



**Department of  
Education**

*Dennis M. Walcott, Chancellor*

<b>COUNCIL OFFICE</b>	
<b>DEADLINE</b>	
<b>APPLICANT NAME</b>	

# Community Education Council Application

## July 1, 2011 - June 30, 2013 Term

### Applicant Information

Indicate the Community Education Council to which you are applying:

- Community Education Council (indicate Community School District, e.g. "CEC 1")
- \_\_\_\_\_

### Complete Contact Information:

<b>APPLICANT NAME</b>		
<b>STREET ADDRESS</b>		<b>APT NO.</b>
<b>CITY/BOROUGH</b>	<b>STATE</b>	<b>ZIP</b>
<b>HOME/MOBILE TELEPHONE</b>		<b>WORK TELEPHONE</b>
<b>E-MAIL</b>		<b>FAX</b>

### Complete Student Verification Information:

	CHILD NO. 1					CHILD NO. 2					CHILD NO. 3				
<b>STUDENT NAME</b>															
<b>RELATIONSHIP TO STUDENT</b>															
<b>STUDENT GRADE</b>															
<b>SCHOOL NAME</b>															
<b>SCHOOL NUMBER</b>															
<b>STUDENT PROGRAM (CHECK ALL THAT APPLY)</b>	If other, please describe:					If other, please describe:					If other, please describe:				
	GENERAL EDUCATION	SPECIAL EDUCATION	ENGLISH LANGUAGE LEARNERS	GIFTED & TALENTED	OTHER	GENERAL EDUCATION	SPECIAL EDUCATION	ENGLISH LANGUAGE LEARNERS	GIFTED & TALENTED	OTHER	GENERAL EDUCATION	SPECIAL EDUCATION	ENGLISH LANGUAGE LEARNERS	GIFTED & TALENTED	OTHER



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**Eligibility Verification**

Answer the questions below. Additional questions may be asked to confirm your eligibility.

1. Are you currently employed by the Department of Education? If yes, please indicate your title and location of your job below.	<b>YES</b>	<b>NO</b>
2. Do you hold any elective public office or any elective or appointed party position other than delegate or alternate delegate to a national, state, judicial or other party convention, or member of a county committee? If yes, please describe below.	<b>YES</b>	<b>NO</b>
3a. Have you ever been convicted of a crime? If yes, please describe below.	<b>YES</b>	<b>NO</b>
3b. Have you ever been convicted of a felony? If yes, please describe below.	<b>YES</b>	<b>NO</b>
4. Have you ever been removed from a PA/PTA, School Leadership Team, District Presidents' Council, Borough High School Council, Title I Committee, a community school board, a Community District Education Council, the Citywide Council on High Schools, the Citywide Council on English Language Learners, the Citywide Council on Special Education or the District 75 Council? If yes, please describe below.	<b>YES</b>	<b>NO</b>



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**Applicant Public Profile**

*Please do NOT provide student's name.*

	Name of School Child Attends	School Number	GENERAL EDUCATION	SPECIAL EDUCATION	ENGLISH LANGUAGE LEARNER	GIFTED & TALENTED	OTHER	Please Describe
CHILD NO. 1								
CHILD NO. 2								
CHILD NO. 3								

**Applicant Background**

Describe any school related, community or civic activities in which you have participated. Include any specific experience you have with a particular student population (e.g., Special Education, English Language Learner, etc.).



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**Personal Statement**

**Explain why you want to serve on a Community Education Council and why you feel you would be effective.**



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**Applicant's Employer**

List the name of every employer (including self owned businesses),

- From which you received more than \$1,000 for services performed or for goods sold or produced in the 12 months preceding the date you are completing this form, and/or
- Of which you were a paid member, officer, director, or trustee

Clearly indicate "N/A" if the section is not applicable

<b>EMPLOYER NAME</b>	<b>Title Brief job description Do you have any interaction with DOE? If yes, describe and indicate whether you work in the community education council district you are applying to serve on.</b>	<b>Does employer do business with the DOE, including Community School Districts? <i>Answer: YES, NO, or UNKNOWN</i></b>	<b>If applicable, provide a description of employer's business dealings with the DOE, including Community School Districts</b>
<i>e.g.: Staples</i>	<i>Store Manager</i>	<i>Yes</i>	<i>Sells supplies to DOE but not District 32</i>

**Applicant's Investments**

List any entity in which you have an ownership interest of at least 5% or \$10,000 (whichever is less) as of the date you are completing this form. Do NOT list any publicly traded company, unless you hold a position with the company (*e.g. officer, director, employee*).

Clearly indicate "N/A" if the section is not applicable.

<b>NAME OF ENTITY</b>	<b>OWNERSHIP PERCENTAGE/ INVESTMENT AMOUNT</b>	<b>POSTION HELD</b>	<b>Does entity do business with the DOE, including Community School Districts? <i>Answer: YES, NO, or UNKNOWN</i></b>
<i>e.g.: Jones Supply Company</i>	<i>52%</i>	<i>President</i>	<i>No</i>



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**Investments of Applicant’s Spouse or Registered Domestic Partner and Unemancipated Children**

List any entity in which your spouse or registered domestic partner and unemancipated children have an ownership interest of at least 5% or \$10,000 (whichever is less) as of the date you are completing this form. Do NOT list any publicly traded company, unless they hold a position with the company (e.g., officer, director, or employee).

