## Attachment 1: Information Sheet for Applicant Team Members

### Directions

In accordance with *Section 1.2: Applicant Team Information,* this Information Sheet should be completed by all individuals who are:

* On the Committee to Form, if applicable,
* For CMO Applicants, part of the Applicant Team listed in *Section 1.2: Applicant Team Information*
* For CMO Applicants, members of the governing board of the CMO, and
* Any other proposed governing board member for the proposed school not captured in the list above.

This first section of this document provides background information for potential Charter School Board Members on the responsibilities and requirements of charter school boards. The questionnaire begins on page three.

### Background Information Regarding Charter School Governing Boards

#### Charter School Board Member Responsibilities

Serving on a public charter school board (charter school boards are referred to as “governing bodies” in Nevada’s charter school statutes and regulations) is a position of public trust and fiduciary responsibility. Board members are “public officers” and the charter school board is a “public body” as defined in Nevada law, meaning that board members and the charter school board are responsible for and subject to all of the legal requirements related to public officers and public bodies, including Nevada’s Open Meeting Law, governance requirements, and Nevada’s Code of Ethics – particularly as the Ethic Code relates to conflicts of interest – for public officers.

* Nevada’s Ethics Code can be found here: <https://www.leg.state.nv.us/Division/Legal/LawLibrary/NRS/NRS-281.html>;
* Nevada’s Commission on Ethic’s Manual for Public Officers and employees can be found here: <https://ethics.nv.gov/uploadedFiles/ethicsnvgov/content/Resources/EthicsManual2014.pdf>; and
* Additional SPCSA ethics resources can be found here: <https://charterschools.nv.gov/ForSchools/Governance_Standards/>.

Additionally, as a public officer, and a member of a public body that is a signatory to a legally binding contract (the charter school contract) with the State of Nevada, you are responsible for governing the charter school, maintaining overall control of the charter school, 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 contract. NRS 388A.320(5); NAC 388A.525 (7) and (8); and NAC 388A.530.

***Charter School Board Composition and Member Qualifications***

Pursuant to NRS 388A.320(1), charter school boards must consist of *at least* five members. Note that as discussed below, there is no limitation on the number of members a charter school board may have and once the charter school board meets the following qualifications for membership other members of the community, stakeholders, parents, etc. may serve as members of the charter school board; however, a charter school board must consist of *at least five members* that meet the following criteria:

(1) at least *one member* that is a Nevada teacher[[1]](#footnote-2) or administrator that holds a license pursuant to NRS Chapter 391, or is a retired Nevada teacher or administrator that previously held a license pursuant to NRS Chapter 391 and that license was in good standing at the time that the teacher or administrator retired;

(2) at least one member that is a Nevada teacher or administrator that holds a license pursuant to NRS Chapter 391, or is a retired Nevada teacher or administrator that previously held a license pursuant to NRS Chapter 391 and that license was in good standing at the time that the teacher or administrator retired (just as with the previous requirement), *or*, is a school administrator with a license issued by another state or who previously held such a license and is retired, as long as his or her license was held in good standing;

(3) at least one member that is a parent or legal guardian of a student enrolled at the charter school (note that the parent or legal guardian cannot be a teacher or administrator at the charter school);

(4) at least two members with knowledge and experience relating to the following: accounting, financial services, law, or human resources.

In short, charter school boards *must* consist of at least *two educators*, *a parent or legal guardian of a student at the charter school*, and *two members with experience related to accounting, finance, law, or human resources*.

Again, once the above-referenced criteria have been met, additional members may serve on a charter school board, subject to the following limitations:

* Charter school board members must not be an employee of the charter school, including teachers and administrators. NAC 388A.525(2)(a). As a result, while charter school boards must have as one of its members a licensed teacher or administrator, the licensed teacher or administrator cannot be employed by the charter school.
* Charter school board members must also not be related by blood or marriage to an employee of the charter school, or another member of the charter school’s board. NAC 388A.525(2)(b)(1) and (2). Note that a waiver from this prohibition may be requested from Nevada’s Superintendent of Public Instruction and the SPCSA pursuant to NRS 281.210 and NAC 388A.525(3).
* Furthermore, while members of charter school boards may serve on other nonprofit organizations and boards, but in no event can more than two members of a charter school board represent the same nonprofit organization or business. NRS 388A.320(2) and NAC 388A.525(4).
* A charter school board may not have as one its members a person that owns, operates, or is employed by a corporation, business, or other entirety that has entered into a contract to provide services, for profit, to the charter school, or anyone related by blood or marriage to a person that owns, operates, or is employed by a corporation, business, or other entirety that has entered into a contract to provide services, for profit, to the charter school. NAC 388A.525(2)(c)(1) and (2).

