC offices, the title of each office, qualifications for office, and a description of the role and duties of the elected officers must be included in the bylaws. At a minimum, there must be a president, recording secretary, and treasurer. Officers must be elected from among the officially designated representatives of the constituent PAs.
- h. Yearly Election of Officers - Officers must be elected no later than June 30th from the body of newly elected PA presidents, co-presidents or designated PA members. The process of nomination and election must be set forth in the bylaws, including the number of offices for election, duties, term limits, and qualifications for office. All members must have an



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opportunity to make nominations from the floor at a nominations meeting or at a point as specified in the bylaws. This process shall be conducted by the incoming members of the PC.

- i. Term of Office and Term Limits - Term shall be from July 1st to June 30th. Term limits, if any, must be included in the bylaws. The offices of president or co-president are the same office and the same term limits apply whether a person acts as either a president or a co-president or a combination of the two for the period allowed under term limits.
- j. Removal of Officers - The grounds for removal of officers and process to be followed must be included in the bylaws.
- k. Voting - Only one vote per school is permitted. The member from the District Title I PAC shall have one vote. Bylaws shall provide for an alternate to serve in the absence of the officially designated representative. The bylaws must also outline the role of the alternate during PC meetings in the absence of the officially designated representative.
- l. Regular Review of Bylaws - The council must provide for regular review of its bylaws. A formal review must be conducted at least once every three years.
- m. Amendment of Bylaws - The process for amending the bylaws must be set forth in the bylaws. Bylaws can only be amended by vote of the membership.
- n. Budget - The council's budget process must be set forth in the bylaws and should include the following:
 - a timetable for adoption;
 - an authorization for making emergency expenditures;
 - a process for counting, securing and depositing all monies received;
 - the minimal expenditures for executive board members, if applicable.
- o. Audit - If a council requires an annual audit, the establishment and responsibilities of the audit committee must be outlined in the bylaws.
- p. Employees Ineligible – Persons employed in the district or region may not serve as a school's representative to the PC. Employees may not serve as parent member representatives to the district's leadership team.



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3. Bylaws - Access and Use

- a. The PC must file its bylaws and amendments with the community or regional superintendent, as appropriate. The bylaws and amendments shall be available in the superintendent's office.
- b. The PC must distribute a copy of its bylaws and amendments to each constituent PA and make a copy of its bylaws and amendments available at every council meeting.

4. Officers' Names, Home Addresses and Telephone Numbers

- a. The PC must file a list of officers' names, home addresses, and telephone numbers with the superintendent.

The appropriate superintendent shall forward a copy to the Office of Parent Engagement by June 30th.

The list shall be available in the superintendent's office, without home addresses and phone numbers.

- b. The PC must distribute the list, without home addresses and phone numbers, at the beginning of the school year to all constituent PAs.

The PC must make copies of the list, without home addresses and phone numbers, available at every council meeting.

- c. Individual officers may consent to distribution of their home addresses and/or telephone numbers through the community or regional superintendent and/or the presidents' council.

5. Payment of Dues

Dues may be solicited but not required. Payment of dues may not be a condition for membership.

6. Convening Presidents' Council

It is the responsibility of the community superintendent or his/her designee to convene a PC for his/her district if there is no council established or if it has ceased to function. It is the responsibility of the regional superintendent to convene a high school PC for his/her region if there is no council established or if it has ceased to function. It is the responsibility of the Regional Superintendents of the Alternative High Schools and District 75 to convene a PC for his/her district/region if no council has been established or if it has ceased to function.



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If there is no district PC for elementary or middle school or regional PC for high school established, the community or regional superintendent must notify the constituent PAs in the district or region immediately and schedule a meeting to be held within 14 days after that.

A PC has ceased to function when it fails or is unable to conduct council business as required by this Regulation or its own bylaws. If the PC has ceased to function, the community or the regional superintendent shall immediately notify PC officers in writing of their duty to take necessary action. If the PC fails to respond or take action within seven days, the community or regional superintendent must notify the constituent PAs and schedule a meeting with PA presidents or representatives to be held within 14 days.

7. Election Delays

The PC must notify the appropriate community or regional superintendent by June 1st of the scheduled time and date for election of officers.

If by June 1st the community or regional superintendent has not been notified of the scheduled time and date for the election, the community or regional superintendent shall notify PC officers and request a time and date for the election. If the PC fails to respond or take action within seven days, the community or regional superintendent shall contact constituent PAs and schedule a meeting as provided in Section II.A.6.

Upon the request of the community or regional superintendent, the Chancellor may send a representative to assist at the meeting.

Upon the request of any council member, a representative of the Chancellor must be allowed to observe the election.

Where allegations arise of election irregularities or improprieties under bylaws or other legal requirements, an expedited grievance may be filed through the procedure set forth in Section IV.B.7.

8. Grievances

Grievances arising within a presidents' council shall be governed by the grievance procedure set forth in Section IV.B. of this Regulation.

