



NEW YORK CITY DEPARTMENT OF EDUCATION

# Regulation of the Chancellor

Category: COMMUNITY EDUCATION COUNCILS

Number: D-140

Subject: PROCESS FOR THE NOMINATION AND SELECTION OF MEMBERS OF THE  
COMMUNITY EDUCATION COUNCILS INCLUDING FILLING VACANCIES

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Issued: 2/13/07

## **SUMMARY OF CHANGES**

This regulation is effective as of the date of its posting and it updates and supersedes Regulation D-140 dated February 1, 2006.

### **Changes:**

- All references to Office of Parent Engagement have been changed to Office of Public and Community Affairs
- Parent members of school leadership teams who are not on the executive board of their PA/PTA are eligible to be nominated and selected to serve on CECs
- Attachment No. 1 has been updated (2007 CEC Selection Process Application)



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Subject: PROCESS FOR THE NOMINATION AND SELECTION OF MEMBERS OF THE COMMUNITY EDUCATION COUNCILS INCLUDING FILLING VACANCIES

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## **ABSTRACT**

On December 30, 2003, the U.S. Department of Justice pre-cleared the June 2003 amendments to the New York State Education Law which established Community Education Councils (CECs) in every community school district. Each CEC consists of 11 voting members who serve two-year terms, and one non-voting student member who serves a one-year term. Nine of the voting members must be parents of children attending a school in the community school district. By statute, they are selected by the presidents and officers of the parent associations/parent-teacher associations (PAs/PTAs) in the district. They have no term limits. The two additional voting members are appointed by the borough presidents and must be residents of or own or operate a business in the district, and have extensive business, trade, or education experience and knowledge. They may be reappointed for one additional two-year term. The non-voting student member of the CEC is appointed by the community superintendent, and must be a high school senior residing in the district who holds an elected student leadership position.

This regulation details the eligibility requirements and the nomination and selection procedures for CEC members. It also provides the process for filling vacancies.

## **I. ELIGIBILITY**

### **A. Parents**

1. Parents<sup>1</sup> of students attending a school under the jurisdiction of the community school district in which the parents wish to serve on the CEC are eligible to self-nominate.
2. The following persons are not eligible by statute:
  - a. PA/PTA officers from any Department of Education (DOE) school;<sup>2</sup>

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<sup>1</sup> A parent is defined as a parent (by birth or adoption, step-parent or foster 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.

<sup>2</sup> Parent members of a School Leadership Team who are not PA/PTA officers are eligible to be nominated for and elected to CECs.



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- b. 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);
  - c. Current DOE employees;
  - d. Persons who have been convicted of a felony, 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; and
  - e. Persons who are on another CEC, the Citywide Council on Special Education, or the Citywide Council on High Schools.
3. In addition, 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 are not eligible.<sup>3</sup>

## B. Students

High school students who will be seniors during their year of service, who reside in the community school district in which they will serve, and who are part of their schools' elected student government are eligible to be appointed by the community superintendent. Students need not attend high schools located in the community school districts in which they will serve. If no senior on the elected student government is available to serve, seniors holding other elected leadership positions (e.g., president of a club) may be considered.

## II. PARENT NOMINATIONS

- A. Parents interested in serving on CECs shall self-nominate by submitting a completed application and the disclosure form required by statute to the Office of Public and Community Affairs in accordance with the timeframes posted on the DOE's website (<http://schools.nyc.gov/Councils>), and in DOE schools, Learning Support Centers, and District Offices.

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<sup>3</sup> The eligibility requirements in Section IA2 and IA3 of this regulation also apply to borough president appointees.



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- B. Applications and nominee disclosure forms may be obtained in hard copy at schools, Learning Support Centers, and District Offices, or by calling the Office of Public and Community Affairs at 212.374.4130. In addition, they may be downloaded from the DOE's website (<http://schools.nyc.gov/Councils>), and also are attached to this regulation (Attachment No. 1).
- C. Portions of each nominee's application (name, program child attends, statement of background and activities, personal statement, and size of school) will be posted in District Offices and on the DOE's website to permit parents and the public to view them. In addition, these portions of the applications will be sent to all persons serving as selectors for the CECs (see Section III).

