## Questionnaire for Proposed Board Member, School Employee, or Other Founding Member

| Biography | |
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| \*Please submit a current resume with this form. All responses within the form should be typed.\* | |
| Name |  |
| Present Employer and Job Title |  |
| Education/Professional Training |  |
| Past or Present Employment by, or Board Membership in a Charter School, Public School District, Higher Education Institution, Educational Management Organization, or School Support Organization |  |
| Town of Residence |  |
| Questions Please answer each question as fully as possible. Individual responses should be distinct and should not appear to be identical narratives amongst members of the applicant group.  **Final Applicants Please Note:** If the applicant group is invited to submit a final application, individual forms submitted with the final application must incorporate new responses in the following ways at a minimum:   1. Update Question 7 to describe your involvement in the development of the application during the period between when the initial application is submitted and when the final application is submitted. 2. Answer Question 14 to indicate if you reviewed the complete final application prior to its submission. 3. Sign and date completed form to submit to the Department with hard copy of the final application. | |
| 1. How did you become aware of the proposed school? | |
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| 1. Why do you serve as a member of this founding group? | |
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| 1. When did you join the applicant group (month and year)? | |
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| 1. Provide specific examples of past actions that you have taken that demonstrate your commitment to public education and serving your targeted community. **The Department will review your enclosed resume and asks for additional context regarding your qualifications and commitment to govern the proposed school.** | |
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| 1. If a charter were granted, what anticipated role would you play within the school community? How long do you anticipate serving as a member of the board, an employee of the proposed school, or a partner organization?  * If a proposed board member, name the anticipated office you would hold if any, e.g. such as chair person or treasurer. * If a proposed school employee, name the anticipated position you would hold, e.g. school leader, administrator, or teacher. * If a proposed partner for contracted services, describe the scope of anticipated services to be provided to the school and your anticipated involvement if chartered. | |
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| 1. Describe **how** your unique qualifications and anticipated role within the school community will support the implementation of the proposed school. | |
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| 1. Please describe your involvement in writing the application and/or providing feedback to the primary author(s). (If the applicant group is invited to submit a final application, please update your response to describe your involvement during the period between when the initial application is submitted and when the final application is submitted). | |
|  | |
| 1. Please indicate if you or an immediate member[[1]](#footnote-2) of your family knows generally, and/or is disfavored by members of the proposed board, proposed school employee(s), or individual(s) affiliated with the proposed educational management organization or school support organization, if applicable. Indicate the individual(s) and describe the nature of the relationship(s) if one exists including previous or current affiliations. | |
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| 1. Please indicate if you or an immediate member of your family has or may have a financial interest[[2]](#footnote-3) in the proposed school; proposed educational management organization or school support organization, if applicable; or individual(s) or any other company that may contract or provide service to the proposed school, if applicable. Please include employment, the possible leasing or selling of any real property, and the purchase of equipment or services for the proposed school. If yes, please explain. | |
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| 1. Have or will you or any member of your immediate family receive funds, gifts, loans, services, or any other benefit for any purpose from the proposed school, or any other company proposing to contract or provide services to the proposed school? If yes, please explain. | |
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| 1. Describe what you would do if you believed one or more members of the school’s proposed board was acting unethically or not in the best interests of the school. | |
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| 1. **[Applicable to Proposed Board Members Only]** To the best of your knowledge, are there any situations which may give the appearance of a conflict of interest or that would make it difficult for you to discharge the duties of a board member and make decisions that are solely in the best interest of the school? If yes, please explain briefly. Individuals are encouraged to contact the State Ethics Commission ([State Ethics Commission](https://www.mass.gov/orgs/state-ethics-commission)) about how conflict of interest law applies to their situation. | |
|  | |
| 1. I reviewed the complete **initial application** prior to submission. | |
| Yes  No | |
| 1. (Applicable to Final Applicants Only) I reviewed the complete **final application** prior to submission. | |
| Yes  No | |

| Expertise | | |
| --- | --- | --- |
| Please indicate in which areas you possess professional expertise: | | |
| Community Service  Fundraising  Educational Leadership  Finance/Business  Management  Charter Schools | Early Childhood/Elementary Education  Secondary Education  Law  School Improvement  Blended/Virtual Education  Other Innovative Public School Models (ELT, Innovation Schools, Magnet or Pilot Schools) | Special Education  English Learner Education  Human Resources  School Governance  Real Estate  Other: |
| 1. The application fully reflects the expertise I bring as a member of the applicant group.  Yes  No | | |
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| Certification [Signature Required Only with Hard Copy Submitted to Department] | | |

I recognize that all information, except home address, personal email, or personal telephone, submitted with this questionnaire becomes a matter of public record, subject by law to disclosure to members of the general public. I certify that the information contained in this document and attached resume is true and complete to the best of my knowledge under the penalties of perjury.

## Signature:

## Date:

*Original Signature Required Only on Hard Copy Submitted to Department*

1. Immediate family is defined as the proposed school employee, board member, or other founding member and his or her spouse, and the parents, children, brothers, and sisters of the proposed school employee, board member, or other founding member and his or her spouse. [↑](#footnote-ref-2)
2. Financial interest is defined as anything of economic or monetary value. [↑](#footnote-ref-3)