

# Citywide Council on Special Education

45-18 Court Square - 2<sup>nd</sup> Floor-Room 260, Long Island City, New York 11101

Tel: 718-752-7393 Fax: 718-752-7481 Email: [ccse@schools.nyc.gov](mailto:ccse@schools.nyc.gov)

September 5, 2008

PTA Executive Board  
District 75

Dear PTA Executive Board Member:

Congratulations on your election to the PTA of your child's school. As a District 75 parent, I commend you for wanting to make a difference in the lives of the children in the District 75 community.

My name is John Englert and I am the President of the Citywide Council on Special Education (CCSE). The CCSE was created in July of 2004 along with thirty two (32) Community Education Councils and a Citywide Council on High School Education. We were created to continue public participation as a result of changes in the NY State Education laws in which Community School Boards in NYC were disbanded. We were re-elected to the Councils by the PTA Executive Boards last year for the 2007-2009 term.

Since our creation, the CCSE members have been working with the Superintendent of District 75 and her staff at our regularly scheduled open public meetings. Our open public meetings have been scheduled in various District 75 schools throughout New York City and have been attended by parents and staff from District 75 schools and programs.

We, like you, are parents of students receiving citywide special education services in District 75. We receive information on matters affecting the provision of citywide special education services to students. We consult with a wider community of parents and comment on citywide special education policy. As mentioned previously, our meetings are open to the public, attended by the Superintendent and are where members of the community can be heard on educational issues.

We want to continue to develop stronger working relationships with the professionals who are directly involved in providing services to our students and within our school community. We want to learn and hear about the successes and needs of individual schools. As a member of the PTA Executive Board, you, along with the DLT represent the parent leadership of your school. In developing closer contacts and relationships with both educational leaders, we will be better able to represent District 75 issues and concerns to the larger New York City public school system.

With the current school governance law for NYC set to sunset in June of 2009, we anticipate changes to be made. We hope those changes increase the parent involvement in the education decision making of our children's special education.

Within the next month, you will be contacted by a member of the CCSE that will serve as your liaison. We are looking forward to working with as many members of our school community as possible. If we can provide any assistance to your PTA, please do not hesitate to contact us.

Have a great school year and we look forward to meeting with you.

Thank you,

*John Englert*

John Englert

CCSE President

# Citywide Council on Special Education

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## Preliminary 2008-2009 Schedule of Calendar Meetings

DATE	LOCATION	TOPIC
Tuesday, 9/16/08 @ 6:30pm	P373R – The Robert Randall School 91 Henderson Avenue Staten Island, NY 10301 (718) 816-8897	Opening of School, Council on Great City Schools
Wednesday, 10/15/08 @ 6:30pm	P373K – The Children’s School 512 Carroll Street Brooklyn, NY 11215 (718) 624-5271	Related Services
Wednesday, 11/12/08 @ 6:30pm	P75Q – The Robert E. Peary School 1666 Hancock Street Ridgewood, NY 11385 (718) 456-7588	Space Planning
Wednesday, 12/10/08 @ 6:30pm	P169M 110 East 88 <sup>th</sup> Street New York, NY 10028 (212) 348-6140	Testing & Standardized and Alternate Assessment
Wednesday, 1/21/09 @ 6:30pm	P77K 62 Park Place Brooklyn, NY 11217 (718) 789-1191	Transition
Wednesday, 2/18/09 @ 6:30pm	P177Q 56-37 188 <sup>th</sup> Street Fresh Meadows, NY 11365	IEP Planning & Inclusion, Graduation Planning
Wednesday, 3/18/09 @ 6:30pm	P721M – Manhattan Occupational Training Center 250 West Houston Street New York, NY 10014 (212) 675-7926	Summer Planning: Camps & Job Training
Wednesday, 4/15/09 @ 6:30pm	P176X 850 Baychester Avenue Bronx, NY 10475 (718) 904-5750	Autism
Wednesday, 5/20/09 @ 6:30pm	Tweed Courthouse 52 Chambers Street New York, NY 10007	Special Education
Wednesday, 6/17/09 @ 6:30pm	Tweed Courthouse 52 Chambers Street New York, NY 10007	Year End

WE'RE PUTTING  
**ALL**  
CHILDREN FIRST!



JOIN US!