### III. SELECTORS

Selectors of the parent members of the CECs shall be the three PA/PTA officers mandated by Chancellor's Regulation A-660 from every school in the district (i.e., President, Secretary, and Treasurer).<sup>4</sup>

### IV. PARENT AND COMMUNITY INPUT PROCESS

#### A. Nominees' forum

1. The Office of Public and Community Affairs will convene a nominees' forum in each district where nominees will be permitted to make presentations to the selectors and other parents and interested parties.
2. Presidents' Councils also may convene a nominees' forum in their districts. Prior to holding the forum, Presidents' Councils must invite all nominees to participate, and must obtain permission to proceed from the Office of Public and Community Affairs.

#### B. Input following nominees' forum

Written comments on the nominees will be accepted at the nominees' forum. In addition, written comments can be mailed to the Office of Public and Community Affairs at the address noted below. All comments will be forwarded to the selectors for consideration.

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<sup>4</sup> In the case of co-presidents, co-secretaries or co-treasurers, the remaining members of the PA/PTA executive board will determine which co-officer will serve as a selector.



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## C. PA/PTA feedback meetings

Following the nominees' forum, each PA/PTA is strongly encouraged to hold a membership meeting to enable the parent body of each school to provide feedback to the selectors representing their school (PA/PTA President, Secretary, and Treasurer).

## V. SELECTION PROCESS

### A. Selection of parent members (voting)

1. Selectors will be provided with a ballot containing the names of all nominees for the CEC. Each selector shall vote for two nominees.<sup>5</sup>
2. In selecting members for the CEC, the selectors must attempt to ensure that:
  - a. membership reflects a representative cross-section of the community and the diversity of the student population, including those with particular educational needs; and
  - b. the enrollment figures in the district and the potential disparity of such enrollment from school to school are considered.
3. Ballots must be submitted to the independent agent engaged to manage the selection process. The Office of Public and Community Affairs will provide selectors with more detailed information regarding the submission of ballots.
4. When ballots are tallied, the nine nominees with the most votes will be deemed conditionally selected. However, no school in the district may have more than one parent representative on the Council. If more than one parent from a school is selected, the nominee with the highest number of votes will be deemed selected. Other nominees from the school with fewer votes will be removed from consideration and replaced by the person with the next highest number of votes from a school not already represented on the CEC. This restriction shall not apply to situations where fewer than nine parents would be selected if the restriction were enforced.
5. In the event of a tie between or among nominees, or in the event that fewer than nine nominees are selected initially, a run-off selection will be conducted. In such cases, each selector shall vote for one nominee.

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<sup>5</sup> This is a limited voting system, designed to ensure equitable representation of the parent population within each district, and compliance with Section 5 of the Voting Rights Act.



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- a. Where a run-off is necessary due to a tie vote for one or more seats on the CEC, only those nominees who were in the tie will be eligible to be selected in the run-off.
  - b. Where a run-off is necessary because one or more seats remains unfilled for reasons other than a tie, all nominees who have not been selected already will be eligible to be selected in the run-off.
  - c. If the run-off does not result in all seats being filled, the independent agent managing the selection process for the Department of Education will determine the winner by lot, utilizing the same restrictions on eligibility found in Sections VA5a and VA5b above. However, in the event a nominee receives no votes in both the initial selection process and the run-off, a vacancy will be deemed to exist on the council, which shall be filled in accordance with the procedures set forth in Sections IXA2 and IXA3 of this regulation.
6. If a selected nominee becomes ineligible or is disqualified after the completion of the selection process but on or before June 25, 2007 the nominee who received the next highest number of votes in the initial selection process who is not from a school already represented on the CEC shall be deemed selected.<sup>6</sup> If all remaining nominees who received votes are from schools already represented on the CEC, the nominee who received the next highest number of votes in the initial selection process shall be deemed selected. If advancing nominees as outlined above results in a tie, the independent agent managing the selection process for the Department of Education will determine the winner by lot.
- B. Appointment of student members (non-voting)
- The community superintendent shall appoint one high school senior who resides in the community school district and who is a member of his/her school's elected student government to serve as the non-voting member of the CEC. Community superintendents will be provided with a list of eligible students from which to make an appointment. If no senior on the elected student government is available to serve, the Office of Youth Development and School-Community Services will assist the superintendent in determining whether seniors holding other

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<sup>6</sup> For disqualifications occurring after June 25, 2007, the vacancy procedures in Sections IXA2 and IXA3 of this regulation will apply.