B. Rights and Responsibilities of Presidents' Councils

1. Presidents' Council's Rights

The PC is responsible for its own actions and activities. It is not to be run by the superintendent or school officials.



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Community District Education Councils, community or regional superintendents, and other school officials and employees do not have the right to interfere with the internal affairs, to supervise the activities of a council or to order corrective action or impose other sanctions, except as required to enforce policy and regulations and to protect the rights of students, parents and staff.

Presidents' Councils have the following rights:

- a. Governance - PCs are entitled to freedom from interference with their internal affairs or supervision of their activities, subject to the requirements of this Regulation.
- b. Policy - PCs have the right to set their own policies, so long as they do not violate law, DOE policy or Regulation, or interfere with the rights of others.
- c. Representation - PCs have the right to choose their own representatives, subject to the requirements of this Regulation.
- d. Information - PCs have rights to full and factual information relating to district or regional operations and student achievement as provided in Section III.C.2.
- e. Consultation - PCs have rights to consultation on matters of student achievement and school operations as provided in Section III.C.1.b.
- f. Access - PCs must be allocated space in the district, region, or central office, as appropriate. Reasonable access to typing, duplicating, and mailing services must be provided. PCs are responsible for using district/regional resources and facilities allotted to them in a manner to minimize disruption to the district or region. The community or regional superintendent will determine where services will be provided. This information will be posted at the schools, the community superintendent's office, and the regional office. Additionally, the city hotline (311) will also be able to provide the information.
- g. Grievance - Any PC member may bring a grievance, as may a PC as provided in Section IV.B.
- h. Enforcement - PCs and council members are entitled to exercise their rights freely, without fear of penalty or reprisal. They have the right to be treated fairly by council and school system officials and to file a grievance for enforcement of their rights.



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2. Responsibilities

Presidents' Councils are responsible for:

- a. Governance and Representation - PCs have the responsibility to run the council in an open and democratic manner. They must fairly represent the view of their members and all PAs within their jurisdiction and report to them on consultation with school officials.
- b. Information - PCs have the responsibility to make information available to all members, to solicit the views of members, and to respond to questions raised by members. Minutes of council meetings must be distributed to all PAs in their jurisdiction.
- c. Consultation - PCs must consult with district or regional officials. They have the responsibility to select representatives to committees, as appropriate, and ensure that representatives fulfill their duties.
- d. Leadership - PCs must offer and provide assistance to PAs in their jurisdiction in forming a PA, in writing bylaws, in observing and conducting elections, developing parent leadership, and in resolving disputes, upon appropriate request. PCs are not to investigate or offer a determination in any grievance filed by a PA or PC member.
- e. Compliance - PCs must observe all applicable laws, policies, rules and regulations.
- f. Financial Reporting - PCs must file an Annual Financial Accounting of all income and expenditures by June 30th. The annual accounting must be filed in the community or regional superintendent's office, as appropriate, and distributed to all presidents' council members. (See Attachment D.)
- g. Records - All PC records must be maintained in the district or regional office. Under no circumstances are they to be kept at a private residence.
- h. Transfer of Records - Outgoing executive boards are required to arrange for the orderly transfer of records and information of the PC, including an overview of PC transactions for the school year, to the incoming executive board. It is suggested that a meeting be convened in June for this purpose.

C. Fund Raising

1. PC fund raisers should not be ends in themselves but be tied to the goals of the council, including parent education, workshops, and district or regional related purposes. Determination of the use and expenditure of funds and the authorization to spend funds must be approved by the membership.



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2. Fund-raising activities conducted by PCs must be:
 - a. approved by the council membership, and
 - b. planned jointly by the council with the community or regional superintendent or their designees.
3. The following activities are strictly forbidden:
 - a. the involvement of children in fund-raising activities, and
 - b. bingo or any other form of gambling.
4. A brief statement showing the total amount of money raised, expenses and net proceeds must be prepared by PCs. The statement shall be distributed to the community and regional superintendent, members of the council and also be made available to parents. (See Attachment E.)
5. Failure to obtain approval of the council membership prior to initiating a fund raising activity is an infraction of this regulation.

D. Record Keeping

1. PCs are separate entities and must obtain their own Employer Identification Numbers (EIN) from the Internal Revenue Service for bank account applications. PCs may not conduct any fund-raising activities until they have obtained an EIN. In addition, councils must obtain their own New York State Tax Exempt Number for the purpose of purchasing items exempt of sales tax. The PC's tax exempt status is to be used only for the PC's benefit and not for the benefit of individual members. Copies or records of tax exempt forms submitted to stores must be maintained as a PC records.

Councils may not use their district's or region's EIN or tax exempt numbers. A council's EIN must be maintained on file with the community or regional superintendent.

2. PC funds cannot be combined with school, district, regional or personal funds.

3. Checking Accounts

A checking account in the name of the presidents' council must be maintained. Any accounts other than the mandatory checking account must be authorized by a vote of the council membership and must be in the name of the council. A commercial ledger must be used.

