



Department of Education

Dennis M. Walcott, Chancellor

COUNCIL OFFICE	
DEADLINE	
APPLICANT NAME	

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:

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

Complete Student Verification Information:

	CHILD NO. 1					CHILD NO. 2					CHILD NO. 3				
STUDENT NAME															
RELATIONSHIP TO STUDENT															
STUDENT GRADE															
SCHOOL NAME															
SCHOOL NUMBER															
STUDENT PROGRAM (CHECK ALL THAT APPLY)	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.	YES	NO
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.	YES	NO
3a. Have you ever been convicted of a crime? If yes, please describe below.	YES	NO
3b. Have you ever been convicted of a felony? If yes, please describe below.	YES	NO
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.	YES	NO



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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

EMPLOYER NAME	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.	Does employer do business with the DOE, including Community School Districts? <i>Answer: YES, NO, or UNKNOWN</i>	If applicable, provide a description of employer’s business dealings with the DOE, including Community School Districts
<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.

NAME OF ENTITY	OWNERSHIP PERCENTAGE/ INVESTMENT AMOUNT	POSTION HELD	Does entity do business with the DOE, including Community School Districts? <i>Answer: YES, NO, or UNKNOWN</i>
<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

SPOUSE, REGISTERED DOMESTIC PARTNER, OR CHILD’S NAME AND RELATION	NAME OF ENTITY	OWNERSHIP PERCENTAGE/ INVESTMENT AMOUNT	POSTION HELD	Does entity have any business dealings with the DOE, including Community School Districts? <i>Answer: YES, NO, or UNKNOWN</i>
<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.

NAME OF ORGANIZATION	NATURE OF ORGANIZATION	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.	Does organization do business with the DOE, including Community School Districts? <i>Answer: YES, NO, or UNKNOWN</i>
<i>e.g.: YMCA</i>	<i>Youth Organization</i>	<i>President</i>	<i>Yes, but not in District 32</i>



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Table with 2 columns: Label (COUNCIL OFFICE, DEADLINE, APPLICANT NAME) and Input field.

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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:

- List of 7 bullet points detailing who is not eligible for the CEC.

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

Form box containing the question 'How did you learn about the Education Council initiative?' and five checkbox options with text input fields.



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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:

Mail to	Fax to
ATTN: Division of Family and Community Engagement 49 Chambers Street, 503 New York, NY 10007	Division of Family and Community Engagement 212.374.0076