**NEW YORK STATE EDUCATION DEPARTMENT**

**CHARTER SCHOOL OFFICE**

**BACKGROUND INFORMATION SHEET FOR PROPOSED BOARD OF TRUSTEES MEMBER**

**(For Existing Board of Regents-Authorized Charter Schools)**

**Proposed Board of Trustees Members:** Service on a charter school board of trustees (“board”) is a position of great trust and responsibility. As a member of a charter school’s board, you would be charged with overseeing the education of all students enrolled in the charter school, as well as the expenditure of public monies directed to the charter school. To enable the State Education Department’s Charter School Office (“CSO”) to properly evaluate proposed board members, please provide full and complete background information. If additional space is needed, please attach pages as necessary to completely answer all questions.

Note: Additionally, proposed board members are required to undergo a criminal history record check via fingerprinting arranged by and at the expense of the charter school.

**CONTACT INFORMATION**

**Charter School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Board Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Board Member E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Board Member Home Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Board Member Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Board Member Business Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Board Member Business Address:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided above will be redacted.*

**Background Information**

1. Please provide your educational and employment history. You may do so by attaching the required résumé or curriculum vitae.

Attached

1. Please indicate how you became aware of the charter school and the opportunity to serve as a member of its board.
2. Please affirm that you have read Article 56 of the New York State Education Law and understand the relationship between a charter school and the charter entity as defined in therein. A copy of Article 56 can be found on the CSO website.

I affirm. Initials\_\_\_\_\_

1. Please affirm that you have read and understand the charter, including the Bylaws, and all policies of or relating to the charter school.

I affirm. Initials\_\_\_\_\_

1. Please affirm that you are or will be at least 18 years old at the time of your appointment/election to the board.

I affirm. Initials\_\_\_\_\_

1. Please provide as an attachment and affirm that the academic and/or professional credential(s) or qualification(s) presented herein is/are true, accurate, and genuine.

I affirm. Initials\_\_\_\_\_

1. Please provide a copy of your diploma and official transcript from your highest level of education (e.g. high school). If such documents cannot be provided, provide a signed and notarized letter setting forth the highest level of education obtained and the reason why these documents cannot be provided, including a description of the good faith efforts made to obtain them.

Attached. Initials\_\_\_\_\_

1. Have you ever had any application for a teaching, professional, or vocational credential (i.e. license, certificate, or registration) in New York or any other jurisdiction denied?

No.

Yes.

If yes, please provide an explanation.

1. Have you ever surrendered a teaching, professional, or vocational credential (i.e. license, certificate, or registration) or had such credential revoked, suspended, invalidated, or otherwise subjected to a disciplinary penalty in any jurisdiction?

No.

Yes.

If yes, please provide an explanation.

1. Are you the subject of any pending investigation and/or disciplinary charge(s) for professional misconduct in any jurisdiction?

No.

Yes.

If yes, please provide an explanation.

1. Please indicate whether or not you have ever been convicted of a misdemeanor and/or felony in a State or federal court in any jurisdiction.

No.

Yes.

If the answer to this question is yes, please provide the following details regarding your conviction(s): (1) the name of the criminal offense(s); (2) whether the criminal offense(s) was a misdemeanor or felony; (3) the facts and circumstances surrounding your conviction(s); (4) the date(s) of your conviction(s); and (5) the date(s) of disposition(s).

Your response to question 11 may also include any relevant written information that you wish to be considered, including, but not limited to: certificates of conviction; any parole or probation documentation; any certificates, including any certificates of relief from disabilities; any proof of counseling and/or rehabilitation; any documentation attesting to your good conduct or good character; and any letters of support from friends, family, co-workers, employers, etc.

1. Please indicate if you currently have any criminal charge(s) pending against you in a State or federal court or in any jurisdiction.

No.

Yes.

If yes, please provide an explanation.

1. What board position(s) and/or offices(s) will you hold on this board? (e.g. member, parent representative, vice-president, finance committee, etc.).
2. Please indicate whether you have previously served or are currently serving on a board of a school district, a non-public school, or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 1, above). In addition, please describe any other experience, knowledge, or skills you feel is relevant to service on the board.

No.

Yes. (Include description here):

**Statement of Intent**

1. Please provide a personal statement regarding the experience, skills, and commitment that you bring to the board and why you wish to serve.
2. If applicable, please provide any other information that you feel is pertinent to the CSO’s review of your background.

**Conflict of Interest**

1. Please indicate whether you, your spouse, or other family member know(s) any of the past, current, or proposed board members.

No.

Yes.

If yes, please indicate the precise nature of your relationship:

1. Please indicate whether you, your spouse, or other family member know(s) any person who is a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”) (as defined by the guidance from the CSO entitled *Definition of an Entity that Provides* *Comprehensive Management Services*), whether for-profit or not-for-profit, which contracts with the charter school or education corporation.

No.

Yes.

If yes, please indicate the precise nature of your relationship.

1. Please indicate if you, your spouse, or other family member, or any corporation, business or other entity in which you, your spouse, or other family member serve(s) as an employee, officer, or director, or own a controlling interest in, contracts or does business with, or plan(s) to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities.

No.

Yes.

If yes, please describe the nature of the contract or business and, if applicable, the relationship of the person to the corporation, business or entity involved.

1. If the charter school is partnered with a CMO, whether for-profit or not-for-profit, please indicate whether you, your spouse, or any family member know(s) any employees, officers, owners, directors, or agents of the CMO.

No.

Yes.

If yes, please indicate the precise nature of your relationship.

1. If the charter school is partnered with a CMO, whether for-profit or not-for-profit, please indicate whether you, your spouse, or any family member have/has a direct or indirect ownership, employment, or contractual or management interest in the CMO.

No.

Yes.

If yes, please provide a detailed description.

1. If the charter school is partnered with a CMO, whether for-profit or not-for-profit, please indicate whether you, your spouse, or any family member anticipate(s) conducting, or is conducting, any business with the CMO.

No.

Yes.

If yes, please indicate the precise nature of the business that is, or will be, conducted.

1. Please indicate any potential ethical or legal conflicts of interests that would, or are likely to, exist should you be approved for service on the board.
2. Please explain how you would handle a situation in which you believe one or more members of the board are involved in working for their own benefit, or the benefit of their friends and family.
3. Please indicate whether you, your spouse or other family member is a director, officer, employee, partner or member of, or is otherwise associated with, any organization which filed an application in conjunction with the charter school, i.e., is partnered with the charter school. To the extent you have provided this information in response to the previous items 17-24, you may so indicate.

No.

Yes.

If yes, please indicate the nature of your relationship:

**Educational Philosophy**

1. Please explain your understanding of the charter school’s mission, philosophy, and educational program.
2. Please indicate your understanding of the role of the board and the relationship with the charter school’s charter entity.
3. Please indicate what you believe to be the characteristics of a successful charter school. In particular, please provide the specific steps you think the board of a charter school will need to take to ensure that the school is and remains successful.
4. Please provide any other information that you feel is pertinent to SED’s review.

**STATEMENT OF ASSURANCE**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of proposed board member) declare and affirm that the statements made herein, including any accompanying documents, are true, complete, and correct. I understand that any false or misleading information or documentation contained herein may be grounds for disapproval of my appointment, and may result in criminal prosecution.

**This form must be signed and dated in the presence of a notary public.**

Signature Date

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

)ss.:

County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

On the \_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_ in the year\_\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notary Public

*last revised 08/21/2018*