



# Public School Academy Board Application

## PSA Applicant and Board Director Application

The Charter School Office at Grand Valley State University 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 Grand Valley State University ("GVSU") 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 GVSU to participate in board training offered by the university. Upon approval by the GVSU Board of Trustees, a board packet will be given to each newly appointed board member.

Academy board members are public officials appointed by the GVSU Board of Trustees. All potential GVSU 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 GVSU Board of Trustees 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 GVSU Board of Trustees, without the results from the personal background check. For background check instructions, please see page 8.

**To complete this form, you may type your information directly into the fields using your computer, and then print a paper copy of the completed application. Or, you can print a blank paper copy first and fill in the fields by hand. In either case, sign the completed paper copy and send it to the Grand Valley State University Charter Schools 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. If you would prefer to submit your application electronically please visit the Charter Schools Office website at [www.gvsu.edu/cso](http://www.gvsu.edu/cso) to access the on-line application.**

Please print off and mail your completed application to:

Grand Valley State University  
Charter Schools Office  
201 Front Avenue, SW., Suite 310  
Grand Rapids, MI 49504  
Telephone: (616) 331-2240  
Facsimile: (616) 331-2085

You may also call our main office at (616) 331-2240 to receive an application by mail.

GVSU is an Equal Opportunity/Affirmative Action Institution (see <http://www.gvsu.edu/affirmative/>)

**Personal Information**

Please neatly print or type the following information:

I hereby request 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  
City State Zip

Home Number: ( ) \_\_\_\_\_ Work Number: ( ) \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

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

Are you the parent of a current or former student  
at this academy?

**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?

\_\_\_\_\_  
\_\_\_\_\_

### **Additional Qualifications**

Please answer the following five (5) questions if applicable. Please use a separate sheet if necessary.

1. **Government Experiences.** List any experience in, or association with, local, state or federal government (exclusive of elective public office but including advisory, consultative, current or previous appointments, honorary, or other part-time service or position), with dates of service.

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2. **Elective Public Office.** List all elective public offices sought and held with dates of service.

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3. **Honors and Awards.** List all scholarships, fellowships, honorary degrees, honorary society memberships, and any other special recognition for outstanding service or achievement.

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4. **Volunteer Experiences.** List all experience with volunteer organizations and positions held.

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5. **Miscellaneous.** List any additional points, including special skills that qualify you for this position.

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### **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 Grand Valley State University 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 Grand Valley State University, its trustees, 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 GVSU 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 a GVSU Field Service Representative: One (1) document proving US citizenship; Two (2) documents proving Michigan residency.

List of qualifying documents:

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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)