



Liz Vladeck
General Counsel

Samantha M. Biletsky
Ethics Officer

September 20, 2024

New York City Conflicts of Interest Board
2 Lafayette Street, Suite 1010
New York, NY 10007

Re: COIB Rule §1-13(e)(1) Designation of NYC Department of Education Employee to Perform Work with Not-for-Profit Entity

Dear Conflicts of Interest Board Members:

Pursuant to Rule 1-13(e)(1) of the Rules of the Conflicts of Interest Board, I have designated Department of Education (“DOE”) employee Jenna Ryall, Director of Civics for All, to perform work, in her official DOE capacity, as a member of the coalition DemocracyReady NY (“DRNY”) and request that Ms. Ryall be allowed the reasonable and incidental use of City time, equipment, supplies, and resources for her participation with DRNY as part of her DOE duties.

The DOE strives to ensure that each student graduates on a pathway to a rewarding career and long-term economic security, equipped to be a positive force for change. As part of this goal, the DOE believes civics education is an essential part of every student’s core academic experience. The Civics for All initiative was launched to strengthen opportunities for students to develop skills and knowledge related to democracy. The goal is for all our students to be engaged community members who can think critically and are empowered to chart the course that our city and country take. Civics for All helps schools support students in making connections between history, current events, and democratic structures.

DRNY is a multigenerational, statewide, nonpartisan coalition committed to preparing all New York students for civic participation. DRNY is convened by the Center for Educational Equity at Teachers College, Columbia University. While DRNY does not have any business dealings with the City, Teachers College does do business with the City, and the DOE specifically.¹ Ms. Ryall is not involved in any of the DOE’s business dealings with Teachers College. DRNY aims to:

- Raise awareness about all students’ right under the New York State constitution to an education that prepares them for civic participation
- Strengthen state policy, practice, and investment to help students develop the knowledge, skills, and dispositions they need to engage effectively in civic and political life, today and in the future
- Mobilize the expertise of youth, parents, guardians, educators, researchers, advocates, attorneys, youth-development specialists, and philanthropy to work collectively toward these goals.

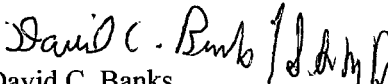
As a member of the coalition, Ms. Ryall attends monthly meetings, hears civic education updates from cultural, community, and educational institution members and coalition subcommittees, and, where relevant and appropriate, provides updates on the civic education initiative successes within DOE.

¹https://www.checkbooknyc.com/smart_search/citywide?search_term=!*agency_name=department%2Bof%2Beducation*!*vendor_name=teachers%2Bcollege

Ms. Ryall's work as a member of the DRNY coalition aligns with the DOE's mission and is not primarily for the benefit of DRNY. As the Director of Civics for All, Ms. Ryall is responsible for managing the development and design of standards-based civics education curriculum, resources, instructional guidance, and professional development while ensuring alignment and integration with the *Passport to Social Studies* curriculum and New York State Education Department ("NYSED") standards. She collaborates across divisions, fields, and district levels to strategize, plan, and communicate about the Civics for All program components to ensure successful program implementation. Additionally, she oversees processes for collaborative initiatives with DOE educators and partnering cultural, community, and educational institutions in the development and implementation of civics education curriculum, resources, and professional learning opportunities. As she is responsible for remaining current on the latest developments in the area of civics education and assists with sharing these resources and data through the DOE system, her involvement with DRNY will direct further her DOE responsibilities.

I have concluded that, pursuant to Rule §1-13(e)(1), (i) there is a demonstrated nexus between the proposed work with DRNY, Ms. Ryall's DOE job, and the mission of DOE; (ii) such work furthers DOE's mission and is not undertaken primarily for the benefit or interests of DRNY; and (iii) Ms. Ryall will not take part in any business dealings that DRNY may have with the City or DOE. I support Ms. Ryall serving in this role, subject to any required stipulations and/or recusals on her part.