Regarding residency, a majority of the members of a charter school board must reside in Nevada and in the county where the charter school is located. NRS 388A.320(2) and NAC 388A.325(1).

Finally, charter school boards must meet at least quarterly throughout the year – although the SPCSA *strongly encourages* charter school boards to meet monthly. NRS 388A.320(6).

***Charter School Board Member Required Training***

Charter school board members are required to complete training regarding the governance of charter schools before the charter school opens (for new charter schools), and at least every three years thereafter. NRS 388A.224. Additionally, new charter school board members, are required to received training or read and understand materials that were provided to the new board member regarding the roles and responsibilities of charter school boards and board members. NRS 388A.320(3)(b). Information regarding the SPCSA’s governance standards and required governance training can be found here: <https://charterschools.nv.gov/ForSchools/Governance_Standards/>.

### Questionnaire

Please respond to the questions below. *If you are not a proposed member of the board, please indicate N/A for questions that are specific to proposed board members.*

#### Background

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| --- | --- |
| 1. Name of proposed charter school
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| 1. Full name
 |  |
| 1. Home Address
 |  |
| 1. Phone Number
 |  |
| 1. E-mail address
 |  |
| 1. Employer Name
 |  |
| 1. Employer Address
 |  |
| 1. Which of the following best describes you:

[ ]  I am on the Committee to Form *and* a proposed board member[ ]  I am on the Committee to Form *but I am not* a proposed board member[ ]  I am part of the Applicant Team listed in *Section 1.2: Applicant Team Information* (For CMO Applicants)[ ]  I am a member of the governing board of the CMO (For CMO Applicants)[ ]  I am a proposed governing board member for the proposed school and do not fall into any of the other categories listed above  |

#### Qualifications

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| 1. *Please attach your resume at the end of the Questionnaire.*
 |
| [ ]  I confirm my resume is attached |
| 1. Have you ever worked for, been on the board of, or otherwise been affiliated with a charter school(s) in Nevada or another state?
 |
| [ ]  Yes [ ]  NoIf yes, please list the charter school(s) and your role or affiliation with this school(s). |

#### School Mission and Program

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| --- |
| 1. What is your understanding of the proposed charter school’s mission and vision?
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|  |
| 1. What is your understanding of the proposed charter school’s educational program?
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|  |

#### Governance – For Proposed Board Members ONLY

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| --- |
| 1. For proposed board members, why do you wish to serve on the board of the proposed charter school?
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|  |
| 1. For proposed board members, describe any knowledge or experience that you have that is relevant to serving on the proposed charter school’s board.
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| 1. For proposed board members, what is your understanding of the role of a public charter school board member?
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|  |
| 1. For proposed board members, what specific steps do you think the proposed charter school board would need to take to ensure the success of the school?
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|  |

#### Conflicts of Interest

Individuals serving on a Committee to Form or on the board of a Charter Management Organization applying directly for sponsorship must disclose any potential conflicts of interest. NRS 388A.246(4). In addition, a person serving on a charter school board must disclose to the sponsor of the charter school any conflicts of interest concerning the person or any family member of the person and a charter management organization, educational management organization or other person with which the governing body of the charter school has entered into a contract to provide any services at the charter school in the immediately preceding year. NRS 388A.320(4). A conflict of interest is defined as a “commitment in a private capacity” which includes a commitment, interest or relationship in the form of a substantial and continuing business relationship as is outlined in the Nevada Ethics in Government Manual.

