

**New York City Department of Education  
Citywide Council on English Language Learners (CCELL)  
Strategic Plan, 2013-2015  
June 2019 Update**

**Preface**

The Citywide Council on English Language Learners (CCELL) was established by New York State Education Law 2590-B. (a) (i) - (iii) in 2009 to provide community input into English language learner programs. Its statutory purpose is to “advise and comment on any educational or instructional policy involving bilingual or English as a second language programs, [and] to issue an annual report on the effectiveness of the city district in providing services to English language learners and making recommendations, as appropriate, on how to improve the efficiency and delivery of such services.”

2013-2015 were formative years for the New York City Citywide Council on English Language Learners (CCELL) that required legislative change to assure a more stable Council membership. The CCELL’s Annual Reports document how the Council has solidified progress made during the formative years reflected in the original 2013-2015 Strategic Plan. (The Annual Reports are available on the Council’s website: [www.ccell.org](http://www.ccell.org)).

By law, CCELL membership includes parents as well as other community representatives, including a student. It brings their experience and perspectives as parents, students, and community members to bear on New York City public school ENL programs. CCELL membership requires voluntary unpaid commitment from individuals with employment, childcare, and/or other demands on their time.

This June 2019 Update maintains the original plan’s broad membership, outreach, and professional development goals with evolving strategies for implementing those goals. Together, these goals continue to help the Council fulfill its mission through strategies to enhance (1) organization and structure, (2) communication and outreach, and (3) professional development.

Since by law, most Council members serve through election for fixed terms or by appointment, membership can and does change over time. As membership changes, the June 2019 Plan Update and subsequent Annual Reports are designed to provide continuity in the Council’s important work.

## **Citywide Council on English Language Learners (CCELL) Mission**

The CCELL promotes English Language Learning (ELL) by advocating on behalf of NYC public school students in transitional bilingual, dual language, and English as a new language (ENL) programs. The Council also encourages parent engagement in their children's language learning by providing information about public school bilingual programs and services and by providing a forum for parent and community concerns about these programs and services.

## **Strategic Plan: June 2019 Update**

In this 2019 Strategic Plan Update, the CCELL reaffirms three broad goals:

- I. Reach and maintain full Council membership
- II. Enhance communication and outreach.
- III. Provide ongoing professional development for new and continuing members.

Together, these broad goals will continue to help the Council fulfill its mission by enhancing:

- Organization and structure.
- Communication and outreach.
- Professional development.

**Goals  
Objectives  
Strategies and Timelines**

**Goal I. Enhance CCELL Organization and Structure**

**I.1. Objective: Enhance CCELL organization and structure by attaining and maintaining full Council membership through legislative change, as needed**

*In accordance with State Education Law Article 52-A. Section 2590-b. 5(b)(ii), the Council is composed of 11 voting members and one non-voting member as follows:*

- *Nine voting parent members for a two-year term with children who are currently or have ever been enrolled in a bilingual or ENL program.*
- *Two voting members appointed by the New York City Public Advocate for a two-year term from others with extensive experience and knowledge in the education of English language learners who can make a significant contribution to improving bilingual and ENL program in the City.*
- *One non-voting high school senior member for a one-year term who is or has been in a bilingual or ENL program, appointed by the administrator designated by the New York City Department of Education Chancellor to supervise such programs.*

*If a parent or student member leaves the Council before his or her term has expired, the Law requires that the vacancy be filled, pursuant to a process developed by the Chancellor that shall include consultation with parents of students who receive services for English language learners. When a vacancy occurs in a position appointed by the Public Advocate, the Public Advocate shall appoint a member to serve the remainder of the unexpired term.*

**I.1. Strategies and Timelines:** Implement any legal changes to Council membership eligibility in a timely manner and specific change at earliest possible Council meeting to allow membership eligibility for any parent with a child formerly enrolled in an ENL program in NYC public schools.

**Objective I.2. Provide information to new and prospective Council members that promotes membership and enhances members' ability to carry out Council responsibilities.**

**I.2. Strategies and Timelines:**

- a.** By December 2019, publish a history of the CCELL that emphasizes milestones in its promotion of ENL learning for distribution to new Council members and the community (see further Community Outreach, below).
- b.** By email from the President before the first meeting of any new Council member's appointment or election, orient new members to responsibilities of all NYC Department of Education citywide and district community education councils to "advise and comment" in accordance with NYS Education Law Article 52-1. 2590b. 5(b)(i-iii).
- c.** At first Council meeting of the year, review and discuss Strategic Plan as the first order of business.
- d.** Consider inviting former Council members to discuss basis for development of specific Strategic Plan goals, objectives, and strategies.