The acquisition or use of an automated teller machine (ATM) card or cards or withdrawal slips by presidents' council is prohibited. PCs may not write checks for "petty cash" or "cash." A member may be reimbursed for "petty cash"



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expenses if they submit the receipts, the payment is approved by the members, and the check is made payable to the member.

PC checking accounts must require at least two authorized signatures on checks as specified in their bylaws.

The dual signatories on the PC may not be related by blood or marriage. Under no circumstances may spouses, siblings, in-laws, or other relatives or members of the same family or household be authorized as dual signatories on the presidents' council account.

4. The PC must maintain accurate cash receipts and cash disbursement books reflecting the current status of all accounts. Bylaws must establish a process for counting, securing and depositing monies received. All cash received by a PC for an activity, program, or fund raiser must be deposited within two business days of receipt.
5. All invoices reflecting PC expenditures must be maintained on school, district or regional premises of the Treasurer. The presidents' council must keep all financial records for a period of six years. At the start of a term, the newly elected Treasurer shall receive records from his or her predecessor in office. Prior to the conclusion of his/her term, the outgoing Treasurer shall make the necessary arrangements to provide all records regarding PC income and expenditures to the newly elected Treasurer and the method of record keeping used by the PC.

6. Treasurer's Report

The bylaws must include provisions for a regular accounting by the Treasurer to the membership. A Treasurer's report should be given at every executive board and membership meeting. This report should include a statement of income/receipts and expenditures/disbursements for the reporting period.

7. Financial Reporting

An Annual Financial Accounting must be made by the PC by June 30th of each school year. (See Attachment D.)

This report and accounting shall include all information regarding income, profit and expenditures, and any unpaid/outstanding obligations of the PC including all those related to all fund-raising activities conducted by the PC.

The annual accounting report or summary thereof must be filed in the community or regional superintendent's office and distributed to all PC members through the council's bulletin, newsletter, special notice, or at a special meeting.



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8. Access to Records

PC financial records must be maintained on file in the district or regional office and not kept at a private residence.

Financial records may include annual financial records, bank statements, checkbook ledgers, deposit slips, cancelled checks, minutes approving financial actions, copies of vendor contracts, inventory lists, invoices, voided checks, etc.

Financial review request process should:

- a. include a written request from council member identifying the items to be reviewed;
- b. be in the presence of the appropriate executive board members;
- c. provide a review sheet for signature by council member and executive board members citing the materials/items reviewed.

The PC shall provide copies of requested items within reason.

The community superintendent, regional superintendent, Chancellor or Chancellor's designee shall have access to PC financial records.

E. Audit

A PC may conduct an internal audit to review council accounting procedures and spending. A majority of the audit committee must be selected by the general membership. Check signatories cannot serve on the audit committee.

The community superintendent, regional superintendent or his/her designee, the Chancellor or Chancellor's designee may conduct an audit when a grievance related to a presidents' council's funds is filed, when serious allegations are raised, or when requested by a Community District Education Council.

If, upon the conclusion of an audit, it is determined that a financial discrepancy exists, a written statement reporting the existence and extent of the shortage and other relevant findings will be forwarded to the Chancellor, the regional superintendent, the community superintendent and the council. The report may also recommend specific action available to the council and remedial action that must be taken to prevent further financial deficiencies. The regional superintendent or Chancellor may order disciplinary or corrective action, as appropriate.

Upon failure to maintain records in accordance with the requirements of this Section, (i.e., to provide records or access to records; provide a financial accounting in June; and/or a finding of financial irregularity, impropriety or wrong doing), the superintendent or Chancellor as appropriate, must take corrective action. This will include but not be limited to the prohibition of fund raising, and/or prefferal of



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criminal charges or the barring of involved council members from any future leadership positions.

Additional examples of infractions or inappropriate financial practices which would warrant the need for the appropriate superintendent and/or Chancellor or their designees to order disciplinary or corrective action include but are not limited to: check payments to cash or petty cash, ongoing non-payment of vendors, failure to deposit funds in PC checking account within two business days of receipt, **having** dually endorsed/signed checks by members related by blood or marriage, use of the school's EIN and tax exempt number or use of the PC's EIN or tax exempt number for a purpose other than PC business, use and/or acquisition of an ATM card or withdrawal slips, or failure to file or turn over financial records as outlined in this regulation.

Any member or members found to have been responsible for financial loss through wrong doing or recklessness or failure to safeguard PC funds will, in addition to the above penalties, be prohibited from serving on any PC board, school or district leadership team and Title I District Parent Advisory Council.

III. ADDITIONAL RIGHTS OF PAs AND PRESIDENTS' COUNCILS

A. The Budget Process

Regional and community superintendents must consult with PC and PA representatives respectively from schools within their jurisdiction during the budget process.