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| 1. Where are you employed, and are you or your employer affiliated with any charter schools?
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| Employer: Describe any affiliation with any charter schools. |

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| --- |
| 1. Are you a current or proposed employee of the proposed charter school?
 |
| [ ]  No, I am not a current or proposed employee of the proposed charter school.[ ]  Yes, I am a current or proposed employee of the proposed charter school.If yes, what is your position or proposed position, and how long have you been employed in this position, if applicable? |
| 1. Are you related by blood or marriage to an employee or proposed employee of the proposed charter school, or another member of the proposed charter school’s board?
 |
| [ ]  No, I am not related by blood or marriage to an employee or proposed employee of the proposed charter school or another member of the proposed charter school’s board.[ ]  Yes, I am related by blood or marriage to an employee or proposed employee of the proposed charter school or another member of the proposed charter school’s board.If yes, describe the relationship and the role or proposed role of the individual you are related to by blood or marriage. |
| 1. Are you employed by or affiliated with any nonprofit organizations, and if so, what is your role with the nonprofit organization, and is the nonprofit organization affiliated in any way with any charter schools?
 |
| [ ]  No, I am not affiliated with any nonprofit organizations.[ ]  Yes, I am affiliated with one or more nonprofit organizations.If yes, describe your affiliation with the nonprofit organization(s).If yes, are you aware of any other person employed or affiliated with this nonprofit organization that is affiliated with this or any other charter school operating in Nevada? |

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| --- |
| 1. Do you own, operate, or are employed by a corporation, business, or other entity that proposes to enter into a contract to provide services, for profit, to the proposed charter school, or are you related by blood or marriage to a person that owns, operates, or is employed by a corporation, business, or other entity that proposes to enter into a contract to provide services, for profit, to the proposed charter school?
 |
| [ ]  No, I do not own, operate, nor am I employed by a corporation, business, or other entity that proposes to enter into a contract to provide services, for profit, to the proposed charter school, nor am I related by blood or marriage to a person that owns, operates, or is employed by a corporation, business, or other entity that proposes to enter into a contract to provide services, for profit, to the proposed charter school.[ ]  Yes, I own, operate, or am employed by a corporation, business, or other entity that proposes to enter into a contract to provide services, for profit, to the proposed charter school, or I am related by blood or marriage to a person that owns, operates, or is employed by a corporation, business, or other entity that proposes to enter into a contract to provide services, for profit, to the proposed charter school.If yes, describe the relationship to the corporation, business, or other entity as well as the proposed services to be performed by that corporation, business, or other entity for the proposed charter school. |
| 1. Are you aware of any other conflict of interest which is required to be disclosed to the SPCSA?
 |
| [ ]  No, I am not aware of any other conflict of interest.[ ]  Yes, I am aware of a conflict of interest.If yes, describe the conflict of interest. |

### Assurances and Certification

I, , declare and certify under penalty of perjury the following:

 (Full Name)

1. The information I have provided in this *Information Sheet* is true and correct to the best of my knowledge.
2. If approved, (“Charter School”)

(Proposed Charter School Name)

will 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.

1. If approved, the Charter School shall be subject to a charter contract with the State Public Charter School Authority (SPCSA) and will comply with all provisions therein during the term of the charter contract.
2. If approved, the Charter School shall report any and all substantive changes in personnel, facilities, schedules, and other pertinent components of the operations of the Charter School to the SPCSA in a timely manner.
3. I understand the following requirements apply to charter school board members:
	1. An individual who has been convicted of a felony relating to serving on the governing body of a charter school or any offense involving moral turpitude[[2]](#footnote-3) is prohibited from serving on a charter school board. (NRS 388A.323(3));
	2. Charter school board members must receive training or read and understands material concerning the roles and responsibilities of members of governing bodies of charter schools and other training and material designed to assist the governing bodies of charter schools (NRS 388A.320(3)(b)), as well as completed required governance training (NRS 388A.224);
	3. Charter school board members must submit a complete set of fingerprints and authorize the governing body of the charter school to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for its report on the criminal history of the applicant and for submission to the Federal Bureau of Investigation for its report on the criminal history of the member. *Note that this provision does not apply to a teacher or administrator who currently holds a license issue pursuant to NRS Chapter 391.*

Pursuant to NRS 53.045, I hereby declare and certify, under penalty of perjury pursuant to the laws of the State of Nevada, that the foregoing is true and correct.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Proposed Charter School Name |
|  |  |  |
| Signature |  | Date |

1. Note that a “teacher” is defined as a person that holds a license issued pursuant to NRS Chapter 391, has at least two years of teaching experience, and does not include a substitute teaching license. NRS 388A.320(7). [↑](#footnote-ref-2)
2. Nevada’s Department of Education has defined offenses involving moral turpitude in NAC 388C.100. [↑](#footnote-ref-3)