**Objective I.3. Create and strengthen standing committees chaired by Council members to include but not be limited to committees for—**

- Professional Development
- Outreach
- Communication
- Bylaws.

**Strategies and Timelines I.3.**

- a. Expand committee membership at the Council’s discretion to include former Council members and other members of the community with demonstrated expertise and interest in committee matters.
- b. Make Committee assignments by the second Council meeting each year to include but not be limited to—
  - Professional Development Committee to propose implementation plan and timetable to carry out Goal III objectives including but not limited to topics and presenters for full Council consideration **by third Council meeting each year**, including ways to implement a new members’ Orientation program and Orientation packet for new members and ongoing professional development for the Council.
  - Outreach Committee to propose outreach activities for full Council consideration by **the third Council meeting** each year to include but not be limited to an implementation plan with timetable for Goal II, Objective 2, below.
  - Communication Committee to propose a plan for implementing communication activities for the Council by the **third Council meeting of the year** to include but not be limited to the objectives, strategies, and timelines under Goal II, Objective 1, below.
  - Bylaws Committee to propose bylaws changes by **November, 2019 meeting** to include guidelines for Committee membership and activity including Council authority to charge committees, select committee members, define and monitor committee activity, and otherwise provide guidelines for the scope and implementation of committee activities and **on an ongoing basis** propose other bylaw changes, as needed in accordance with Department of Education guidelines.
- c. Committees shall make oral reports of activities to date as part of the formal agenda of each Council meeting for discussion and for recording in Council minutes.

**Objective I.4. Create ad hoc committees with well-defined purpose and activities, as needed.**

**Objective I.5. Assess and evaluate implementation of Strategic Plan goals and objectives.**

**Strategies and Timelines I.5.**

- a. Review and assess implementation of goals and objectives at mid-point of Council year as a basis to strengthen implementation activities as needed.
- b. Assess and evaluate outcomes of Strategic Plan goals and objectives annually as part of the Annual Plan.

## II. Enhance CCELL Communication and Outreach

**Objective II.1. Enhance communication and outreach through Council website as a resource for parents and the community.**

### **Strategies and Timelines II.1.**

- a. Develop and/or revise the CCELL website for ease of use by parents and the general public.
- b. Revise, update and/or otherwise develop the website to include but not be limited to:
  - The FAQ website page in a question and answer format to explain the CCELL's ability to respond to parent and community concerns
  - A list of acronyms frequently used in education laws, regulations, Department of Education publications, etc.
  - Profiles that showcase each current and former Council member for general information and to stimulate interest in becoming a Council member.
  - A periodic newsletter.
  - A narrative history of the Council that emphasizes milestones in its promotion of ENL.
  - A list of community resources that support English language learning

**Objective II.2. Increase awareness of the CCELL mission and activities through print and other media to reach a wider community, including parents and others who do not have access to email, website, etc.**

### **Strategies and Timelines II.2.**

- Review and update all distribution lists, as needed.
- Publish print material for distribution to all parents and others, including but not limited to PTAs. Solicit time *pro bono* on non-English language radio programs and/or local newspapers for announcements of Council activities.
- Attend meetings of District Community Education Councils and other advisory Councils, as time permits, with time on their agenda to disseminate information about the CCELL.
- Collaborate with other DOE parent and community advisory bodies on topics of mutual concern.

**Objective II.3. Provide a forum for parents and the community with concerns about bilingual, dual language, and ENL programs and services.**

**Strategies and Timetable II. 3.**

- Provide information on website about procedures for communication with the CCELL and revise, as needed.
- Review DOE translations resources, regulations, and services and advocate changes, as needed, to engagement of those-with language backgrounds other than English.
- Review services to IEP students needing and/or receiving ENL
- Set aside time on each meeting agenda for parent and public input.
- Explain the Council's ability to refer to appropriate parties' concerns brought to the Council by parents and others in accordance with State Education Law.

### **III. Enhance CCELL Professional Development**

**Objective III. 1. Provide an ongoing program of professional development for new and continuing members.**

#### **Strategies and Timelines III.1.**

- Review Strategic Plan and outcomes assessments to date at first Council meeting of the year.
- Explore with DOE a program to orient and train new members whenever new members are appointed to the Council.
- Provide additional CCELL orientation activities for new members planned by the Professional Development Committee to include but not be limited to an orientation packet.
- Plan ongoing professional development activities for Council members to include presentations by DOE but also from the external ENL/ESL community to inform Council members of issues and trends in ENL, dual language, and other topics of concern to the Council and community.