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elected leadership positions (e.g. president of a club) who reside in the district are available.

## **VI. REVIEW OF QUALIFICATIONS/ELIGIBILITY**

Following the conditional selection of nominees but prior to their taking office, the Chancellor or his/her designee shall determine whether nominees are eligible to serve on the CEC. If the Chancellor determines that a nominee is not eligible, in accordance with law, the Chancellor's written decision will be made available for public inspection within seven days of its issuance at the Office of Public and Community Affairs. Such decision shall include the factual and legal basis for its issuance. Any nominee deemed ineligible by the Chancellor shall be replaced by the nominee who received the next highest number of votes, as long as the nominee is not from a school already represented on the CEC.

## **VII. TIMING**

The selection of CECs shall be completed on the second Tuesday in May in 2004, 2005, and every two years thereafter, with terms commencing the July 1 following selection. The selection process shall be conducted over a 90-day period. This includes time allocated for publicizing the process, parent nominations, nominees' forums, PA/PTA meetings to discuss nominees, and vote by selectors. The Office of Public and Community Affairs will publish precise timelines to implement this regulation.

## **VIII. RESIGNATIONS**

### **A. Parent Members**

Parent member resignations must be in writing, addressed to the Chancellor. The Chancellor designates the Executive Director of the Office of Public and Community Affairs to receive resignations on his behalf. Such resignations shall take effect upon delivery to or filing with the Executive Director of the Office of Public and Community Affairs, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the Chancellor.

### **B. Borough President Appointees**

Resignations of borough president appointees must be in writing, addressed to the appointing borough president. Such resignation shall take effect upon delivery to or filing with the appointing borough president, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is



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specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the appointing borough president.

## C. Student Members

Student member resignations must be in writing, addressed to the appointing community superintendent. Such resignations shall take effect upon delivery to or filing with the appointing community superintendent, unless a future date, not more than 30 days subsequent to the date of delivery or filing, is specified. Resignations may not be withdrawn, cancelled, or amended except by consent of the appointing community superintendent.

## IX. VACANCIES

### A. Parent and Borough President Appointee Vacancies

1. A member of a CEC who refuses or neglects to attend three meetings of the CEC within his/her term of office, of which s/he was properly notified, without rendering a written valid excuse, vacates the office.<sup>7</sup> Each absence and any written excuse provided shall be included in the official minutes of that meeting. After the third unexcused absence, the CEC shall declare the seat vacant by resolution at a calendar meeting and notify the Chancellor of its action.
2. When a vacancy occurs on the CEC, the CEC shall fill the vacancy at a public meeting. For parent vacancies, the community school district's Presidents' Council and other education groups shall be given the opportunity to make written recommendations for filling the vacancy and to consult with the CEC before the vacancy is filled. For Borough President Appointee vacancies, the Borough President shall submit written nominations, and shall be given the opportunity to consult with the CEC before the vacancy is filled. The vacancy must be filled by one of the candidates nominated by the Borough President. The written recommendations received shall be included in the record of the meeting at which the vacancy is filled.
3. If the vacancy is not filled by the CEC within 60 days after it is declared due to a tie vote, the Chancellor shall vote to break the tie. If the CEC

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<sup>7</sup> The following constitute valid excuses for absence: death of a relative or attendance at a relative's funeral; serious illness or injury of CEC member or family member; mandatory court attendance including jury duty; military duty; job-related conflict which makes absence from CEC meeting unavoidable; and other reasons the CEC deems appropriate.



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fails to fill the vacancy within 60 days for any other reason, the Chancellor shall order the CEC to fill the vacancy pursuant to Section 2590-l of the Education Law.

## B. Student Vacancies

In the case of a student vacancy, the community superintendent shall appoint another senior from the list of eligible students. The superintendent shall inform the Office of Public and Community Affairs and the CEC of his/her appointment.

## X. COMPLAINT PROCESS

Complaints about compliance with this regulation must be submitted to the Chancellor in writing within five (5) days of the alleged violation, and must contain the specific reasons for the complaint.

