



**Equal Employment  
Practices Commission**

**Aldrin Rafael Bonilla, Ed.D., MPA**  
Chair/Commissioner

**BY EMAIL**

**Elaine S. Reiss, Esq.**  
Vice-Chair/Commissioner

July 7, 2025

**Minosca Alcantara, Ed.D.**  
**Ngozi Okaro, Esq.**  
**Nicole Yearwood, MPA**  
Commissioners

Anastasia Coleman  
Special Commissioner of Investigation  
Office of the Special Commissioner of Investigation for the NYC School District  
80 Maiden Lane, 20<sup>th</sup> Floor  
New York, NY 10038

**Vacant**  
Executive Director

Re: Resolution #2025AP/281-740-(2025)C20  
DETERMINATION: Compliance

**Andreana Mirabella, Esq.**  
Executive Agency Counsel

Dear Special Commissioner of Investigation Coleman:

253 Broadway  
Suite 602  
New York, NY 10007  
  
212. 615. 8939 tel.  
212. 676. 2724 fax

On behalf of the members of the Equal Employment Practices Commission (EEPC), I write to inform you that pursuant to New York City Charter Chapter 36, Section 832(c), the EEPC's Board of Commissioners has approved the attached *Determination of Compliance*.

As you are aware, the EEPC is required to audit, evaluate, and monitor your agency at least once every four (4) years to ensure the Office of the Special Commissioner of Investigation for the NYC School District's compliance with federal, state, and local laws and regulations, best practices, and policies and procedures that increase equal employment opportunity for minority and women employees and applicants. The Office of the Special Commissioner of Investigation for the NYC School District's successful completion of the EEPC's *Employment Practices Audit (Focus on Underutilization)* demonstrates its commitment to implementing employment policies and practices that encourage and maintain a workplace free from unlawful discrimination and promote equality of opportunity.

Thank you and Principal EEO Professional Catherine Murphy Garcia for the cooperation extended to the EEPC during the course of our audit of your agency's employment and EEO-related practices. We look forward to working with you and the Office of the Special Commissioner of Investigation for the NYC School District to ensure equal employment opportunity in the City of New York.

Sincerely,

  
Aldrin Rafael Bonilla  
Chair/Commissioner

Enc.

c: Catherine Murphy Garcia, Principal EEO Professional, SCI



**Monitoring of Employment Practices with a Focus on Underutilization**

**RESOLUTION NO.**

**2025AP/281-740-(2025)C20**

**Office of the Special Commissioner of Investigation for the NYC School District**

**Special Commissioner of Investigation Anastasia Coleman**

**DETERMINATION: COMPLIANCE**

**SYNOPSIS**

<b>Corrective Action(s):</b>	Total: 2		
<b>Period Audit Covered:</b>	July 1, 2022 to December 31, 2024		
<b>Preliminary Determination Issued:</b>	May 22, 2025	<b>Response Received</b>	June 5, 2025
<b>Final Determination Issued:</b>	June 18, 2025	<b>Response Received</b>	July 2, 2025
<b>Compliance-Monitoring:</b>	Not Required      July 1, 2025 to October 31, 2025		

**Whereas**, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter “entities”) and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

**Whereas**, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities’ practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC’s determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

**Whereas**, the EEPC conducted an audit, review, and evaluation of the Office of the Special Commissioner of Investigation for the NYC School District’s Employment Practices with a Focus on Underutilization; and

**Whereas**, pursuant to the audit, review, and evaluation of the Office of the Special Commissioner of Investigation for the NYC School District’s Employment Practices with a Focus on Underutilization, the EEPC issued a Preliminary Determination, dated May 22, 2025, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Provide documentation of an applicant tracking system that includes information regarding the interview date, interviewers' names, result (or disposition), and reason selected/not selected for each applicant (disposition reason).
2. Ensure that the principal Human Resources professional (or designee) provides all employees with information regarding job responsibilities and performance evaluation standards.

**Whereas**, within a two-week deadline following the EEPC's Preliminary Determination, the entity submitted a preliminary response; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on June 18, 2025, which indicated that no areas required corrective action; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from July 1, 2025 to October 31, 2025, to determine whether the entity eliminated areas of non-compliance, if any; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), on July 2, 2025, the entity issued a response to the EEPC's Final Determination; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), the entity was exempt from monitoring on July 2, 2025; and

**Whereas**, pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the Special Commissioner of Investigation recognized the EEPC's audit and reiterated commitment to the Office of the Special Commissioner of Investigation for the NYC School District's equal employment practices. **Now Therefore**,

**Be It Resolved**, that the Office of the Special Commissioner of Investigation for the NYC School District has satisfied the equal employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters 35 and 36; and

**Be It Resolved**, that the EEPC's Board of Commissioners approves the issuance of this Determination of Compliance to Special Commissioner of Investigation Anastasia Coleman of the Office of the Special Commissioner of Investigation for the NYC School District.

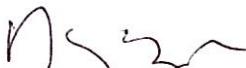
Approved unanimously on July 7, 2025.



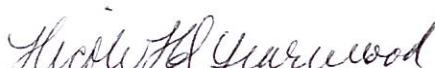
Minosca Alcantara, Ed.D.  
Commissioner/Mayoral Appointee



Elaine S. Reiss, Esq.  
Vice-Chair/Commissioner/Mayoral Appointee



Ngozi Okaro, Esq.  
Commissioner/City Council Appointee



Nicole Yearwood, MPA  
Commissioner/City Council Appointee



Aldrin Rafael Bonilla, Ed.D., MPA  
Chair/Commissioner/Joint Appointee

The New York City Equal Employment Practices Commission

hereby issues this

**Determination of Compliance**

to

**Office of the Special Commissioner of Investigation for the NYC School District**  
for achieving compliance with the  
Equal Employment Practices Commission's

**Evaluation of Employment Practices with a Focus on Underutilization**

From July 1, 2022, to this date.

On this 7<sup>th</sup> day of July in the year 2025

In care of Special Commissioner of Investigation Anastasia Coleman  
and Principal EEO Professional Catherine Murphy Garcia

Adrin Rafael Bonilla, Chair/Commissioner  