1. Consultation on preparation of the estimated budget shall take place prior to its submission to the Chancellor.

Access to adequate budget information must be provided to presidents' councils and PAs including but not limited to:

- a. budgets;
 - b. timelines for adoption;
 - c. allocation formulas;
 - d. school-based budget and resource information;
 - e. Information must be prepared in an understandable manner and provided in advance of the public hearing or consultation, allowing reasonable time for comment.
2. Consultation on proposed allocations shall take place upon release of the final allocation of the Chancellor and prior to finalization of the budget by the appropriate community or regional superintendent.



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3. Consultation on expenditures within each school shall take place on an ongoing basis.
4. The consultation requirements set forth in Section III.C. shall include development of written procedures for consultation on the budget process and certification thereof by the appropriate community or regional superintendents. Title I parent involvement budget consultation must have sufficient prior notification, full factual information and parent involvement in the preparation of the budget. Minutes must be attached to the plan.

B. Receipt of Mail by PAs and PCs

1. PAs have the right to receive mail through the school office, which will be kept for the PA in a secure place. This will constitute the school's sole responsibility in regard to mail addressed to and left for the PA.
2. PCs have the right to receive mail through the district, region, or central office, as appropriate, which will be kept for the PC in a secure place. This will constitute the school system's sole responsibility in regard to mail addressed to and left for the PC.

C. Communication and Consultation

PAs and PCs must receive information in a timely manner and be given the opportunity to be consulted and heard on matters that affect the schools. Each superintendent and Community District Education Council is required to meet at least quarterly with the officers of the PAs and PCs within their jurisdiction. The community superintendent will meet with the elementary and middle schools in his/her district and the regional superintendent or his/her designee will meet with the high schools in his/her region. Principals must meet at least quarterly with the PA officers in their school. Community and regional superintendents and Community District Education Councils must establish written procedures for consultation with their respective PAs and presidents' council(s).

1. Procedures

Written procedures must include reasonable notice to PAs and PCs, consultation on mandatory topics, information provided in a timely fashion, and consultation at appropriate levels in the school system hierarchy.

a. Reasonable Notice to PAs and PCs

Reasonable notice shall include:

- i. adequate information provided in an understandable manner;



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- ii. opportunity for meaningful discussion in advance of decision or action except under exceptional circumstances;
- iii. time for PA and PC representatives to talk to their constituencies.

N.B. Exceptional circumstances are understood to be emergency situations for which immediate action is required.

b. Consultation on Mandatory Topics

Mandatory topics for consultation are curriculum, budget, discipline, safety, food services, special programs and innovations, repairs and construction, purchasing policies, recreational programs, and use of federal, state and other special funds.

This list is not intended to limit consultation on any subjects not included.

2. Information Provided in a Timely Fashion

- a. The principal is responsible for making available to the PAs for the opening of school in September:
 - i. all reports and plans relating to the school, including the Comprehensive Educational Plan (CEP);
 - ii. information on the school's budget;
 - iii. school safety, discipline, and attendance plans;
 - iv. as soon as practicable, the principal is responsible for making available to the PAs:
 - (a) Full and factual information pertaining to procedures and timetables for student testing and matters of student achievement
 - (b) Regulations upon request.
 - v. the principal must provide the PA with an annual accounting of all school fund-raising activities, income and expenditures for the previous school year, as well as all anticipated income for the current school year. This accounting must be provided to the PA in writing no later than October 15th, and a copy of the information should be sent to the local instructional superintendent.
- b. For the opening of school in September, the appropriate community or regional superintendent is responsible for making available to the PC(s) in his/her district(s) or region:
 - i. all reports and plans relating to the district or region including the CEP;



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- ii. district or regional budget information;
- iii. district or regional safety, discipline, and attendance plans;
As soon as practicable, the community or regional superintendent is responsible for making available to the PC, as stated in section III.C.b herein;
- iv. full and factual information pertaining to procedures and timetables for student testing and matters of student achievement;
- v. regulations upon request.
- c. The Community District Education Council is responsible for making available copies of calendars and minutes of all regular and special public meetings and copies of Community District Education Council bylaws upon request.

3. Consultation at Appropriate Levels in School System Hierarchy

Regular communication and consultation must take place between parent representatives and school officials at all levels.

- a. Principals must consult with the PA's executive board;
- b. Superintendents and Community District Education Councils must consult with the officers of the PAs of schools and with the PCs within their jurisdiction on at least a quarterly basis;
- c. Chancellor must consult with CPAC.

4. Development, Adopting, and Filing Requirements

Procedures for consultation shall be established by the appropriate superintendent and Community District Education Councils upon consultation with PCs and PAs.

Procedures must be adopted by Community District Education Councils at a calendar meeting.

Consultation procedures established under this Regulation must be filed with the Office of Parent Engagement no later than October 30th of each year.

D. Selected Consultation Subjects

1. Selection of Supervisors

In selecting supervisors or administrators in license areas, PAs must be informed of vacancies. PA members who are employees in the school, Community District Education Council members, or the Citywide Special



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Education Council, or the Citywide Council on High Schools are prohibited from serving as parent representatives in the selection of supervisory personnel.