## XI. TECHNICAL ASSISTANCE

The Office of Public and Community Affairs will oversee implementation of the procedures contained in this regulation, and will provide technical assistance as necessary.

Inquiries pertaining to this regulation should be addressed to:

	<i>Office of Public and Community Affairs</i>	
Telephone 212-374-4130	NYC Department of Education 49 Chambers Street – Room 503 New York, NY 10007	Fax 212-374-0076



# New York City Department of Education

## Community and Citywide Education Councils' Candidate Application Instructions

Councils' Hotline: (800) 850-6443

Deadline: Postmarked On or Before: March 9, 2007

*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	<input checked="" type="checkbox"/> Parent <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> Parent <input type="checkbox"/> Other _____	
Student's Current 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	
Will your child attend this school next year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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.

See definition of **parent** on the previous page.

*Who is not eligible?*

- PA/PTA officers from any New York City Department of Education (DOE) school (unless the candidate resigns from his/her PA/PTA office prior to the selection);
- 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 NYCDOE employees;
- Persons who have been convicted of a felony, 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 NYCDOE Ethics Officer or other designee of the Chancellor based on the Conflicts of Interest Law of the City of New York. This will be determined based on the Financial Disclosure form referred to earlier.

# New York City Department of Education

## Community and Citywide Education Councils' Candidate Application Instructions

Councils' Hotline: (800) 850-6443

Deadline: Postmarked On or Before: March 9, 2007

### PART B

Part B will be posted on the NYCDOE Website, provided to selectors (Parent Association Presidents, Treasurers and Secretaries eligible to vote) and made available for public review. As such, **do NOT place your child's name anywhere in Part B.**

- I. **Child Program Information** – For each child, please indicate their school name, school number and program in which he/she is 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.
- 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. The public, including those individuals who will vote to select Council members, will have an opportunity to read this statement. You may use additional pages, if necessary.

If you are applying to more than one Council and would like to submit separate personal statements for each Council, please feel free to use additional pages, clearly indicating which statement applies to which Council.

### 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 NYCDOE has received this certification page, you will not be considered a valid candidate for any Council. If you are submitting your application via e-mail, you must still print the certification page, sign it, and return it via regular mail or fax:

NYCDOE Education Councils  
FDR Station  
PO Box 547  
New York, New York 10150

Fax:  
(917) 677-8167

### 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 NYCDOE with future outreach.

# New York City Department of Education

## Community and Citywide Education Councils' Candidate Application

Councils' Hotline: (800) 850-6443

Deadline: Postmarked On or Before: March 9, 2007

**IMPORTANT: To help ensure accurate processing, please follow the directions when completing this application. Application must be postmarked on or before March 9, 2007.**

If directions are not attached, they can be obtained by visiting <http://schools.nyc.gov/Councils> or by contacting the Education Councils' Hotline at (800) 850-6443.

<b>Applicant Name</b>						
<b>Part A</b>						
<i>For review by the New York City Department of Education</i>						
Indicate the Community and/or Citywide Education Councils to which you are applying. Check all that apply.						
<input type="checkbox"/>	Community Education Council for District(s)		Region			
<input type="checkbox"/>	Citywide Council on Special Education (for District 75 parents ONLY)					
<input type="checkbox"/>	Citywide Council on High Schools representing Region(s)					
<b>II. Parent/Guardian Information</b>						
Parent / Guardian Name						
Parent / Guardian Street Address			Apt. #			
City / Borough		State	Zip Code			
Tel. Home		Tel. Work				
E-mail		Fax				
<b>III. Student Verification Information</b>						
<i>You are eligible to serve on a Council that represents your child's school for the council term (2007-2009).</i>						
	Child #1	Child #2	Child #3			
Student's Name						
Relationship to Student	<input type="checkbox"/> Parent <input type="checkbox"/> Other _____	<input type="checkbox"/> Parent <input type="checkbox"/> Other _____	<input type="checkbox"/> Parent <input type="checkbox"/> Other _____			
Student's Current Grade						
School Number						
School Name						
School Address						
Will your child attend this school next year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			

# New York City Department of Education

## Community and Citywide Education Councils' Candidate Application

Councils' Hotline: (800) 850-6443

Deadline: Postmarked On or Before: March 9, 2007

### Part A, *continued*

*For review by the New York City Department of Education*

#### IV. Eligibility Verification

*If you answer yes to any of the questions below (1-6), you may not be eligible to serve on a Council.  
Refer to instructions for detailed Eligibility Requirements.*

