

# **The School District of the City of Highland Park**

## **Public School Academy Board Member Application**



# PERSONAL INFORMATION

Name of academy for which you are requesting appointment: \_\_\_\_\_

Title/Prefix:  Mrs.  Ms.  Mr.  Miss  Dr.  Other

Name: \_\_\_\_\_  
First Middle Last

Home Address: \_\_\_\_\_  
Street Number  
\_\_\_\_\_  
City State Zip

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
Street Number  
\_\_\_\_\_  
City State Zip

Preferred Method of Contact:  Home  Work  Cellular

Home Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cellular Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Spouse/Partner's Name: \_\_\_\_\_  
First Middle Last

Are you a United States citizen?  Yes  No Are you a Michigan resident?  Yes  No

If applying for a specific academy, do you have children or grandchildren that attend that academy?  Yes  No  
If yes, how many? \_\_\_\_\_

Please check your highest education level:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> High School/GED       | <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Master's Degree       |
| <input type="checkbox"/> Trade/Business School | <input type="checkbox"/> BA or BS Degree    | <input type="checkbox"/> MD, DO, JD, PhD, etc. |

Please check each area of expertise you would contribute to a board:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Community Service           | <input type="checkbox"/> Education                | <input type="checkbox"/> Finance          |
| <input type="checkbox"/> Fundraising                 | <input type="checkbox"/> Law                      | <input type="checkbox"/> Management       |
| <input type="checkbox"/> Marketing                   | <input type="checkbox"/> Personnel                | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Parent Involvement Programs | <input type="checkbox"/> Others (please specify): |   |

## Optional Information

If you would like any additional information considered, such as governmental, employment or volunteer experience, honors or awards, please attach a resumé or include on a separate sheet of paper.

# CONDITIONS OF APPOINTMENT

The following questions indicate the minimum conditions that must be met in order to be considered for appointment. Please complete the following section by indicating yes or no.

1. Will you be able to attend regularly scheduled board meetings?  Yes  No
2. Do you agree to complete six (6) hours of board orientation and development during the first year of your appointment and three (3) hours each year thereafter?  Yes  No
3. Do you agree to complete an annual conflict of interest disclosure?  Yes  No

# RELATIONSHIP TO THE ACADEMY

Please complete the following section by indicating yes or no. If you answer "yes" to any of the following questions, please provide an explanation on a separate sheet of paper. Please label explanations with the number of the corresponding question.

1. Do or will you or your spouse/partner have any contractual agreements with the academy?  Yes  No
2. Do or will you, your spouse/partner, or any member of your immediate family have any ownership interest in any educational service provider or any other company contracting with the academy?  Yes  No
3. Did or will you or your spouse/partner lease or sell property to the academy?  Yes  No
4. Did or will you or your spouse/partner sell any supplies, materials, equipment or other personal property to the academy?  Yes  No
5. Have you or your spouse/partner guaranteed any loans for the academy or loaned it any money?  Yes  No
6. Are or will you, your spouse/partner or any member of your immediate family be employed by the academy, its educational service provider or other contractors?  Yes  No
7. Did you or your spouse/partner provide any start-up funds to the academy?  Yes  No
8. Does any other individual, board, group or corporation believe it has a right to control or have input on votes you will cast as a member of the academy board?  Yes  No
9. Do you currently serve as a member of the board of any public school district or public school academy other than the board for which you are applying?  Yes  No
10. Do you currently serve as a public official? (If you are being re-nominated to the same public school academy board and do not serve as a public official in any other capacity, please select "No" as your response.)  Yes  No
11. To the best of your knowledge, are there situations not described above which may give the appearance of a conflict of interest between you and the academy, or which would make it difficult for you to discharge your duties or exercise judgment independently on behalf of the academy?  Yes  No
12. Did or do you or your spouse/partner, or any member of your immediate family, have ownership interest, directly or indirectly, in any corporation, partnership, association, or other legal entity which would cause you to answer 'yes' to questions 1-12?  Yes  No

# ETHICAL ISSUES

Please complete the following section by indicating yes or no. If you answer "yes" to any of the following questions, please provide an explanation on a separate sheet of paper.