**THE CITYWIDE COUNCIL ON  
SPECIAL EDUCATION**



# Citywide Council on Special Education

45-18 Court Square - 2<sup>nd</sup> Floor-Room 260, Long Island City, New York 11101

Tel: 718-752-7393 Fax: 718-752-7481 Email: ccse@schools.nyc.gov

August 29, 2008

Joel Klein  
Chancellor  
NYC Department of Education  
52 Chambers Street  
New York, N.Y. 10007

Dear Chancellor Klein:

We are writing to you in response to the Report of the Strategic Support Team of the Council on Great City Schools (CGCS) submitted to the NYC Department of Education dated June 2008. As you know, this report was forwarded to the Citywide Council on Special Education (CCSE) on 8/4/08 by Bonnie Brown, Superintendent of District 75. Other parties involved in the process such as the UFT and CSA, were given the report prior to that date. In addition, the press was invited to attend a meeting to discuss the report on 7/31/08. All of these individuals received the report well in advance of the parents. Though we have been asking for this report since April, we read about the results in the paper before receiving a copy of the report. It is indeed unfortunate that the Department of Education (DOE) could not have included parents, the consumers of the services, in a more timely manner.

The CCSE consists of parents of students receiving citywide special education services within District 75. As a CCSE, we were elected by the PA/PTA Officers to represent a broad range of parents in the district. Though we applaud the CGCS, as well as all of the individuals who participated in this review, we must also provide you with our comments based upon the recommendations provided in the report. They are as follows:

1. The bifurcated system of special education management and oversight of special education services is systemic and inherent in Central DOE. The frightening part of this realization is that it took an independent Report to confirm what parents and advocates have been saying for years. Yet, as parents who have raised these same issues for years, it is a vindication that an independent report has confirmed our often repeated concerns
2. Life is better in District 75. This is not an assumption. It is presumptuous to think that the mother ship has the capability to deal with the challenges that District 75 tackles and the innovate programs like inclusion, which were long awaited and neglected by the system as a whole. We can state this based upon past experiences where children in District 75 have been excluded by Central DOE:
  - a. Issuance of a parent and teacher survey in May 2007 requesting feedback about the quality of city schools except schools that serve children with special needs.
  - b. Issuance of a NYC Family Guide 2007-2008 "Putting Children First" in September of 2007 excluding District 75 as a School District.
  - c. Lack of concern and awareness of the increasing space requirements for District 75 despite repeated requests by the community and PTA's. Though you have stated that you are the landlord and space must be allocated fairly and appropriately, this message hasn't been heard throughout the school system as evidenced by the increasing struggle to find space for our childrens' programs.
  - d. The District does not receive any Title I funds, despite the presence of students who meet the Title One criteria of low income and who are at risk.

- e. The preliminary FY 09 Contracts for Excellence Allocations excludes children with special needs in District 75. The CCSE has filed a complaint/grievance concerning the implementation of state funds as they must support specific program initiatives and go to students with the greatest educational need.
3. The thought of establishing and implementing clear criteria for referring students with disabilities to receive District 75 services is a great idea. We find it a disservice that Central and the Office of Special Education Initiatives wasn't able to determine a formula for accomplishing this in the past 3-4 reforms. Please be reminded that the Regents strongly support the LRE requirements of federal and State law but all decisions regarding placement must be made on an individual basis when the appropriate environment for each child is determined.
4. As parents of special needs children who attend District 75, we agree that the staff is dedicated, has extensive training and considerable expertise to address the overwhelming needs identified in each student's IEP and each student is educated based upon their unique IEP. For many years, District 75 has strategically addressed the needs of students who are on the autism spectrum, severely challenged, and/or multiply disabled. The Office of Special Education Initiatives has no power and no proven track record of implementing programs for these children. It has historically been a compliance based operation and lacks instructional knowledge. Therefore, there is no duplication of services!
5. The examples of how children in District 75 have been excluded from considerations by Central are limitless. Who is responsible for not allowing special needs children to share the same facilities as their non-disabled peers in co-located buildings? How can a Principal be allowed to exclude the special needs children and not collaborate with the District 75 Principal? How could District 75 children graduating from a CTT class not be informed of their new school prior to graduation as their non-disabled peers were as was the case this past year at PS 372K The Children's School? Why is it that District 75 children are not allowed to graduate with their non-disabled peers on the same stage as was the case this past year at Russell Sage Junior High School? The Department should be ashamed that they allow such behavior to exist and not hold the individuals accountable.
6. In light of the above, it's not the District 75 expectations for the students it serves that needs to be elevated; it is getting general educators to know and understand the nature and needs of each student's disability and how to get the child to reach his/her potential with the appropriate supports. Though we're excited about the possibility of improving the current programs and supports, we're not at all convinced that the larger reforms being pursued citywide are geared towards the District 75 community. We recommend that any improved programs and supports that are being contemplated be proactively reviewed and approved with the District 75 leadership.
7. The CGCS believes that a more fully integrated District 75 will improve services across the board for students with disabilities and to join together programs, activities and expertise on behalf of students with the greatest educational needs. Why not start preparing the general education community to adapt their programs to the needs of students with disabilities first? The team also concluded that dismantling District 75 would cause as many problems as it would solve. We strongly agree with this statement as District 75 is the only entity offering students and their parents quality education, appropriate Related Services and a safe harbor. The Department's Leadership needs to establish a plan, not hope for the best, to provide all districts within the NYC DOE with the appropriate supports and services.

