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Awatef Ibrahim, *1st V.P.*

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Milady Baez, *Senior Executive Director*
Yalitza Johnson, *Director of Special Projects*

Citywide Council on English Language Learners
Resolution # 18: Support of Citywide and District Community Education Council
Administrative Assistants Salary Issues
November 6, 2014

WHEREAS, Community Education Councils and Citywide Education Council members are elected by PTA parent leaders and, except for the Public Advocate and Borough President appointees, are required to be parents; and

WHEREAS, According to NY State Education Law, they have the power and responsibility to promote achievement of educational standards and objectives relating to the instruction of students; and

WHEREAS, each council shall be responsible for the appointment, supervision, evaluation and discharge of the secretary (term used in the law); and

WHEREAS, AAs have recently made it known that there is a problem with the present salary structure, including cost of living pay raises, salary range and salary caps; and

WHEREAS, AA's are vital to the councils as versatile jacks-of-all-trades, who perform tasks that include:

- Administrative and office support requiring computer proficiency, research abilities and strong communication skills.
- Contending with the different personalities and needs of numerous Council members and the public, as well as coordinating CEC workflow, keeping projects on schedule, looking after the council's budget, composing reports and correspondence, preparing agendas in advance, arranging meeting facilities and acting as official record keeper, in addition to preparing minutes of meetings.
- Spending many hours speaking to parents - finding out what parents need and want for their children and explaining DOE policies; and

WHEREAS, AAs are key to the Education Councils' functioning and they could not carry out their duties without their AA's, who are DOE employees but not civil-service protected or union-covered and are considered "*managerial/confidential*."; and

WHEREAS, Presently the DOE's arbitrary and unwritten policies require that any AA salary increase be deducted from the Councils' operating expense budget, which reduces the amount available for council outreach, supplies and equipment, thereby making councils hesitant to give their AAs a raise, no matter how well deserved; and

WHEREAS, there was a verbal commitment by the NYCDOE to not reduce the budget of future elected councils after a previous councils' budgets are reduced due to granting the AA a raise; however this was never set forth as a written policy or regulation; and

WHEREAS, AA's have not received any DOE cost-of-living pay raises since March of 2009 nor has the salary range been raised since the councils were created; and

WHEREAS, the AA salaries have not kept up with rising inflation and their position's salary cap has not increased since 2009; and

WHEREAS, as a result of the past five years of stagnation the salary cap is much less per year than a School Secretary's and this means that our most experienced AA's cannot be rewarded financially for their outstanding skills. It also means that newly hired AA's will eventually hit that wage ceiling; and

WHEREAS, Council AAs serve as a line of communication between the Department of Education and parents and the community; and therefore now be it

RESOLVED, that the Citywide Council on English Language Learners (CCELL) fully supports the Citywide and District Community Education Councils' Administrative Assistants' (AA's) requests, which are:

- Granting of a DOE cost-of-living salary increases similar to the percentage-increases being currently awarded to union-backed NYC employees.
- Raising the AA salary cap and that any future pay raises given by the CECs to their Administrative Assistants not be deducted from the councils' operating budget.
- Paying an appropriate salary;

and be it further

RESOLVED, that the CCELL supports the establishment of transparent written policies regarding the AA salaries and their effect on the Council's operating budgets; and be it further

RESOLVED, that the CCELL supports a timely resolution to the AA salary issues so that Citywide and District Education Councils will be able to keep well qualified and experienced AA's to assist them in fulfilling their responsibilities to all the students and their families.

Approved & voted on November 6, 2014 by: Teresa Arboleda, Martha Arenas, Bintou Fofana, Awatef Ibrahim, Hebatella Ibrahim and Mitchel Wu.

CCELL Calendar Meeting of November 6, 2014