Clearly indicate “N/A” if the section is not applicable

<b>SPOUSE, REGISTERED DOMESTIC PARTNER, OR CHILD’S NAME AND RELATION</b>	<b>NAME OF ENTITY</b>	<b>OWNERSHIP PERCENTAGE/ INVESTMENT AMOUNT</b>	<b>POSTION HELD</b>	<b>Does entity have any business dealings with the DOE, including Community School Districts? <i>Answer: YES, NO, or UNKNOWN</i></b>
<i>e.g.: James Smith/ Husband</i>	<i>Jones Supply Company</i>	<i>48 %</i>	<i>Vice President</i>	<i>No</i>

**Applicant’s Volunteer Positions**

List every organization in which you hold any volunteer (uncompensated) office or position, such as an officer, director or trustee. Do NOT list organizations in which you are only a member.

Clearly indicate “N/A” if the section is not applicable.

<b>NAME OF ORGANIZATION</b>	<b>NATURE OF ORGANIZATION</b>	<b>Title Brief job description Do you have any interaction with DOE? If yes, describe and indicate whether you work in the community education council district you are applying to serve on.</b>	<b>Does organization do business with the DOE, including Community School Districts? <i>Answer: YES, NO, or UNKNOWN</i></b>
<i>e.g.: YMCA</i>	<i>Youth Organization</i>	<i>President</i>	<i>Yes, but not in District 32</i>



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Application Notes

Do NOT leave any section blank. If any portion of this application does not apply to you, please indicate "N/A" (not applicable) in that space.

Summary of eligibility requirements:

Chancellor Regulations D-140 documents the eligibility requirements for Community Education Council members. The complete regulations can be found online at: http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm

Who is eligible:

For Community Education Councils (CECs) – Parents are eligible to serve on the CEC for their local community school district if their child is currently in grades K-8 at a school under the jurisdiction of the community school district, or if their child was in grades K-8 at a school under the jurisdiction of the community school district within the past two years.

Consistent with Chancellor's Regulations, a parent is defined as a parent, guardian, or person in parental relation to a child. A person in parental relation to a child is a person who is directly responsible for the care and custody of a child on a regular basis in lieu of a parent or legal guardian.

Who is not eligible:

- Persons holding elective public office or elective or appointed party positions (except delegate or alternate delegate to a national, state, judicial or other party convention, or member of a county committee);
- Current DOE employees;
- Persons who have been convicted of a felony;
- Persons removed from a Community School Board, Community Education Council, the Citywide Council on Special Education, or the Citywide Council on English Language Learners, or the Citywide Council on High Schools or the District 75 Council for an act of malfeasance directly related to service on such board or council, or convicted of a crime directly related to service on such board or council;
- Persons who are serving on another Community Education Council, the Citywide Council on High Schools, the Citywide Council on English Language Learners, the Citywide Council on Special Education or the District 75 Council;
- Persons who have a financial conflict of interest, as determined by the DOE Ethics Officer or other designee of the Chancellor based on the Conflicts of Interest Law of the City of New York; and
- Persons who have been removed from a PA/PTA, School Leadership Team, District Presidents' Council, Borough High School Council or Title I Committee for an act of malfeasance directly related to service on such association, team, council or committee; or convicted of a crime directly related to service on such association, team, council, or committee.

A note on financial disclosures:

The provided information will be reviewed by the Department of Education. It is necessary to obtain the requested information in order to determine whether you (the applicant) have a conflict of interest under the NYC Conflicts of Interest Law. If conditionally selected, you may be asked to provide additional information.

Optional Information

<p><b>How did you learn about the Education Council initiative?</b></p> <input type="checkbox"/> Child's school <input type="checkbox"/> Parent Coordinator <input type="checkbox"/> NYC DOE Website <input type="checkbox"/> Community Based Organization (please describe) _____ <input type="checkbox"/> Other (please describe) _____
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**Certification**

I, \_\_\_\_\_ certify that all information provided is true and accurate to the best of my knowledge.  
(PRINT NAME)

*From Section 175.30 of Penal Law: "A person is guilty of offering a false instrument for filing in the second degree when, knowing that a written instrument contains a false statement or information, he offers or presents it to a public office or public servant with the knowledge that it will be filed with, registered, or recorded in or otherwise become a part of the records of such public office or public servant."*

I understand that providing false information in connection with my application may subject me to criminal penalties and/or disqualification or removal from an Education Council.

By signing this page, I am verifying that I have read and understand the eligibility requirements related to serving on a Community Education Council.

I can be reached at the following telephone number should there be any questions related to my application:

\_\_\_\_\_  
(TELEPHONE NUMBER)

APPLICANT SIGNATURE

DATE

Send completed application using **one** of the following methods:

<b>Mail to</b>	<b>Fax to</b>
<b>Office for Family Information and Action 49 Chambers Street, 503 New York, NY 10007</b>	<b>Office for Family Information and Action 212.374.0076</b>