

# Vacancy Application

## NYC Education Councils

July 1, 2017 - June 30, 2019 Term



### SECTION I: APPLICANT INFORMATION

First Name	Last Name
Home Address	
Email	Phone

Indicate the Community Education Council to which you are applying: See "Who IS ELIGIBLE TO APPLY" in the instructions on page 8.

- Community Education Council (CEC) District \_\_\_\_\_
- Citywide Council on Special Education (CCSE)
- Citywide Council on High Schools (CCHS) Borough \_\_\_\_\_
- Citywide Council on English Language Learners (CCELL)
- Citywide Council for District 75 (CCD75)

### STUDENT VERIFICATION

List each school in the district/borough where you are applying to serve where you currently have a child in attendance. See "Finding the DBN For your Child's School" on the Instructions page.

#### Student 1

STUDENT NAME	
RELATIONSHIP	
STUDENT GRADE	
SCHOOL NAME/DBN	

- STUDENT PROGRAM(S)
- General Education
  - Special Education Services / IEP
  - ESL/Dual Language
  - District 75 program

#### Student 2

STUDENT NAME	
RELATIONSHIP	
STUDENT GRADE	
SCHOOL NAME/DBN	

- STUDENT PROGRAM(S)
- General Education
  - Special Education Services / IEP
  - ESL/Dual Language
  - District 75 program

#### Student 3

STUDENT NAME	
RELATIONSHIP	
STUDENT GRADE	
SCHOOL NAME/DBN	

- STUDENT PROGRAM(S)
- General Education
  - Special Education Services / IEP
  - ESL/Dual Language
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### ELIGIBILITY VERIFICATION

Answer the questions below. Additional questions may be asked to confirm your eligibility. Review the eligibility requirements provided in the application Instructions. **Do not leave any section blank.**

	YES	No
Are you currently employed by the Department of Education? <b>If yes, please indicate your title and location of your job below:</b>		

	YES	No
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? <b>If yes, please describe below. If yes, please describe below.</b>		

	YES	No
Have you ever been convicted of a crime? <b>If yes, please describe below.</b>		

	YES	No
Have you ever been convicted of a felony? <b>If yes, please describe below.</b>		

	YES	No
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 for Special Education, or the Citywide Council for District 75? <b>If yes, please describe below.</b>		

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For FACE use only
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### SECTION II: APPLICANT PUBLIC PROFILE

All the information in this section, separate from the rest of the application, will be made available to the Council.

#### Applicant Name

First Name	Last Name
Email	Phone Number

#### Student 1 *List only schools; do not list students' names*

SCHOOL NAME	
SCHOOL DBN	

- STUDENT PROGRAM(S)
- General Education
  - Special Education Services / IEP
  - ESL/Dual Language
  - District 75 program

#### Student 2

SCHOOL NAME	
SCHOOL DBN	

- STUDENT PROGRAM(S)
- General Education
  - Special Education Services / IEP
  - ESL/Dual Language
  - District 75 program

#### Student 3

SCHOOL NAME	
SCHOOL DBN	

- STUDENT PROGRAM(S)
- General Education
  - Special Education Services / IEP
  - ESL/Dual Language
  - District 75 program

#### Student 4

SCHOOL NAME	
SCHOOL DBN	

- STUDENT PROGRAM(S)
- General Education
  - Special Education Services / IEP
  - ESL/Dual Language
  - District 75 program

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## SECTION II: APPLICANT PUBLIC PROFILE

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### *Candidate Statement*

You are strongly encouraged to fill out this section. If you decide not to include a statement now, you will not be allowed to add one later.

Describe school-related, community or civic activities in which you participated that you believe will make you a strong candidate.

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### SECTION III

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 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.

N/A

EMPLOYER NAME (Dates of employment)	Job title or brief job description. Do you have any interaction with DoE? If yes, describe and indicate whether you work in the Community Education Council district where you are applying.	Does employer do business with DoE, including Community School Districts? answer: YES, No, or UNKNOWN	If applicable, provide a description of employer's business dealings with the doe, including Community School Districts
<i>example: Staples</i>	<i>Store Manager</i>	<i>yes</i>	<i>sells supplies to DOE, but not district 32</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.

N/A

Name of organization	Type of organization	Title or brief description of your volunteer activity. Do you have any interaction with DoE? If yes, describe and indicate whether you volunteer in the Community School District where you are applying	Does the organization do business with DoE, including Community School Districts? answer: YES, No, or UNKNOWN
<i>example: Tree Top Inc.</i>	<i>Cooperative Nursery School</i>	<i>President</i>	<i>NO</i>

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### APPLICANT'S INVESTMENTS

**FILL OUT THIS SECTION ONLY IF YOU ARE APPLYING TO A COMMUNITY EDUCATION COUNCIL.**

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 (example: officer, director, employee).

