



Borough President Appointee Application

NYC EDUCATION COUNCILS

July 1, 2021–June 30, 2023 Term

APPLICATION INSTRUCTIONS

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.

Download, save, and attach the completed application in an email to the Office of Family and Community Empowerment (FACE) at CouncilApplicants@schools.nyc.gov. Do not send it to the Community Education Council.

FACE will review all submissions for eligibility and conflicts of interest, and forward eligible applicants to the appropriate Borough President for final determination. FACE will notify you when your application has been forwarded; thereafter, please direct all inquiries to the relevant Borough President.

SUMMARY OF ELIGIBILITY REQUIREMENTS:

[Chancellor’s Regulation D-140](#) sets forth the eligibility criteria for membership in Community Education Councils (CECs). There are 32 CECs in NYC, one for each community education district under the jurisdiction of a community superintendent. Each CEC is composed of 9 voting members: 9 elected parents of students in grades K-8 at the time they run for election, and 2 members appointed by the president of the borough where the CEC is located. The complete regulations can be found online at: <https://www.schools.nyc.gov/about-us/policies/chancellors-regulations>. Eligibility is determined at the time of application.



WHO IS ELIGIBLE TO APPLY:

Borough President appointees must be residents of or own or operate a business in the district where they seek to serve on the CEC, and have extensive business, trade, or education experience and knowledge. (see [Chancellor's Regulation D-140](#))

Borough President appointees serve two-year terms and have no term limit.

WHO IS NOT ELIGIBLE TO SERVE:

NYS Education Law and Chancellor's Regulations prohibit certain individuals from serving on a Community Education Council. The complete list is found in [Chancellor's Regulations D-140](#). If you fall in any of the listed categories, you will not necessarily be disqualified. You may be contacted by a representative of the NYCDOE for additional information, and you may still be allowed to serve.



APPLICANT INFORMATION

Indicate the Citywide Education Council to which you are applying. See “Who is eligible to apply” in the instructions.

Community Education Council (indicate Community School District, e.g., “CEC 1”): _____

First Name: _____ Last Name: _____

Street Address: _____

City / Borough: _____ State: _____ Zip Code: _____

Email Address: _____

Preferred Phone Number: _____ Secondary Phone Number: _____



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.**

Are you currently employed by the Department of Education?

YES NO

If yes, please indicate your title and location of your job:

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?

YES NO

If yes, please describe:

Have you ever been convicted of, or pleaded guilty/no contest to, a misdemeanor or felony offense in this state or elsewhere? Note: You are not required to disclose violations, infractions, or offenses that were dismissed, expunged, or sealed; or youthful offender offenses or cases adjudicated as a youthful offender.

YES NO

If yes, please describe:

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?

YES NO

If yes, please describe:



Candidate Statement

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



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 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 School 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>Example: Store Manager</i>	<i>Example: Yes</i>	<i>Example: Sells supplies to DOE, but not district X</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>Example: Cooperative Nursery</i>	<i>Example: President</i>	<i>Example: No</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 (example: officer, director, employee).

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

NAME OF ENTITY	OWNERSHIP PERCENTAGE/ INVESTMET AMOUNT	POSITION HELD	Does entity do business with the DOE, including Community School Districts? Answer: Yes, No, or Unknown
<i>Example: Jones Supply Company</i>	<i>Example: 52%</i>	<i>Example: President</i>	<i>Example: NO</i>



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 (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/ INVESTMENT AMOUNT	POSITION HELD	Does entity do business with the DOE, including community school districts? Answer: yes, no, or unknown
<i>Example: James Smith/Husband</i>	<i>Example: Jones Supply Company</i>	<i>Example: 52%</i>	<i>Example: President</i>	<i>Example: NO</i>



CERTIFICATION

I, (print name) _____, certify that all information provided is true and accurate to 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 Community Education Council.

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

I UNDERSTAND THAT IF I AM APPOINTED, 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.
- 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 and email address should there be any questions related to my application:

Preferred Phone Number: _____

Email Address: _____

Applicant Signature: _____ Date: _____

Questions? Contact the Office of Family and Community Empowerment at CouncilApplications@schools.nyc.gov or (929) 467-5216.