



# Public Advocate Appointee Application

Citywide Education Councils

July 1, 2017 - June 30, 2019 Term



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### SUBMIT COMPLETED APPLICATION

By email to:  
CCECinfo@schools.nyc.gov

By mail to:  
Division of Family and Community Engagement (FACE) 52  
Chambers Street, Room 108  
New York, NY 10007

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

New York City Public Advocate  
1 Centre Street, 15th Floor North  
New York, New York 10007  
(212) 669-7200

### 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.

### COMPOSITION OF CITYWIDE COUNCILS

Chancellor's Regulations D-150, D-160, and D-170 set forth the eligibility requirements for members of the Citywide Council on Special Education (CCSE) and Citywide Council for District 75 (CCD75), Citywide Council on High Schools (CCHS), and Citywide Council on English Language Learners. The complete regulations can be found online at: <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>. Eligibility is determined at the time of application.

**CCHS has 13 voting members:** 10 (2 from each borough) elected parents of current high school students; 1 Public Advocate appointee; one CSSE and one CCELL appointee.

**CCSE has 11 voting members:** 9 parents of students currently receiving special education services paid for by DOE; and 2 Public Advocate appointees.

**CCD75 has 11 voting members:** 9 parents of students currently attending a District 75 program; and two Public Advocate appointees.

**CCELL has 11 voting members:** 9 parents of students in a bilingual or ESL program ("ELL students") currently or within the past two years.

A total of 7 positions on the citywide education councils are filled by appointment from the NYC Public Advocate.

### WHO IS ELIGIBLE TO APPLY

All Public Advocate Appointees must reside in New York City. In addition,

**For CCSE:** appointees must be individuals with extensive experience and knowledge in the areas of educating, training or employing individuals with handicapping conditions, who will make significant contributions to improving special education in the NYC schools. (see Chancellor's Regulation D-150)

**For CCD75:** appointees must be individuals with extensive experience and knowledge in the areas of educating, training or employing individuals with handicapping conditions, who will make significant contributions to improving special education in the NYC schools. (see Chancellor's Regulation D-150)

**For CCHS:** appointees must be individuals with extensive business, trade or education experience and knowledge, and who will make a significant contribution to improving education in the NYC schools. (see Chancellor's Regulation D-160)

**For CCELL:** appointees must be individuals with extensive experience and knowledge in the education of English Language Learners who will make significant contributions to improving bilingual and ESL programs in the NYC schools.

Public Advocate appointees have no term limits.

### 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 Citywide 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.



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### APPLICANT INFORMATION

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Indicate the Citywide Education Council to which you are applying: See “WHO IS ELIGIBLE TO APPLY” in the Instructions.

- Citywide Council on High Schools (CCHS)
- Citywide Council on English Language Learners (CCELL)
- Citywide Council on Special Education (CCSE)
- Citywide Council for District 75 (CC)

### Contact Information

FIRST NAME	LAST NAME	
STREET ADDRESS		APARTMENT #
CITY/BOROUGH	STATE	ZIP
PREFERRED PHONE NUMBER	SECONDARY PHONE NUMBER	
EMAIL ADDRESS		



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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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## APPLICANT PUBLIC PROFILE

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

### *Applicant Name*

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



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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 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 Citywide 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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### 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

DATE

Questions? Email [CCECinfo@schools.nyc.gov](mailto:CCECinfo@schools.nyc.gov) or call (212) 374 3413.