## CITATIONS

Have you ever been cited for a breach of ethics for unprofessional conduct, or been named in a complaint to a court, administrative agency, professional association, disciplinary committee or other professional group?

Yes  No

## AGENCY PROCEEDINGS/CIVIL LITIGATION

Are you presently or have you ever been involved in administrative agency proceedings or civil litigation?

Yes  No

Has any business involving you, your spouse/partner, close family members or close business associates been part of any administrative agency proceedings or civil litigation relevant to the board member position?

Yes  No

# CRIMINAL BACKGROUND DISCLOSURE

The School District of the City of Highland Park will perform a criminal records check from local, state and federal law enforcement agencies prior to your appointment. If the reports received from these agencies do not match your representations listed below, appointment to an academy board may be voided at the sole discretion of The School District of the City of Highland Park. Complete this section by placing your initials in the space beside option 1, 2 and/or 3. If you initial option 1 or 2, please provide on a separate sheet of paper what the charges were and which courts were involved.

1. \_\_\_\_\_ I have been convicted or pled either guilty or nolo contendere (no contest) to one or more crimes.  
Initial
2. \_\_\_\_\_ I am currently charged with one or more crimes.  
Initial
3. \_\_\_\_\_ I have not been convicted or pled either guilty or nolo contendere (no contest) to any crimes, nor am I currently charged with more than one crimes.  
Initial

# APPLICATION VERIFICATION

I recognize that all information submitted with this application or gathered by The School District of the City of Highland Park as a result of this application becomes a matter of public record, subject by law to disclosure upon request to members of the general public. I will hold The School District of the City of Highland Park, its trustees, officers, employees and authorized agents harmless from liability for the disclosure of any information it reasonably believes is true based upon my representations or resulting from this application process.

I understand that if I am appointed, I will be required and agree to complete six (6) hours of board orientation and development during the first year of my term and three (3) hours each year thereafter.

I understand that if I am appointed, I will be required and agree to complete an annual conflict of interest disclosure.

I understand that The School District of the City of Highland Park is under no obligation to appoint me or any nominee to a public school academy board. My signature below certifies that all information provided in this application is true and complete.

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Signature

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Date

# CONSENT FOR PERSONAL BACKGROUND CHECK

A criminal records check must be conducted as a condition for appointment as a public official serving on the board of a public school academy authorized by The School District of the City of Highland Park. This consent does not authorize, nor will The School District of the City of Highland Park conduct, a consumer credit check.

Information requested on this page will be used to conduct a criminal records check and will not be used to determine qualifications as a proposed public school academy board member. This page will be removed prior to review of the information contained in the application.

Please print or type the following information:

Print or type your full name: \_\_\_\_\_  
First Middle Last

Current Address: \_\_\_\_\_  
Street Number  
\_\_\_\_\_  
City State Zip

Former Address: \_\_\_\_\_  
Street Number  
\_\_\_\_\_  
City State Zip

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Gender:  Male  Female

Ethnicity:  American Indian or Alaska Native  Asian American  Black or African American  
 Native Hawaiian/Pacific Islander  White  Hispanic/Latino

By signing this document I acknowledge receipt of this disclosure and authorize The School District of the City of Highland Park to obtain a copy of my criminal records report.

I consent to the release of information concerning my criminal record, subject to any restrictions that I have included, to The School District of the City of Highland Park and its legal counsel. I specifically authorize The School District of the City of Highland Park to conduct a criminal records check on me with the applicable local, state and federal law enforcement agencies.

I will hold The School District of the City of Highland Park, its trustees, officers, employees and authorized agents harmless from liability for the disclosure of any information it reasonably believes is true based upon my representations or resulting from this criminal records check consent process.

By my signature, I assert and certify that the information provided is, to the best of my knowledge, true and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date