2. Community District Education Councils, Citywide Special Education Council, or Citywide Council on High Schools Vacancies

In filling vacancies on the Community District Education Councils, the CDEC must consult with the PC and other educational groups. For the Citywide special education council the CSEC must consult with the citywide special education presidents' council and other educational groups. For the citywide council on high schools vacancies, the CCHS must consult with the Chancellor's Parent Advisory Council. Recommendations shall be submitted in writing and included in the record of the meeting at which the vacancy is filled.

IV. CHANCELLOR'S RESPONSIBILITIES

A. Consultation

The Chancellor must consult with the Chancellor's Parent Advisory Council (CPAC).

1. Access to Information

a. The Chancellor shall provide access to:

- i. minimum educational standards and curriculum requirements for all schools in the city district;
- ii. results of examinations and evaluations regarding the educational effectiveness of the city's schools and programs;
- iii. school profiles;
- iv. full and factual information pertaining to matters of student achievement, including but not limited to annual reading and math scores, comparison of the achievement of students in comparable grades and schools, and the record of achievement of the same children as they progress through the school (provided in a non-identifiable manner).

B. Grievances

The grievance mechanism set forth below in Section IV.B.2. applies to disputes within or against PAs and PCs and to complaints concerning an action or inaction by a school, district or regional employee or official relating to a PA or PC¹ which cannot be resolved pursuant to Section IV.B.1.

¹ Parents and students have numerous rights and responsibilities set forth in other laws and regulations. Complaints by parents on behalf of themselves or their children concerning those rights, not related to PA or presidents' council issues, should be made in accordance with the procedures set forth in applicable regulations or guidelines.



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1. Members of PAs and PCs shall attempt to resolve disputes within their respective groups. PAs should seek the assistance of the appropriate PC to resolve a dispute, but PCs may not hear or render any decision regarding PA or PC grievances.

For action or inaction by a school official or officials, the assistance of the appropriate local instructional superintendent or community or regional superintendent may be sought to follow the appropriate procedure to file a complaint against a staff member.

Complaints of allegations of criminal wrongdoing or misconduct must be reported to the Special Commissioner of Investigations for the New York City School District.

2. For those disputes which cannot be resolved, an aggrieved party may file a grievance as set forth below.
3. Grounds

A grievance must be based on violation of a PA's or PC's bylaws, or applicable law, policy or Regulation.

4. Standing

Any parent, a PA or PC, any DOE official or employee, or an interested party may bring a grievance.

5. Format

The format of a grievance may vary, but it must be in writing and it must include the following:

- a. statement of facts upon which the complaint is being made;
- b. what laws or regulations are being violated, if known to the grievant (wherever possible, the grievance should specify the violation);
- c. supporting documentation, if any (copies may be submitted.)
- d. name(s) and signature(s) of the person(s) making the grievance and the date (grievances brought by PAs or PCs must be signed by an officer, in accordance with bylaws).

6. Process

- a. Step 1. Grievances Filed with the Community District Education Council or Regional Superintendent or his/her designee
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A grievance must be filed with the Community District Education Council or regional superintendent or his/her designee within 30 days of the event complained of or within 30 days after the event is discovered. The Community District Education Council or regional superintendent or his/her designee shall issue a letter acknowledging receipt of the grievance and the date of receipt.

The aggrieved party shall have the right to receive and respond to all charges.

A decision shall be rendered by the Community District Education Council or regional superintendent within 30 days of receipt of the grievance. The decision shall be in writing and include findings of fact, where appropriate. If a decision is not possible because of a continuing investigation or a referral to other authorities, the Community District Education Council or regional superintendent must issue a response reflecting that fact within the 30 day period and including a projected date for final decision. Where interim remedies are appropriate, they must be included in the response. Response under this paragraph is subject to appeal under Step 2, as is any decision by the Community District Education Council.

The decision of the Community District Education Council or regional superintendent or his/her designee is final and binding, subject to decision upon appeal under Step 2 to the Chancellor or an injunction issued by the Chancellor.

Community District Education Council and regional superintendent or his/her designee will maintain copies of Step 1 decisions. The decisions shall be accessible and available to the public. Student names or other personally identifiable student data must be deleted from published decisions.

b. **Step 2. Appeal to the Chancellor**

The Community District Education Council or regional superintendent or his/her designee determination may be appealed to the Chancellor.

The appeal to the Chancellor must be filed within 15 days of receipt of the decision that is being appealed.

The Chancellor may issue an injunction staying the Step 1 decision pending the Chancellor's decision on the merits.



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If the Community District Education Council or regional superintendent or his/her designee fails to issue a determination within the required deadline, the grievance may be filed with the Chancellor.

The Chancellor shall issue a letter acknowledging receipt of the grievance and the date of receipt.

The Chancellor's decision shall be made in writing, rendered within 30 days after receipt.

If a decision is not possible due to a continuing investigation or referral to other authorities, the Chancellor shall issue a response reflecting that fact within the 30-day period and include a projected date for final decision. Where interim remedies are appropriate, they shall be included in the response.