Sincerely,


David C. Banks
Chancellor

DB: dcg

c: Samantha M. Biletsky, Ethics Officer

Attachment

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Dear Conflicts of Interest Board Members:

Pursuant to Rule 1-13(e)(1) of the Rules of the Conflicts of Interest Board, I have designated Department of Education (“DOE”) employee Kristen Harris, Executive Director of College and Career Planning, to perform work, in her official DOE capacity, as a member of the Board of Directors with the National Association of College Admissions Counseling (“NACAC”) and request that Ms. Harris be allowed the reasonable and incidental use of City time, equipment, supplies, and resources for her participation with NACAC as part of her DOE duties.

The DOE strives to ensure that each student graduates on a pathway to a rewarding career and long-term economic security, equipped to be a positive force for change. Part of this goal is preparing students for postsecondary education. Within the context of this vision, the Office of Postsecondary Readiness (“OPSR”) focuses on the alignment of school curriculum, instruction, and operations to ensure that all students graduate with real world skills and experience, a head start on life after high school, and a strong plan to put them on a path to a rewarding career and long-term economic security. OPSR provides leadership and implementation support for the DOE *Student Pathways to Economic Security* Initiative.

NACAC is a national, not-for-profit professional development membership organization dedicated to serving students as they make choices about pursuing postsecondary education. NACAC’s mission is, “Empowering college admission counseling professionals through education, advocacy, and community.” Membership with NACAC includes access to:

- Award winning publications featuring thought leadership and tips and tricks to best serve students
- Discounted access to a range of educational opportunities, including eLearning courses such as Financial Aid 101
- Full access to NACAC’s live webinars and webinar library, which includes timely topics ranging from “What to Know about Federal Student Aid” to “College Admission Cases Before the Supreme Court”
- Invaluable access to resources to leverage your work and understand the landscape impacting the institutions and professionals you serve
- Discounts on NACAC events and meetings including Guiding the Way to Inclusion and NACAC’s annual conference

OSP pays for memberships for various DOE employees, including Ms. Harris who has been a member of the organization since 2011. Excluding annual membership dues and fees, the DOE does not have any business dealings with NACAC.

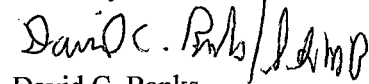
Ms. Harris will begin her term on the Board of Directors on October 1, 2024. Board members serve a one-year renewal term of up to three years but only must commit one year at a time. As a member of the Board of Directors, Ms. Harris will deliberate during in-person and virtual full board and board committee meetings, review and study materials for decision making, confer independently with other board directors, talk with NACAC members, represent the association to the media or other organizations and vendors, and participate in board meetings. Below is the tentative NACAC schedule for the 2024-2025 school year.

- Attend National conference (three days)
- New board orientation (three, two-hour virtual sessions) in October
- Three board meetings (one or two will be in person meetings)
- One board retreat (two days, off-site)
- Virtual full board meetings on an as-needed basis
- Virtual committee meetings (typically monthly, but frequency is determined by the committee)
- Approximately four virtual Executive Committee meetings (only board committee chair, APC Coordinator, and those in the board chair cycle attend)
- Related organizational meetings or other professional meetings as requested

Ms. Harris' work as a member of the Board of Directors aligns with the DOE's mission and is not primarily for the benefit of NACAC. As the Executive Director of College and Career Planning, Ms. Harris oversees strategy and implementation support to develop the capacity of all DOE high schools to deliver college and career planning supports to students resulting in a strong career launch plan and significantly raise the numbers of students who graduate ready for college and career pathways. Additionally, she leads the growth of system-wide higher education partnership, coaching and training programs, assessment and data initiatives, and smaller scale pilots to develop innovative new approaches. Being involved with NACAC will allow her to interact with other professionals across the country and obtain new knowledge and skills on how to best prepare students for the postsecondary world. As a member of the Board of Directors, she will also have a direct impact on the materials and opportunities that are offered to NACAC's members, which includes DOE employees.

I have concluded that, pursuant to Rule §1-13(e)(1), (i) there is a demonstrated nexus between the proposed work with NACAC, Ms. Harris' DOE job, and the mission of DOE; (ii) such work furthers DOE's mission and is not undertaken primarily for the benefit or interests of NACAC; and (iii) Ms. Harris will not take part in any business dealings that NACAC may have with the City or DOE. I support Ms. Harris serving in this role, subject to any required stipulations and/or recusals on her part.

Sincerely,



David C. Banks
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