**Community Engagement Council of Distinction application**

#### Overview

The Mississippi Department of Education (MDE) Office of School Improvement is excited to offer the Community Engagement Council of Distinction (CECD) Award. The CECD is given to Community Engagement Councils (CECs) that provide exemplary leadership and action. The awardee will be recognized at a State Board of Education meeting.

The CECD application process is an opportunity for CECs to tell their story, celebrate achievement, share strategies with other CECs, and recognize efforts of CEC members toward stakeholder engagement.  Applicants must show how their efforts supported improved public education in their community.

To apply for the award, please complete the information below and send it to [cec@mdek12.org](mailto:cec@mdek12.org) by October 22, 2025.

#### Contact Information

Please provide contact information for whoever is submitting this application on behalf of the CEC.

**Name**:

**Email**:

**Phone number:**

#### District and School Information

Please provide the relevant district and school information:

**District name:**

**Superintendent name:**

**Superintendent email address:**

**School name** *(school-level CECs only):*

**Principal name** *(school-level CECs only):*

**Principal email address** *(school-level CECs only):*

#### CEC Efforts

Please answer the following questions.

**What were the CEC goals for the 2024-2025 school year and how were they determined? Please provide evidence of implementation and impact for each goal.**

**Please summarize how the CEC has engaged the community in its work.**

**How has the CEC ensured communications with the greater community are accessible and meet community needs?**

**How have you ensured student voices inform CEC planning work?**

#### Attachments

Please email the following attachments to [cec@mdek12.org](mailto:cec@mdek12.org):

* **CEC membership list** – Please make sure the list identifies the stakeholder groups that CEC members represent and, if applicable, who is serving in an officer/leadership role.
* **CEC meeting attendance and notes** – Please provide meeting minutes and notes for CEC meetings held during the 2024-2025 school year. If you have subcommittee meeting attendance and notes, submit those as well.
* **CEC progress report –** Please provide the progress report submitted to MDE in June 2025.
* **Norms and operating procedures** – Please indicate if they are in draft or final forms. If you have a protocol for how guidelines and principles should be used in meetings, please upload that was well.
* **Community engagement plan –** The plan should indicate progress to date.
* **Sample communications –** Please share sample communications that share information with the community (e.g., newsletter, social media posts).
* **Three letters of support** – Please provide three letters of support: one from the district superintendent, one from another staff member, and one from a community member not serving on the 2024-2025 CEC. These letters should explain how the CEC has worked toward or attained a goal aligned to school improvement efforts. The letters should give specific examples of how the CEC has worked collaboratively with both the district and the community. Each letter must be dated, signed, and no longer than one typed page.

#### Questions?

Please email [cec@mdek12.org](mailto:cec@mdek12.org) if you have questions about the Mississippi Council of Promise award or this application.