



Board Member Application and Renewal Process

Quality governance is one of the foundations of high performing schools. Grand Valley State University appoints qualified board members and provides them with relevant resources and effective training.

To become a charter school board member, a candidate must:

1. Be nominated by a charter school board;
2. Complete an application for board service;
3. Successfully pass a background check;
4. Interview with a representative of the GVSU Charter Schools Office;
5. Complete a Verification of Citizenship Form, signed by the GVSU School Consultant;
6. Be approved by the Grand Valley State University Board of Trustees; and
7. Take a public oath of office.

1) Nomination

Prior to nomination, the existing board is encouraged to extensively evaluate a prospective candidate to determine if he/she is an appropriate fit for the Academy's board. A board may wish to conduct an interview with a potential nominee at an open meeting. The board may choose to vote on whether or not to nominate an individual at the same meeting or withhold until the following meeting.

If the existing board nominates an individual as a new board member, they must complete a Nomination Resolution and submit it to the GVSU CSO.

2) Application

If an individual is nominated as a new board member, he/she must complete a "Public School Academy Board Application" (available at <https://www.gvsu.edu/cso/board-application-18.htm>) and submit it to the GVSU CSO for review. Conflicts of Interest and Ethical Matters must be disclosed and will be addressed during this phase.

3) Background Check

Each board applicant is required to pass a criminal history background check. Upon receipt of an application, the GVSU CSO will utilize Internet Criminal History Access Tool (ICHAT), available through the Michigan State Police, to obtain a criminal history background check report.

Following a criminal history background check, the assigned school consultant will receive a copy of the application, along with approval to proceed with the applicant to the next phase.

An applicant may be disqualified based on their criminal history background check report, in which case, he/she will not move on to the next phase.

4) Interview

A CSO representative will meet with a nominee to further substantiate his/her fit for the Academy's board through an additional interview. The interview phase may occur before or after a board nomination, based on the discretion of the School Consultant.

If the CSO representative considers a nominee an appropriate fit for the Academy's board, he/she will communicate their approval to progress the individual to the next phase with the Deputy Director for School Accountability.

5) Approval

At this phase, an application and associated criminal history background check report will be sent by the GVSU CSO to GVSU University Counsel for review and approval to add to the next GVSU Board of Trustees meeting agenda.

At each meeting, GVSU Board of Trustees will either approve or deny each nominees for Academy board appointment and report each decision in the meeting minutes.

6) Oath

New and reappointed board members are required to take an Oath of Office at the first meeting following their appointment. The Oath of Office must be administered in the presence of a Notary Public. The signed, notarized Oath of Office form must be returned to the GVSU CSO to be uploaded into Epicenter.

7) Renewal

The January prior to the expiration of a board member's term, he/she must be nominated by the Academy's board for reappointment. If nominated, he/she must submit a "Reappointment Application and Personal Background Check Consent Form" (available at <https://www.gvsu.edu/cso/board-application-18.htm>). The GVSU CSO will address any changes since the last application submission and obtain an updated criminal history background check report. If there are no changes/changes are permitted, the application will progress to the approval phase (detailed above).

8) Position Posting

When there is a board vacancy, an Academy's board members will be given 30 days to recruit potential candidates to fill the seat. The opening will subsequently be posted on the CSO website (<https://www.gvsu.edu/cso/board-application-18.htm>) and the CSO may connect a board with potential candidates for consideration. Extenuating circumstances may result in the posting of a board vacancy prior to the aforementioned 30 days.