



Public School Academy Board Application

PSA Applicant and Board Director Application

The Board of Education at Elk Rapids Schools appreciates your interest to serve as a Public School Academy Board Member.

If you are approved to serve on an Academy Board, your role is to set policy, maintain the school's vision and/or mission, promote educational excellence through advocacy, visionary leadership, and high quality services to Elk Rapids Schools ("ERS") authorized public schools as well as to ensure that the school complies with its charter and applicable law.

All Academy board members are expected by ERS to participate in board training offered by the district or MASB. Upon approval by the ERS Board of Education, a board packet will be given to each newly appointed board member.

Academy board members are public officials appointed by the ERS Board of Education. All potential ERS School Board members are required to complete this application fully; please do not leave any blanks. All supporting documentation must be attached at the time of application.

The ERS Board of Education requires each Public School Academy Board nominee to undergo a personal background check. Applications will **not** be processed, nor will a name be submitted to the ERS Board of Education, without the results from the personal background check. For background check instructions, please see page 8.

To complete this form, please print a hard copy and hand print answers to all required questions and documentation, sign the completed paper copy and send it to the Elk Rapids Schools Superintendent's Office by mail or fax, using the information below. For your protection, do not email the completed PDF as an attachment using unsecured email. Additionally, if you choose e-mail the PDF and it does not include hand-written signatures where applicable, the office will be unable to process your application.

Please print off and mail your completed application to:

Superintendent
Elk Rapids Schools
308 Meguzee Point Road
Elk Rapids, MI 49629
Telephone: (231) 264-8692
Facsimile: (231) 264-6538

You may also call our main office at (231) 264-8692 to receive an application by mail.

Personal Information

Please neatly print or type the following information:

I hereby request an appointment to the _____ board of directors.
Academy Name

Name: _____
First Middle Last

Date of Birth: _____

Home Address: _____
Street Number County
City State Zip

Employer: _____ Position/Job Title: _____

Employer Address: _____
Street Number

Home Number: () _____ City State Zip
Work Number: () _____

Fax Number: () _____ E--mail Address: _____

Spouse's Name: _____
First Middle Last

Are you a United States citizen? _____ Are you a Michigan resident? _____
Are you the parent of a current or former student? _____

Education History

High School _____ City/State _____

Graduation Date _____
Month/Year

Undergraduate Institutions (B.A.; B.S.; B.B.A.; etc.)

Institution Name _____ Graduation Date _____
Month/Year

Major _____ Minor _____
Concentration/Degree _____

_____ Institution Name _____
Graduation Date _____
Month/Year

Major _____ Minor _____

Concentration/Degree _____

Post-Graduate and Professional Institutions (M.A.; M.S.; M.B.A., M.Ed.; Ph.D., J.D., M.D., etc.)

Institution Name _____ Graduation Date _____
Month/Year

Concentration/Degree _____

_____ Institution Name

_____ Graduation Date

_____ Month/Year

Concentration/Degree _____

Institution Name _____ Graduation Date _____
Month/Year

Concentration/Degree _____

Employment Experience

Please list your employment experience for the past 10 years. Please use an additional sheet if necessary

Employer _____ Dates of Employment _____
Month/Year – Month/Year

Job Title _____

Employer _____ Dates of Employment _____
Month/Year – Month/Year

Job Title _____

Employer _____ Dates of Employment _____
Month/Year – Month/Year

Job Title _____

Employer _____ Dates of Employment _____
Month/Year – Month/Year

Job Title _____

Do you hold any professional licenses? If so, please describe the licenses including the license numbers:

What special skills could you bring to the public school academy board?