Parent involvement in this process is essential. We must be confident that our children will experience the growth that is possible whether or not integration is the most appropriate based upon the student's individualized need. District 75 has gained our confidence not because we favor isolation on a life raft; but, because the district has expertise in the areas of need, can make adaptations and provide supports.

Very truly yours,

*John Englert*

John Englert  
CCSE President

cc: Marcia V. Lyles – Deputy Chancellor  
Kathleen Grimm – Deputy Chancellor  
Bonnie Brown – Superintendent D75  
Gary Hecht – Deputy Superintendent D75

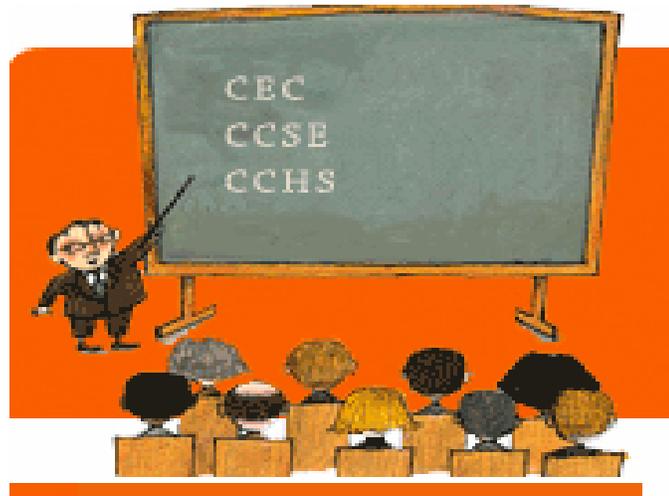
## Make your voice heard

C

The **Citywide Council on Special Education** values your comments and looks forward to your continued support so that we may identify those areas that require improvement in our child's special education. As you know, we will be reviewing the Five Year Capital Plan during the last quarter of 2008. Please do not hesitate to contact us if there are repairs that are needed in your child's school which have gone undocumented by the DOE. Do you know who to contact if you have any questions regarding your child's special education? Do you attend PTA Meetings regularly? Is your child's bus arriving to and from school on time? Is your child receiving services as listed on their IEP? Are Related Services being performed as noted on their IEP? Are you aware of any afterschool programs that your child's school has? Do these questions sound familiar? Come help us advocate for our child's special education within all five (5) boroughs of NYC.

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### Thanks! We're counting on you

Parent / President – John Englert  
Parent / 1st VP – Tom F. Ryan, Jr.  
Parent / 2nd VP – Diana Marenfeld  
Parent / Treasurer – Charlene Carroll Hall  
Parent / Secretary – Charles Henderson  
Parent / Council Member – Patricia Connelly  
Parent / Council Member – Robin Murray  
Public Advocate Appointee - Ellen McHugh

E

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# To All Parents in District 75

**BECOME INVOLVED IN YOUR CHILD'S EDUCATION AND YOU CAN  
MAKE A DIFFERENCE!!**



Vacancies exist on the  
Citywide Council on Special Education.

All interested parents with children attending a District  
75 School can obtain an application from the CCSE  
office.

All completed applications can be sent to:

Citywide Council on Special Education

**FAX:** 718-752-7481 / **E-mail:** [ccse@schools.nyc.gov](mailto:ccse@schools.nyc.gov)

Or

Hand Deliver application to:

District 75 District Office

Attn: Parent Support Office

400 First Ave

New York, NY 10010

Deadline Date for Applications to be Submitted:

September 30, 2008

Applications can also be found at:

[http://schools.nycenet.edu/d75/parent/ccse/forms/Vacancy\\_App\\_CCSE\\_VERSION.doc](http://schools.nycenet.edu/d75/parent/ccse/forms/Vacancy_App_CCSE_VERSION.doc)

Community Education Council Members:

- Promote the achievement of educational standards
- Issue an Annual Report on the effectiveness of the School District in providing special education services and make recommendations on improvements
- Hold at least one meeting per month where the public can discuss issues facing students with disabilities
  - Provide assistance to D75 Students and Parents

# New York City Department of Education Community Education Councils Candidate Vacancy Application 2007-2009 Term

Council Office: \_\_\_\_\_

Deadline: \_\_\_\_\_

**Important: To help ensure accurate processing,  
please follow the directions when completing this application.**  
Contact the Council Office at \_\_\_\_\_.