The decision of the Chancellor is final and binding. The decisions shall be accessible and available to the public. Students' names or other personally identifiable student data must be deleted from published decisions.

7. Expedited Appeal for Election Disputes

In the case of an election dispute, the following will apply:

a. Step 1. Grievances Filed with Community District Education Council or Regional Superintendent or his/her designee

A grievance must be filed within seven days of the election. Grievances not filed within this time period may proceed under Section IV.B.6.

A decision shall be rendered by the community district education council or regional superintendent or his/her designee within seven days of receipt of the grievance.

b. Step 2. Appeal to the Chancellor

The community district education council or superintendent's or his/her designee determination may be appealed to the Chancellor. The appeal to the Chancellor must be filed within three days of receipt of the decision which is being appealed.

The Chancellor's decision shall be in writing, rendered seven days after filing.

8. PAs and PCs may agree to alternative conflict resolution processes, subject to the limitations in this Section. A PA or PC cannot agree or bind itself or its members to any agreement or decision which conflicts with law, policy or regulation.



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Neither PAs nor PC can take away the rights of PA members or others established by this Regulation, including the right to file a grievance under this Section. A decision rendered in another forum will be given appropriate weight in the determination of any grievance brought under this Regulation relating to the same subject or parties.

9. Certification and Enforcement

a. Certification

Principals shall have the responsibility to be aware of the PA's activities as they relate to compliance with Department of Education policy, Chancellor's Regulations and their own bylaws. Principals shall file reports twice per year with the local instructional superintendent regarding the status of the PA. The reports shall include copies of the appropriate PA financial reports and other supporting documentation, as applicable. The reports shall be filed with the superintendent by October 30th and February 15th of each school year. The Local Instructional Superintendent (LIS) must forward copies of the PA Status Reports (CR A-660 Attachments G.1 and G.2) to the Regional Superintendents for review and appropriate action. Regional Superintendents should forward these status reports to the Regional Parent Support Supervisors for further action and follow up with constituent PAs within the district or region.

Upon a finding of failure of PA compliance, the superintendent shall direct his/her designee or the principal to initiate appropriate corrective action and if necessary, sanctions and disciplinary procedures.

The PA president or any executive board member may file a statement of disagreement regarding specific areas of the principal's parent association status report with the superintendent.

The appropriate superintendents shall have the responsibility to be aware of the presidents' council's activities as they relate to compliance with Department of Education policy, Chancellor's Regulations, and their own bylaws. Superintendents shall file reports twice per year to the office determined by the Chancellor regarding the status of the PC. The reports shall be filed by October 30th and February 15th of each school year. (See Attachment H.)

Upon a finding of failure of PC compliance, the appropriate superintendent or his/her designee shall initiate appropriate corrective action, and, if necessary, sanction and disciplinary procedures.



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The president of a PC or any executive board member may file a statement of disagreement regarding specific areas of the superintendent's report of a PC status with Office of Parent Engagement.

b. Enforcement

The Chancellor shall designate the office to be responsible for monitoring the implementation of and compliance with this Regulation. All PA bylaws, PC bylaws, consultation procedures established by community district education council and appropriate superintendents under Section III, and any other policies or procedures related to PAs which may be established by community district education council, or superintendents must be submitted to the office designated by the Chancellor for review.

The Chancellor or his designee shall monitor compliance with Department of Education policy and Chancellor's Regulations. Upon a finding of a failure to comply, the Chancellor may direct the proper school authorities to take corrective action, including the imposition of sanctions and disciplinary actions as appropriate.

10. Services Provided by Central Headquarters

The Office of Parent Engagement shall

- a. in conjunction with the Office of Special Investigations, work with superintendencies to address PA financial concerns;
- b. in conjunction with the superintendencies, train school and regional parent support staff in implementing, interpreting and clarifying Chancellor's Regulation A-660;
- c. act as the agent of the Chancellor concerning PAs;
- d. be available to answer questions and to provide technical assistance regarding interpretation and implementation of this Regulation;
- e. issue memoranda to clarify and interpret this Regulation, as required;
- f. be available for consultation on PA issues.



NEW YORK CITY DEPARTMENT OF EDUCATION

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V. **INQUIRIES**

Inquiries pertaining to this Regulation should be addressed to:

Telephone
(212) 374-2323

Office of Parent Engagement
NYC Department of Education
49 Chambers Street - Room 503
New York, New York 10007

Fax
(212) 374-0076

School Name/No. _____ District _____ Region _____

Interim PA Financial Report

For the Period: July 1st, _____ to January 15th, _____.