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

N/A

NAME OF ENTITY	OWNERSHIP PERCENTAGE/ INVESTMET AMOUNT	POSISTION HELD	Does entity do business with the DOE, including Community School Districts? answer: YES, NO, or UNKNOWN
<i>example: Jones Supply Company</i>	<i>52%</i>	<i>President</i>	<i>NO</i>

### INVESTMENRS 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 (example: officer, director, or employee).

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

N/A

SPOUSE, REGISTERED DOMESTIC PARTNER, OR CHILD'S NAME AND RELATION	NAME OF ENTITY	OWNERSHIP PERCENTAGE/ INVESTMET AMOUNT	POSISTION HELD	Does entity do busi-ness with the DOE, including Community School Districts? answer: YES, NO, or UNKNOWN
<i>example: James Smith/Husband</i>	<i>Jones Supply Company</i>	<i>52%</i>	<i>President</i>	<i>NO</i>

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### CERTIFICATION

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

From Section 175.30 of the New York State 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 false information, he offers or presents it to a public office or public servant with the knowledge or belief 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 a NYC Education Council.

By signing this page, I am verifying that I have read and understand the eligibility requirements for serving on a Community or Citywide Education Council and my responsibilities as member should I be elected.

I UNDERSTAND THAT IF I AM ELECTED, I AM REQUIRED TO

- Work without compensation (this is a volunteer position)
- Attend the council’s monthly meetings and other meetings or hearings that are relevant to the work of the Council; and participate in committees.
- Be driven by the needs of all students not just those of my own child.
- Be sensitive to the needs of families with diverse cultures and languages.
- Collaborate with all members of my Council as well as DOE staff.
- Participate in training programs at least once a year.
- Commit to work diligently to improve our public school system

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

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

APPLICANT SIGNATURE

#### SUBMIT COMPLETED APPLICATION

- BY EMAIL: [CCECinfo@schools.nyc.gov](mailto:CCECinfo@schools.nyc.gov)
  - BY MAIL: DIVISION OF FAMILY AND COMMUNITY ENGAGEMENT (FACE)  
52 CHAMBERS STREET, NEW YORK, NY 10007
- FOR QUESTIONS EMAIL [CCECinfo@schools.nyc.gov](mailto:CCECinfo@schools.nyc.gov) OR CALL 212-374-1936

## INSTRUCTIONS

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

### FINDING THE DBN FOR YOU CHILD'S SCHOOL:

Each school has a unique DBN (Borough and School Number). To find the DBN, go to [SchoolSearch/](#) and type the name into the search box. Once you have located the correct school, the borough and school number listed after the school's name =Manhattan; X = Bronx; K = Queens; R = Staten Island); you will need to add the district number indicated on the last line to complete the

### SUMMARY OF ELIGIBILITY REQUIREMENTS:

Chancellor's Regulations D-140, D-150, D-160, and D-170 document the eligibility requirements for Community and Citywide Education Council members. The complete regulations can be found online at: <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>. Eligibility is determined at the time of application.

### WHO IS ELIGIBLE TO APPLY:

- For Citywide Council on High Schools (CCHS) - Parents of current high school students.
- For Citywide Council on English Language Learners (CCELL)- Parents of students in a bilingual or ESL program ("ELL students") currently or within the past two years.
- For Citywide Council on Special Education (CCSE) - Parents of students with an IEP currently receiving special education services provided by and/or paid for by the Department of Education (DOE).
- For Citywide Council for District 75 (CCD75) - Parents of students currently enrolled in a citywide (D75) program or school.
- For Community Education Councils (CECs) - Parents of students in grades Kindergarten through 8 who currently attend a non-charter public school in the district where the applicants wish to serve on the CEC. Once elected, CEC members are allowed to serve out the two-year term even regardless of where the child attends school. Consistent with the Chancellor's Regulations, a parent is defined as a parent, legal 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 TO SERVE:

- 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 Department of Education (DOE) employees.
- Persons who have been convicted of a felony, removed from a Citywide Council or Community Education Council (CEC) for an act of malfeasance directly related to service on such Citywide Council or CEC, or convicted of a crime directly related to service on such Citywide Council or CEC.
- Members of the Panel for Educational Policy.
- Persons who have been removed from a PA/PTA, School Leadership Team, District or Borough Presidents' Council, or Title I Committee for an act of malfeasance or convicted of a crime, directly related to service on such association, team, council or Committee.
- Persons who are determined to have a conflict of interest by the DOE Ethics Officer or another designee of the Chancellor.