Applicant Name \_\_\_\_\_

## Part A

*For review by the Department of Education*

### I. Council Information

Indicate the Community and/or Citywide Education Councils to which you are applying.

- Community Education Council for District(s) \_\_\_\_\_
- Citywide Council on Special Education (For District 75 parents ONLY)
- Citywide Council on High Schools for Region(s) \_\_\_\_\_

### II. Parent/Guardian Information

Parent / Guardian Name \_\_\_\_\_

Parent / Guardian Street Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City / Borough \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel. Home \_\_\_\_\_ Tel. Work \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Employer Name(s) \_\_\_\_\_

### III. Student Verification Information

	Child #1	Child #2	Child #3
Student's Name			
Relationship to Student			
Student's Grade			
School Number			
School Name			
School Address			

# New York City Department of Education Community Education Councils Candidate Vacancy Application 2007-2009 Term

Council Office:

Deadline:

Applicant Name \_\_\_\_\_

## Part A, *continued*

*For review by the Department of Education*

### IV. Eligibility Verification

*Refer to instructions for Eligibility Requirements*

1. Are you currently serving as an officer on a parent association or parent-teacher association at a public school under the Department of Education? If yes, please specify school(s) and position(s).  Yes  No

2. Are you currently employed by the Department of Education? If yes, please indicate your title and location of your job.  Yes  No

3. 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.  Yes  No

4. Have you ever been convicted of a crime? If yes, please describe.  Yes  No

5. Have you ever been convicted of a felony? If yes, please describe.  Yes  No

6. Have you ever been removed from a community school board or education council? If yes, please describe.  Yes  No

# New York City Department of Education Community Education Councils Candidate Vacancy Application 2007-2009 Term

Council Office: \_\_\_\_\_

Deadline: \_\_\_\_\_

Applicant Name \_\_\_\_\_

## Part B

*Do Not Place Your Child's Name on This Page.*

### I. Child Program Information

Program Child Attends ( <i>check one</i> )						
School Name	School Number	General Education	Special Education	English Language Learner	Gifted & Talented	Other ( <i>please describe</i> )
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				

### II. 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 Learners, etc.).*

**New York City Department of Education  
Community Education Councils Candidate Vacancy Application  
2007-2009 Term**

Council Office:

Deadline:

Applicant Name \_\_\_\_\_

**Part B, *continued***

*Do Not Place Your Child's Name on This Page.*

**III. Personal Statement**

*Explain why you want to serve on a Community or Citywide Education Council and why you feel you would be effective. You may use additional pages if necessary.*

Empty box for writing the personal statement.

**New York City Department of Education  
Community Education Councils Candidate Vacancy Application  
2007-2009 Term**

Council Office: \_\_\_\_\_

Deadline: \_\_\_\_\_

Applicant Name \_\_\_\_\_

**Part C**

*This certification page must be signed in order for your application to be processed. If you are completing this application electronically, you still must print this page, sign it and submit it via mail or fax.*

I, \_\_\_\_\_ certify that all information given herein is true and accurate  
(Print Name)  
to the best of my knowledge.

From Section 175.30 of the 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 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 or Citywide Education Council.

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

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# New York City Department of Education Community Education Councils Candidate Vacancy Application 2007-2009 Term

Council Office:

Deadline:

Applicant Name \_\_\_\_\_

## Optional Information

1. How did you learn about the Education Council Initiative?

- Child's School
- Parent Coordinator
- NYCDOE Website
- Newspaper
- Other (*please describe*)

2. How did you obtain an application?

- Child's School
- Parent Coordinator
- NYCDOE Website
- Newspaper
- Councils Hotline
- Community Based Organization (*please describe*)

- Other (*please describe*)

Application must be postmarked on or before [redacted]. Send completed application using **ONE** of the following methods:

Mail to	Fax to
[redacted]	[redacted]

For additional information or questions visit: <http://schools.nyc.gov/Councils>

# New York City Department of Education Community Education Councils Candidate Vacancy Application 2007-2009 Term

Council Office:

Deadline:

## KEY THINGS TO REMEMBER

- Follow these instructions carefully to help ensure accurate processing of your application.
- Do NOT leave any section blank. If any portion of this application does not apply to you, please indicate "NA" (not applicable) in that space. This will indicate that you have not missed a section and have completed the application properly.
- Should you have any questions while completing the application, you can contact the Council Office at [redacted]:

## PART A

Part A will be reviewed by the Department of Education.