Income:

Amount:

Beginning Balance as of 6/30/___ \$ _____

Membership Dues (--@--) \$ _____

Fund Raising Activities:

(Gross receipts. Not profit)

Candy Sale \$ _____

Picture Sale \$ _____

Cake Sale \$ _____

Newsletter Ads \$ _____

Other (identify each on Addendum and attach to report) \$ _____

After School Activity (identify each activity for which fee is charged on Addendum and attach to report) \$ _____

Gift and Contributions Received (identify each on Addendum and attach to report) \$ _____

Other \$ _____

Total Income for Period \$ _____

Expenses:

Stationary and Printing \$ _____

Postage \$ _____

Dues to Parent Organizations \$ _____

Telephone \$ _____

Parent Education:

Films \$ _____

Speakers \$ _____

Other _____ \$ _____

Total payments to vendors for fund raising (itemize each and attach to report) \$ _____

Printing Costs \$ _____

*Donations to School (identify each itemized purchased or amount of donation and purpose on Addendum and attach to report) \$ _____

After Schools Costs (identify costs related to staff and supplies on Addendum) \$ _____

Other _____ \$ _____

Total Expenses for Period \$ _____

Fund Balance as of 1/15/_____

(Subtract total Expenses from total Income) \$ _____

*Include gifts for the purpose of funding school staff positions or consultants.

Distributed to Parents _____
 Date

Distributed to Principal _____
 Date

Prepared by: _____

Signature: _____
 PA President or Treasurer

Date: _____

School Name/No. _____ District _____ Region _____

Annual PA Financial Report
 For the Period: July 1st, _____ to June 30th, _____.

<u>Income:</u>	<u>Amount:</u>
Beginning Balance as of 6/30/___	\$ _____
Membership Dues (--@--)	\$ _____
Fund Raising Activities: (Gross receipts. Not profit)	
Candy Sale	\$ _____
Picture Sale	\$ _____
Cake Sale	\$ _____
Newsletter Ads	\$ _____
Other (identify each on Addendum and attach to statement)	\$ _____
 Total Income for Period	 \$ _____

<u>Expenses:</u>	
Stationary and Printing	\$ _____
Postage	\$ _____
Dues to Parent Organizations	\$ _____
Telephone	\$ _____
Parent Education:	
Films	\$ _____
Speakers	\$ _____
Other _____	\$ _____
 Total payments to vendors for fund raising (itemize each and attach to statement)	 \$ _____
 Printing Costs	 \$ _____
*Donations to School (identify each itemized purchased or amount of donation and purpose on Addendum and attach to statement)	\$ _____
 After Schools Costs (identify costs related to staff and supplies on Addendum)	 \$ _____
Other _____	\$ _____
 Total Expenses for Period	 \$ _____

Fund Balance as of 1/15/___

(Subtract total Expenses from total Income) \$ _____

*Include gifts for the purpose of funding school staff positions or consultants.

Distributed to Parents _____ Date _____ Distributed to Principal _____ Date _____

Prepared by: _____ Signature: _____
 PA President or Treasurer

Date: _____

Addendum

Income:	Amount	Total Amount (1)
Fund Raising Activities		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Gifts and Contributions		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Other		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Expenses:		
Total payments to each Vendor for Fund-raising activities		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Donations to School/District: Description		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Other		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

Note: (1) List totals on appropriate line on Report/Statement

District/ Region _____

Presidents' Council Annual Financial Report
For the Period: July 1st, _____ to June 30th, _____.

Income:

Amount:

Beginning Balance as of 6/30/___	\$ _____
Membership Dues (--@--)	\$ _____
Fund Raising Activities:	\$ _____
Gifts and Contributions Received (identify each on Addendum and attach to Statement)	\$ _____
Other _____	\$ _____
 Total Income for Period	 \$ _____

Expenses:

(Include actual and anticipated expenses through end of school year to facilitate distribution of this statement.)

Stationary and Printing	\$ _____
Postage	\$ _____
Telephone	\$ _____
Parent Education:	
Films	\$ _____
Speakers	\$ _____
Other _____	\$ _____
 Total payments to vendors for fund raising (itemize each and attach to statement)	 \$ _____
 Printing Costs	 \$ _____
*Donations to School (identify each itemized purchased or amount of donation and purpose on Addendum and attach to statement)	\$ _____
 Total Expenses for Period	 \$ _____

Fund Balance as of 1/15/___

(Subtract total Expenses from total income) \$ _____

*Include gifts for the purpose of funding school staff positions or consultants.

Distributed to PC Members _____ Date _____
Distributed to Superintendent _____ Date _____

Signature: _____
PC President or Treasurer

Addendum

Income:	Amount	Total Amount (1)
Fund Raising Activities		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Gifts and Contributions		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Other		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Expenses:		
Total payments to each Vendor for Fund-raising activities		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Donations to School/District: Description		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Other		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

Note: (1) List totals on appropriate line on Report/Statement

School Name/No. _____ District/Region. _____

Fund Raising Activity Report

Report on Fund Raising Activity of _____
(Type – School or PA/PTA)

As of _____

Total Gross Income Amount: \$ _____

Total Vendor Payments \$ _____

Profit \$ _____

Prepared by: _____ Date: _____

Distributed to Parents _____ Date _____
Distributed to Principal _____ Date _____

*This form may be used by PA/PTAs, Presidents' Councils and Principals to report fund raising activities.

