



HERON BAY

Academy

Thank you for your interest in serving as a board member for a Heron Bay Academy. The board of Heron Bay Academy plays a vital role in its future. If you are appointed to serve on an academy board, your responsibility will be to set policy, maintain the school's vision, and ensure that the school complies with its charter and applicable law.

We have designed this application to be straightforward, while collecting the detailed information needed to appoint effective board members.

Please submit your application to:

**Stacy Patton, Secretary
Heron Bay Academy Board of Directors
2292 Henderson Mill Road
Atlanta, Georgia 30345**

Personal Information

I hereby request appointment to the board of directors of the following academy: _____
Academy Name

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

1. Name: _____
First Middle Last

2. Home Address: _____
(Address, City, State and ZIP)

3. Employer: _____ Title: _____

4. Employer's Address: _____
(Address, City, State and ZIP)

5. Home Number: _____ Work Number: _____

6. Fax Number: _____ Cellular Number: _____

7. Pager Number: _____ E-mail Address: _____

8. Spouse's Name: _____
First Middle Last

9. Are you a United States citizen? Yes No

10. Are you a resident of the state declared in the home address above? Yes No

11. Do you agree to annually complete a conflict of interest disclosure? Yes No

12. Do you agree to complete six (6) hours of board orientation and training during the first year of your term, and three (3) hours of orientation and training each year thereafter? Yes No

13. Does your child (ren) attend this public school academy? Yes No If yes, how many? _____

14. Will you be able to attend regularly scheduled board meetings? Yes No

15. Please check your highest education level:

- High School/GED Associate's Degree Master's Degree
 Trade or Business School BA or BS Degree MD, DO, JD, Ph.D., etc.

16. Please check each area of expertise you would contribute to the board:

- Community Service Education Finance
 Fund Raising Law Management
 Marketing Personnel Public Relations
 Parent Involvement Programs Other (please specify) _____

17. Please write a paragraph about your suitability for this post?

Additional Information

If you would like any additional information considered, such as governmental, employment or volunteer experience, honors or awards, please attach a resume or include below.

Relationship to the Academy

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 or will you or your spouse have any contractual agreements with the academy? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Do or will you, your spouse, 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Did or will you or your spouse lease or sell property to the academy? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Did or will you or your spouse sell any supplies, materials, equipment or other personal property to the academy? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Have you or your spouse guaranteed any loans for the academy or loaned it any money? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Are or will you, your spouse or any member of your immediate family be employed by the academy, its educational service provider or other contractors? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Did you or your spouse provide any start-up funds to the academy? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. Did or do you or your spouse, or other member of your immediate family, have ownership interest, directly or indirectly, in any corporation, partnership, association, or other legal entity which would answer 'yes' to any of questions 1-7? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. Does any other 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. 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 have been nominated? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. Do you currently serve as a public official? <i>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.</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12. 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 your judgment independently on behalf of the academy? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Ethical Issues

Instructions - If you answer "yes" to any of the following questions, please provide an explanation on a separate sheet

► **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 during the past five years? Yes No

► **Has any business involving you, your spouse, 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 History

Academy board members are appointed public officials and as such are required to complete a criminal records check.

Instructions - 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, pled 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, pled guilty or nolo contendere (no contest) to any crimes.
initial

I understand that:

- The Authorizer must request or cause a criminal records check to be performed on me from local, state, or federal law enforcement agencies;
- Until that report is received and reviewed by the Authorizer, my nomination for appointment will not be processed;
- If the report received from the local, state, or federal law enforcement agencies is not the same as my representation(s) above or attached hereto respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my nomination for appointment is voided at the sole discretion of the Authorizer or its designee.

Application Verification

I recognize that all information submitted with this application or gathered by the Authorizer 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 Authorizer, 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 understand that if I am appointed, I will be required and agree to complete during the first year of my term, six (6) hours of board orientation, and three (3) hours of training per year thereafter.

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

I understand that the Authorizer 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.

Signature

Date