- II. **Parent/Guardian Information** – Complete this section with your full name and current contact information. The information you provide will be used to contact you, as necessary, throughout the application process. In the space marked employer, please identify the name of the company or organization for which you currently work. If you are not currently employed, please indicate "NA" (not applicable).
- III. **Student Verification Information** – This information should be completed for each child attending a NYC public school. If you have more than three children attending NYC public schools, please add an additional page. An example has been provided below.

*Student's Name* – Please indicate each child's name. The name you provide will be verified with school records for eligibility purposes.

*Relationship to Student* – Indicate your relationship to each child listed (e.g., mother, father).

*Student's Grade* – Please indicate each child's current grade level, as of the application deadline. Note: if your child is scheduled to attend high school in September 2007, you should be applying to the Citywide Council on High Schools. If you are not sure which high school your child will attend, you may apply to more than one region. However, if conditionally selected, you will only be able to represent the region your child actually attends in September 2007.

*School Number, School Name and School Address* – It is important that you provide accurate school information. Contact your child's school if you are unsure about any of these items. This section must be completed for each child.

### Example Part A, Section III

III. Student Verification Information			
	Child #1	Child #2	Child #3
Student's Name	John Smith	Sally Smith	
Relationship to Student	Mother	Mother	
Student's Grade	4 <sup>th</sup>	10 <sup>th</sup>	
School Number	PS 45	HS 480	
School Name	Horace Green	Bushwick	
School Address	84 Schaefer Street Brooklyn, NY 11207	400 Irving Avenue Brooklyn, NY 11237	

# New York City Department of Education

## Community Education Councils Candidate Vacancy Application

### 2007-2009 Term

Council Office:

Deadline:

- IV. **Eligibility Verification** – Answer the questions provided. If conditionally selected, additional questions may be asked to confirm eligibility. Chancellor Regulations D-140, D-150 and D-160 document the eligibility requirements for Community and Citywide Education Council members. The complete regulations can be found online at <http://schools.nyc.gov/Councils>. A summary of the eligibility requirements is provided below. By submitting an application, you are indicating that you have read and understand the eligibility requirements.

#### *Who is eligible?*

- For Community Education Councils (CEC) – Parents of students attending a public school under the jurisdiction of the community school district are eligible to serve on the corresponding CEC.
- For Citywide Council on Special Education (CCSE) – Only parents of students receiving citywide special education services (i.e., students in District 75) are eligible to serve on the CCSE.
- For Citywide Council on High Schools (CCHS) – Parents of public high school students are eligible to serve on the CCHS in the region in which their child attends school.

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?*

- PA/PTA officers from any Department of Education (DOE) school;
- 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 high schools 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 on another CEC, the Citywide Council on Special Education, or the Citywide Council on High Schools; and
- Persons who are determined to have a financial conflict of interest by the DOE Ethics Officer or other designee of the Chancellor based on the Conflicts of Interest Law of the City of New York.

# New York City Department of Education Community Education Councils Candidate Vacancy Application 2007-2009 Term

Council Office:

Deadline:

## PART B

- I. **Child Program Information** – For each child, please indicate their school name, school number and the program in which they are currently enrolled. Again, do NOT place your child's name anywhere in Part B.
- II. **Applicant Background** – Provide appropriate background and activities that qualify you to serve as a parent member of a Community or Citywide Education Council. If you are applying to more than one Council and would like to submit separate backgrounds for each Council, please feel free to use additional pages, clearly indicating which background applies to which Council.
- III. **Personal Statement** – Your personal statement should be written to explain why you want to serve on a Community or Citywide Education Council and why you would be effective.

## PART C

**Certification** – It is critical that you print your name, provide a current phone number where you can be reached and sign the certification page. Until DOE has received this certification page, you will not be considered a valid candidate for any Council.

## OPTIONAL INFORMATION

The questions listed on the last page of the application are optional. This is the only portion of the application you may choose not to complete. Responses to these questions are aimed at understanding the effectiveness of various communication tools. The responses will assist the DOE with future outreach.

