

# APPLICATION TO SERVE ON THE STATE PUBLIC CHARTER SCHOOL COMMISSION

The Board of Education (“Board”) is responsible for appointing members to the State Public Charter School Commission (“Commission”), pursuant to Hawaii Revised Statutes (“HRS”) §302D-3. The Commission is a statewide charter school authorizer whose mission is to authorize high-quality charter schools throughout Hawaii. Members of the Commission are unpaid volunteers (but can be reimbursed for travel expenses incurred in conducting Commission business) and have staff to conduct the day-to-day responsibilities of the Commission. Regular appointments to the Commission have terms of three years, although an appointment that fills a vacancy fills the remainder of the term of the person that left the vacancy. Members of the Commission may serve up to three consecutive three-year terms.

**This form must be completed in its entirety before it can be processed.**

Individuals may use this form to submit an application to serve on the Commission. Organizations or individuals may also use this form to nominate individuals and submit applications on their behalf, provided that the individual certifies that he or she authorized the submission. (Note: The “applicant” is the person to be considered for nomination and appointment to the Commission, not the organization or individual submitting this application on the applicant’s behalf.) Follow the instructions below to submit the applicant’s resume and other information. If you have questions, please contact the Board’s office at (808) 586-3334 or [boe.hawaii@boe.hawaii.gov](mailto:boe.hawaii@boe.hawaii.gov).

## General Information

_____	_____	_____
Date of Birth	First	M.I.
_____	_____	_____
Preferred Title	Last	Suffix
_____		
Maiden or other names, including dates of use		
_____		
Name of spouse		

### U.S. Citizen

- Yes
- No

### Island of Residence

\_\_\_\_\_

### Have you lived in Hawaii for the past 12 months?

- Yes
- No

### Residency in Hawaii (Years)

\_\_\_\_\_

Application to serve on State Public Charter School Commission

**Residential Address**

Street Address

Address Line 2

City State / Province / Region

Postal / Zip Code Country

**Mailing Address**

(if other than residence)

Street Address

Address Line 2

City State / Province / Region

Postal / Zip Code Country

**Contact and Other Information**

Daytime Phone Evening Phone

Mobile Phone

Primary Email Address

Current Profession/Occupation

Is the applicant currently serving on any board or commission created by the State Constitution or a state statute?  Yes  No

If so, state the name of the body and the date when the applicant's term expires.

The following questions relate to convictions for crimes. You do not need to report: 1) arrests not followed by convictions; and 2) convictions which were annulled or expunged.

Has the applicant been convicted of a felony or misdemeanor?  Yes  No

Has the applicant ever been convicted of any act, attempt, or conspiracy to overthrow the state or federal government by force or violence?  Yes  No

If the answer is "yes" to either question, indicate the date(s) and explain below.

**Conflicts of Interest**

Does the applicant currently serve as an employee, trustee, agent, representative, vendor, or contractor of a charter school currently overseen by the Commission?  Yes  No

If the answer is "yes," indicate the charter school(s) and the current capacity in which the applicant is serving the school(s) and explain any plans to resign from such capacity to avoid any conflict of interest, pursuant to HRS §302D-8, below.

Has the applicant ever been an employee, governing board member, vendor, contractor, agent, or representative of any charter school?  Yes  No

If the answer is "yes," indicate the charter school(s), the capacity in which the applicant served the school(s), and date(s) of service below.

**References**

Reference #1	_____	_____
	Name	
	_____	_____
	Email Address	Phone
Reference #2	_____	_____
	Name	
	_____	_____
	Email Address	Phone
Reference #3	_____	_____
	Name	
	_____	_____
	Email Address	Phone

**Cover Letter and Resume**

If you are applying directly, attach a letter of interest and your resume to this application. If you are an organization or individual applying on behalf of the applicant, attach a nomination letter from the nominating party and the applicant's resume to this application, and provide in the nomination letter the nominating organization or individual's name, contact information (including phone number and email address), and affiliation to the applicant.

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This application, the letter of interest or nomination letter, and the applicant's resume must be submitted in one email either as one file or as separate files. Allowed file types are .doc, .docx, and .pdf. Any file submitted must be no larger than 1 MB.

This application, the letter of interest or nomination letter, and the applicant's resume must demonstrate that the applicant meets the statutory minimum qualifications and should also ideally demonstrate that the applicant meets the statutorily recommended qualifications.

Pursuant to HRS §302D-3(d), the minimum qualifications are:

1. Commitment to education. Each nominee's record should demonstrate a deep and abiding interest in education, and a dedication to the social, academic, and character development of young people through the administration of a high performing charter school system;
2. Record of integrity, civic virtue, and high ethical standards. Each nominee shall demonstrate integrity, civic virtue, and high ethical standards and be willing to hold fellow commission members to the same;
3. Availability for constructive engagement. Each nominee shall commit to being a conscientious and attentive commission member; and
4. Knowledge of best practices. Each nominee shall have an understanding of best practices in charter school educational governance or shall be willing to be trained in such.

Pursuant to HRS §302D-3(e), the recommended qualifications are:

1. Experience governing complex organizations. Each nominee should possess experience with complex organizations, including but not limited to performance contract management, and a proven ability to function productively within them; and
2. Collaborative leadership ability. Each nominee should have substantial leadership experience that ideally illustrates the nominee's ability to function among diverse colleagues as an effective team member, with the ability to articulate, understand, and help shape consensus surrounding commission policies.

### **Acknowledgement of Public Appointment**

Any nominee whom the Board is considering for appointment to the Commission must allow the Board to place his or her name on its public meeting agenda before appointment to inform the public of the pending appointment and allow for public comment. The Board will make the name, cover letter, and resume of the nominee publicly available on its website. Any nominee who does not agree to place his or her name on the agenda forfeits his or her nomination and is not eligible for appointment. The Board keeps all other applications confidential only to the extent allowable by law. Through the act of submitting this application, the applicant agrees to these terms and will be mindful that information provided to the Board could become public.

The applicant has read, and understands and agrees to, the above statement.

\_\_\_\_\_  
Initial

**Acknowledgement of State Ethics Commission Annual Disclosure of Financial Interests**

Under the State Ethics Code, HRS Chapter 84, members of the State Public Charter School Commission who are appointed to terms of more than one year and whose functions are not “solely advisory” must file a financial disclosure statement with the State Ethics Commission. Statements will be maintained confidential and neither published nor disclosed by the State Ethics Commission without the member’s permission, during the member’s term, and for six year thereafter whereupon they will all be destroyed.

\_\_\_\_\_ The applicant has read, and understands and agrees to, the above statement.  
Initial

**Authorization to Release/Disclose Information**

To Whom It May Concern:

In conjunction with the background check being conducted by the Board of Education for my possible appointment to State Public Charter School Commission, I hereby authorize the representative of the Board of Education, State of Hawaii, bearing this release, or copy thereof, to obtain information about me that you may have pertaining to my employment, military service, or education, including but not limited to academic, achievement, attendance, personal history, disciplinary actions, awards, and requests of the bearer. This authorization to release is executed with my full knowledge and understanding that the information will be used in connection with my application for possible appointment to the State Public Charter School Commission.

\_\_\_\_\_  
Applicant’s signature

\_\_\_\_\_  
Date

**Certification**

By signing my name below, I hereby certify that all statements and acknowledgements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatement of material facts herein may cause forfeiture of all rights to any appointed position to the State Public Charter School Commission.

\_\_\_\_\_  
Applicant’s signature

\_\_\_\_\_  
Date