1. Are you currently serving as an officer on a parent association or parent-teacher association at a public school under the New York City Department of Education? If yes, please specify school(s) and position(s).  Yes  No
  
2. Are you currently employed by the New York City 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 and Citywide Education Councils' Candidate Application

Councils' Hotline: (800) 850-6443

Deadline: Postmarked On or Before: March 9, 2007

### Part B

*This entire section (Part B) will be posted on the NYCDOE website, provided to selectors (Parent Association Presidents, Treasurers and Secretaries eligible to vote) and made available for public review.*

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

#### I. Child's Program Information

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

#### II. Applicant Background

*Describe any school related, community or civic activities in which you have actively participated (e.g., volunteering in your child's classroom and/or school, working with a community based organization, participating in PA/PTA, SLT, etc.) to demonstrate experience that will help you to be an effective council member. 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 and Citywide Education Councils' Candidate Application

Councils' Hotline: (800) 850-6443

Deadline: Postmarked On or Before: March 9, 2007

### Part B, *continued*

*This entire section (Part B) will be posted on the NYCDOE website, provided to selectors (Parent Association Presidents, Treasurers and Secretaries eligible to vote) and made available for public review.*

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

### III. Personal Statement

*This is your opportunity to explain why you want to serve on a Community or Citywide Education Council and describe any particular characteristics or skills that would make you effective (e.g. relationship building, writing, community organization, fund raising, public relations, website development, etc.). Although you do not have to answer specific questions, you may want to consider the following when writing your personal statement:*

- *What steps would you take to understand the needs of the district/region and represent your community as a whole?*
- *What school improvement issues concern you and how you would address them?*
- *How you will work effectively within a team?*
- *How will you encourage additional parent involvement in your district/region?*

*You may use additional pages if necessary. Remember to print or type neatly as it will be made available to the public for review.*

# New York City Department of Education Community and Citywide Education Councils' Candidate Application

Councils' Hotline: (800) 850-6443

Deadline: Postmarked On or Before: March 9, 2007

## Part C

*This certification page must be signed in order for your application to be processed. If you are submitting this application via e-mail, you still must print this page, sign it and submit it via regular 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 understand the eligibility requirements and time commitments required 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

Once your application has been processed, you will receive a confirmation letter and required Financial Disclosure Form for you to complete. The Financial Disclosure Form, which is required by State Law, will have to be completed and mailed or faxed by March 30, 2007. Refer to the New York City Department of Education (NYCDOE) website [schools.nyc.gov/Councils](http://schools.nyc.gov/Councils) to preview the form.

### Important!

If you are submitting this application via e-mail, you must still print this certification page, sign it, and return it in order for your application to be processed. Signed certification pages should be sent via regular mail or fax to the address or fax number below:

Mail:  
NYCDOE  
Education Councils  
FDR Station  
PO Box 547  
New York, NY 10150

Fax:  
1-917-677-8167

# New York City Department of Education Community and Citywide Education Councils' Candidate Application

Councils' Hotline: (800) 850-6443

Deadline: Postmarked On or Before: March 9, 2007

## Optional Information

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

- Child's School
- Parent Coordinator
- NYCDOE Website
- Newspaper
- Subway Advertisements
- Library/ Community Based Organization
- Other \_\_\_\_\_

2. How did you obtain an application?

- Parent Coordinator
- NYCDOE Website
- Councils' Hotline
- Library/ Community Based Organization
- Other \_\_\_\_\_

Application must be postmarked on or before March 9, 2007.  
Send completed application using **ONE** of the following methods:

Mail to:

NYCDOE  
Education Councils  
FDR Station  
PO Box 547  
New York, NY 10150

Fax to:

1-917-677-8167

E-Mail to:

[us-nyoparentcouncil@kpmg.com](mailto:us-nyoparentcouncil@kpmg.com)

Electronic applications can be found at  
<http://schools.nyc.gov/Councils>

**For additional information or questions,  
please call the Education Councils' Hotline at (800) 850-6443  
or visit <http://schools.nyc.gov/Councils>.**