**Important: Please follow directions when completing this financial disclosure form.**

# New York City Department of Education Community Education Councils Candidate Vacancy Application 2007-2009 Term

Council Office: \_\_\_\_\_

Deadline: \_\_\_\_\_

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

## I. Applicant Information

Indicate the Community and/or Citywide Education Councils to which you have applied. Check all that apply.

- Community Education Council for District(s) \_\_\_\_\_
- Citywide Council on Special Education (For District 75 parents ONLY)
- Citywide Council on High Schools for Region(s) \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_

Parent / Guardian Street Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City / Borough \_\_\_\_\_

Tel. Home \_\_\_\_\_

## II. Applicant's Employer

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

- From which you received more than \$1,000 for services performed or for goods sold or produced during 2006-2009, and/or
- Of which you were a paid member, officer, director, trustee or employee during 2006-2009.

Clearly indicate "NA" if the section is not applicable.

Name of Employer	Title / Relationship	Does employer do business with the DOE, including ROCs or CSDs? (Yes, No or Unknown)	If applicable, description of employer's business dealings with DOE, ROC or CSD
Example: Staples	Store Manager	Yes	Sells supplies to DOE but not CSD 32

# New York City Department of Education Community Education Councils Candidate Vacancy Application 2007-2009 Term

Council Office: \_\_\_\_\_

Deadline: \_\_\_\_\_

### III. 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 "NA" if the section is not applicable.

Name of Entity	Ownership Percentage/ Investment Amount	Position Held	Does the entity have any business dealings with the DOE, ROC or CSD? (Yes, No or Unknown)
Example: Jones Supply Company	52%	President	No

### IV. Investments of 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 you hold a position with the company (e.g., officer, director, employee).

Clearly indicate "NA" if the section is not applicable.

Spouse, Registered Domestic Partner, or Child's Name and Relation to You	Name of Entity	Ownership Percentage/ Investment Amount	Position Held	Does the entity have any business dealings with the CSD? (Yes, No or Unknown)
Example: James Smith/ Husband	Example: Jones Supply Company	52%	President	No



# New York City Department of Education Community Education Councils Candidate Vacancy Application 2007-2009 Term

Council Office:

Deadline:

## VI. Certification

I, \_\_\_\_\_ certify that all information given herein is true accurate  
(Print Name)

the best of my knowledge.

From Section 175.30 of the 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 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 financial disclosure 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 or Citywide Education Council.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send your completed financial disclosure form via:

Mail to	Fax to

# New York City Department of Education Community Education Councils Candidate Vacancy Application 2007-2009 Term

Council Office:

Deadline:

**Please follow these instructions carefully to help ensure accurate processing of your form.**

The information provided on this Financial Disclosure Form will be reviewed by the Department of Education in determining whether you have a conflict of interest under the NYC Conflict of Interest Law. Additional information may be requested from those individuals who are conditionally selected.

- I. **Applicant Information** – Indicate the Council(s) to which you are applying. Then complete your current contact information. The information you provide will be used to contact you, as necessary, throughout the selection process.
- II. **Applicant's Employer** – Identify the name of your employer. Indicate your title/relationship to the employer (e.g., owner, partner, officer, director, trustee, employee, shareholder). Do not list employer's individual clients or customers. State whether the employer does business with the Department of Education. Describe your employer's business dealings with the Department of Education, your Integrated Service Center (ISC) and/or your community school district (CSD).
- III. **Investments** – Identify the name of the entity and the amount of your investment or ownership percentage. List the position held or relationship to the entity (e.g., owner, partner, officer, director, trustee, employee, shareholder). Lastly, identify whether or not the entity has any business dealings with the DOE, your Integrated Service Center (ISC) and your community school district (CSD).
- IV. **Investments for Spouse or Registered Domestic Partner and Unemancipated Children** – Identify the name of the entity and the amount of investment or ownership percentage any of these individuals maintains. List any positions held in the entity by your spouse, registered domestic partner or unemancipated children (e.g., owner, partner, officer, director, trustee, employee, shareholder). Lastly, identify whether or not the entity has any business dealings with your community school district (CSD).
- V. **Volunteer Positions** – For each organization listed, identify the name, nature of organization (e.g., a voluntary association or a for-profit or not-for-profit corporation) and list your title/relationship (e.g., officer, director or trustee). State what type of business dealings the organization has with the DOE, your Integrated Service Center (ISC) and your community school district (CSD).
- VI. **Certification** – It is critical that you print your name and sign the certification page.