Conflicts of Interest

Instructions: 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 you know if any person or group who might take overt or covert steps to attack, even unfairly, your appointment? If yes, please identify and explain the basis for the potential. 1. Yes No

2. Do you or your spouse have any contractual agreements with the Academy? 2. Yes No

3. Do you or your spouse have any ownership interest in any management company contracting with the Academy? 3. Yes No

4. Have you or your spouse guaranteed any loans for the Academy? 4. Yes No

5. Will you or your spouse be leasing or selling any real property to the Academy? 5. Yes No

6. Will you or your spouse be employed at the Academy (either as an employee of the Academy or as an employee of a management company contracted by the Academy)? 6. Yes No

7. Do you or your spouse sell any supplies, materials, equipment or other personal property to the Academy? 7. Yes No

8. Have you or your spouse provided any start-up funds to the Academy? If so, how much? 8. Yes No

9. Do you or your spouse, or other close family members have ownership, interest, whether directly or indirectly, in any corporation, partnership, association, or other legal entity which will enter into a contract with the Academy? 9. Yes No

10. Do you currently serve as a public official? 10. Yes No

11. Is there any other matter in which you are involved which is or may be incompatible or in conflict with the discharge of the duties of the position to which you seek to be appointed or which may impair or tend to impair your independence of judgment or action in the performance of the duties of that position? 11. Yes No

Ethical Matters

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

1. Yes No

2. Convictions. Have you ever been convicted of or entered a plea of guilty or nolo contendere or forfeited collateral for any criminal violation other than a minor traffic offense? (Minor traffic offenses do not include the Michigan offenses of operating under the influence of liquor, operating while impaired, reckless driving, or the equivalent offenses in other states.)

2. Yes No

3. Current Charges. Are you now under charges for any violation of law?

3. Yes No

4. U.S. Military Convictions. Have you ever been convicted by any military court?

4. Yes No

5. Imprisonment. Have you ever been imprisoned, been on probation, or been on parole?

5. Yes No

6. Agency Proceedings: Civil Litigation. Are you presently, or have you ever been a party in interest in any administrative agency proceedings or civil litigation which is related in any way to the position to which you seek to be appointed?

6. Yes No

7. Agency Proceedings and Civil Litigation of Affiliates and Family. Has any business in which you, your spouse, close family members or business associate are or were an officer, director, or partner been a party to any administrative agency proceedings or civil litigation relevant to the position to which you seek to be appointed? (With respect to this question, you need only consider proceedings and litigation that occurred while you, your spouse, close family member or business associate were an officer of that business.)

7. Yes No

8. Other. Is there any other any additional information, favorable or unfavorable, which you feel should be considered in connection with your appointment?

8. Yes No

References (required)

Please submit three (3) character references. References must have no familial relation to you, i.e. no blood relatives or relatives by marriage

Name _____

Relationship to you _____

Telephone () _____

How long have you known this person? _____

Name _____

Relationship to you _____

Telephone () _____

How long have you known this person? _____

Name _____

Relationship to you _____

Telephone () _____

How long have you known this person? _____

Application Verification

I recognize that all information submitted with this application or gathered by Elk Rapids Schools 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 Elk Rapids Schools, its board members, officers, employees or 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 _____ certify that the information provided in this statement is, to the best of my knowledge, true and accurate.

Signature _____ Date _____

PLEASE NOTE: Public School Academy Board Applications are subject to public disclosure under the Michigan Freedom of Information Act.

In accordance with SB 618 (PA 277 of 2011), all board members of ERS authorized academies must be US citizens and Michigan residents. Moving forward, new board members will be asked to bring the following items to their initial interview with the Elk Rapids Schools Superintendent : One (1) document proving US citizenship; Two (2) documents proving Michigan residency.

List of qualifying documents:

Proof of US citizenship (pick one):

- Certified birth certificate with a raised seal issued by a US or US territory government office
- Valid, unexpired US passport or passport card
- Certified Certificate of Citizenship (N--560 or N--561)
- Certified Certificate of Naturalization (N--550, N--570, or N--578)
- Consular Report of Birth Abroad issued by the US Department of State (FS--240, DS-- 1350, or FS--545)

Proof of Michigan residency (pick two):

- Utility bill or credit card bill issued within the last 90 days (electronic copies are acceptable)
- Account statement from a bank or other financial institution issued within the last 90 days (E--copies are acceptable)
- Mortgage, lease, or rental agreement
- Pay stub or earnings statement issued with the name and address of employer
- Life, health, auto, or home insurance policy
- Federal, state, or local government documents, such as receipts, licenses, or assessments
- Michigan title and registration (The registration must show current residential address)