## Start-Up Charter School Board Member Information

**To be completed individually by each proposed charter school board member and member of the Committee to Form (including prospective employees or consultants).**

**All forms must be signed by hand.**

Serving on a public charter school board is a position of public trust and fiduciary responsibility. As a board member of a public school, you are responsible for ensuring the quality of the school program, competent stewardship of public funds, and the school’s fulfillment of its public obligations and all terms of its charter.

As part of the application for a new charter school, the SPCSA requests that each prospective board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold: 1) to give application reviewers a clearer introduction to the applicant team behind each school proposal in advance of the applicant interview, in order to be better prepared for the interview; and 2) to encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

**Background**

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| 1. Name of charter school on whose Board of Directors you intend to serve
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| 1. Full name
 |  |
|  Home Address |  |
|  Business Name and Address |  |
|  Phone Number |  |
|  E-mail address |  |
| 1. Brief educational and employment history and discussion of qualifications to serve on the board of this charter school.

[ ]  Resume and professional bio are attached. |
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| 1. Indicate whether you currently or have previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above). [ ]  Does not apply to me. [ ]  Yes
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|  |
| 1. Why do you wish to serve on the board of the proposed charter school?
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|  |
| 1. What is your understanding of the appropriate role of a public charter school board member?
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| 1. Describe any previous experience you have that is relevant to serving on the charter school’s board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member.
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| 1. Describe the specific knowledge and experience that you would bring to the board.
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**School Mission and Program**

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| 1. What is your understanding of the school’s mission and guiding beliefs?
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| 1. What is your understanding of the school’s proposed educational program?
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| 1. What do you believe to be the characteristics of a successful school?
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| 1. How will you know that the school is succeeding (or not) in its mission?
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**Governance**

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| 1. Describe the role that the board will play in the school’s operation.
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| 1. How will you know if the school is successful at the end of the first year of operation?
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| 1. How will you know at the end of three years of the school is successful?
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| 1. What specific steps do you think the charter school board will need to take to ensure that the school is successful?
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| 1. How would you handle a situation in which you believe one or more members of the school’s board were acting unethically or not in the best interests of the school?
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**Disclosures**

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| 1. Indicate whether you or your spouse or any relative within the third degree of consanguinity or affinity knows the other prospective board members for the proposed school. If so, please indicate the precise nature of your relationship. [ ]  I / we do not know any such trustees. [ ]  Yes |
|  |
| 2. Indicate whether you or your spouse or any relative within the third degree of consanguinity or affinity knows any person who is proposed to be or you anticipate will apply to be a school employee. If so, indicate the precise nature of your relationship.[ ]  I / we do not know any such employees. [ ]  Yes |
|  |
| 3. Indicate whether you or your spouse or any relative within the third degree of consanguinity or affinity knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school. [ ]  I / we do not know any such persons. [ ]  Yes |
|  |
| 4. Indicate if you, your spouse or any relative within the third degree of consanguinity or affinity anticipate conducting, or are conducting, any business with the school. If so, indicate the precise nature of the business that is being or will be conducted.  [ ]  I / we do not anticipate conducting any such business. [ ]  Yes |
|  |
| 5. If the school intends to contract with an education management organization or other education service provider, indicate whether you or your spouse or any relative within the third degree of consanguinity or affinity knows any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, please describe any such relationship.[ ]  Not applicable because the school does not intend to contact with an education service provider or school management organization.  [ ]  I / we do not know any such persons. [ ]  Yes |
|  |
| 6. If the school contracts with an education management organization or education service provider, please indicate whether you, your spouse or any relative within the third degree of consanguinity or affinity have a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, provide a detailed description. [ ]  N/A. [ ]  I / we have no such interest. [ ]  Yes |
|  |
| 7. If the school plans to contract with an education management organization or education service provider, indicate if you, your spouse or any relative within the third degree of consanguinity or affinity anticipate conducting, or are conducting, any business with the provider. If so, indicate the precise nature of the business that is being or will be conducted. [ ]  N/A. [ ]  I / we or my family do not anticipate conducting any such business. [ ]  Yes |
|  |
| 8. Indicate whether you, your spouse or any relative within the third degree of consanguinity or affinity are a director, officer, employee, partner or member of, or are otherwise associated with, any organization that is partnering with the charter school. To the extent you have provided this information in response to prior items, you may so indicate.  [ ]  Does not apply to me, my spouse or family. [ ]  Yes |
|  |
| 1. Indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you serve on the school’s board.

[ ]  None. [ ]  Yes |
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**Certification**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify to the best of my knowledge and ability that the information I am providing to the State Public Charter School Authority as a prospective board member for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Charter School is true and correct in every respect.

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Signature Date

Statement of Assurances

Revised June, 2015

1. The charter school herein named, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(name of charter school)

shall be organized and administered in accordance and compliance with all applicable provisions of Nevada Revised Statutes (NRS), Nevada Administrative Code (NAC), and all applicable federal statutes and regulations.

2. The charter school shall enter into a written agreement with the sponsor and comply with all provisions therein during the term of the agreement upon approval by the sponsor.

3. The charter school shall report any and all substantive changes in personnel, facilities, schedules, and other pertinent components of the operation of the charter school to the sponsor in a timely manner.

4. The charter school shall keep such records and provide such information in the time and manner prescribed in NRS and NAC that the sponsor, the school district in which the charter school is located, the Nevada Department of Education, the State Board of Education, and the State Public Charter School Authority require, as needed for the purpose of fiscal audit, and program evaluation and reporting, including, but not limited to, the following. The charter school shall:

* Account for the total number of students, per NRS 387.123 and NRS 387.1233;
* Submit accountability and progress reports throughout the academic year;
* Conduct and report on required examinations of students;
* Submit required reports on class size averages and types of teacher assignments, including students in programs of special education;
* Submit separate accounting for funds received for pupils with disabilities and gifted and talented pupils, per NRS 387.047 and 388.520;
* Submit required accounts of funds from federal sources, per federal reporting and audit requirements;
* Submit reports regarding student truancy, transiency, attendance and dropout rates;
* Submit reports of weapons and violence incidence;
* Describe suspensions and expulsions; and
* Comply with state, district, and federal statutes and regulations regarding instruction of disabled students including the development and implementation of Individual Education Plans (IEPs) for disabled students.

5. Permission is hereby granted to any member of the State Public Charter School Authority, Nevada Department of Education, the Nevada Department of Taxation, the Legislative Counsel Bureau, and the local school district to visit the school and inspect the premises and operating procedures of the school during business hours.

6. The charter school and its Governing Body shall comply with the provisions of NRS Chapter 281, Public Officers and Employees, General Provisions.

Notarized Statement

I, the undersigned, do consent and do solemnly swear (or affirm) that the information set forth in the forgoing application is true and complete to the best of my knowledge, and that failure to disclose pertinent information or the concealment of information or making false statements in the detailed application for operation of a charter school shall constitute valid grounds for refusal or revocation of permission to operate said school. The undersigned also affirms that the charter school herein named is obligated to enter into an agreement concerning the methods and procedures for the sponsor to monitor the progress of the charter school herein named. The undersigned affirms that the State Public Charter School Authority, Nevada Department of Education and the sponsor are entitled to access to financial and other records relating to the operation of the charter school.

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Signature of Certifying Charter School Official Name Printed

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 Title Date

Subscribed and sworn to before me

This \_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 date month year

 (Notary Public Seal)