School Name/No. _____ District/ Region _____

Proposed PA Budget
For the Period: July 1st, _____ to June 30th, _____.

Anticipated Income:

Amount:

Beginning Balance as of 6/30/___	\$ _____
Membership Dues (--@--)	\$ _____
Fund Raising Activities:	\$ _____
Candy Sale	\$ _____
Picture Sale	\$ _____
Cake Sale	\$ _____
Bulletin Ads	\$ _____
 After School Activity	 \$ _____

Other	\$ _____

 Total Income for Period	 \$ _____

Anticipated Expenses:

(Include actual and anticipated expenses through end of school year to facilitate distribution of this statement.)

Stationary and Printing	\$ _____
Postage	\$ _____
Dues to Parent Organization	\$ _____
Telephone	\$ _____
Printing Costs	\$ _____
Payments to vendors for fund raising	\$ _____

Donations to School	\$ _____

After School Costs	\$ _____

Other	\$ _____

 Total Expenses for Period	 \$ _____

Anticipated Fund Balance as of 6/30/_____

(Subtract total Expenses from total income) \$ _____

Distributed to Parents _____ Date _____ Distributed to Principal _____ Date _____

Prepared by: _____ Date: _____

Addendum

Income:	Amount	Total Amount (1)
Fund Raising Activities		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Gifts and Contributions		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Other		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Expenses:		
Total payments to each Vendor for Fund - raising activities		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Donations to School/District: Description		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Other		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

Note: (1) List totals on appropriate line on Report/Statement

Principal's Report of Parent Association/Parent - Teacher Association (PA/PTA) Status

As required by Chancellor's Regulation A-660, each building principal must complete the "Principal's Status Report of Parent Association/Parent - Teacher Association" that must be submitted to the Local Instructional Superintendent (LIS) by October 30th of each school year. The LIS shall forward a copy of this report to the Regional Superintendent for appropriate action.

Principal _____ School _____ District/Region _____

I. Date of previous spring PA/PTA election _____
 Current number of PA/PTA Executive Board vacancies _____
 List vacancies: _____

II. Has the procedure for filling these vacancies been implemented? Yes _____ No _____

III. The following meetings have been scheduled and/or conducted in accordance with the PA/PTA bylaws and existing Department of Education policies. (Please fill in the dates in the table below.)
 Are meeting minutes maintained and available for each meeting? (Please indicate yes or no.)

General Membership			Executive Board			Principal's Quarterly		
Scheduled	Held	Minutes	Scheduled	Held	Minutes	Scheduled	Held	Minutes

IV. Are the PA/PTA bylaws on file in the principal's office? Yes _____ No _____

V. Financial Reporting:
 Has the June annual report been distributed to the membership? Yes _____ No _____
 Is the PA/PTA's EIN on file in your office? Yes _____ No _____
 Is the PA/PTA's tax exempt number on file in your office? Yes _____ No _____
 Are monthly financial reports provided to membership? Yes _____ No _____
 Are copies of these financial reports on file in your office? Yes _____ No _____

VI. Fund-Raisers: 1st Fund-Raiser _____
 (involving students during the school day) Activity _____ Date _____
 2nd Fund-Raiser _____
 Activity _____ Date _____

Have fund-raising activities been suspended? Yes _____ No _____
 If yes, please explain why. _____

Additional Comments/Recommendations _____

 Principal's Signature/Date

 PA/PTA President's
 Signature/Date

 Date Submitted to the LIS

Superintendent's Report on Presidents' Council Status

As required by Chancellor's Regulation A-660, each superintendent must complete the "Superintendent's Status Report on District/Regional Presidents' Councils by October 30th and February 15th of each school year. This report must be forwarded to the Office of Parent Engagement.

I. Date of June PC election _____
 Current number of vacancies _____
 List officer vacancies: _____

II. Has the procedure for filling these vacancies been implemented? Yes _____ No _____

III. The following meetings have been scheduled and/or conducted in accordance with the PC bylaws and existing Department of Education policies. (Please fill in the dates in the table below.)
 Are meeting minutes maintained and available for each meeting? (Please indicate yes or no.)

General Membership			Executive Board			Superintendents' Quarterly		
Scheduled	Held	Minutes	Scheduled	Held	Minutes	Scheduled	Held	Minutes

IV. Are the PC bylaws on file in the superintendent's office? Yes _____ No _____

V. Financial Reporting:
 Has the June annual report been distributed to the membership? Yes _____ No _____
 Are the PC EIN and tax exempt numbers on file in your office? Yes _____ No _____
 Are monthly financial reports provided to membership? Yes _____ No _____
 Are copies of these reports on file in your office? Yes _____ No _____

VI. Fund-Raiser(s): _____
Activity Date

Additional Comments/Recommendations

 Superintendent's Signature

 Date

 PC/HSF President's
 Signature

 Date

District/Region _____ Date Submitted to Office of Parent and Community Engagement _____