



Board Member Application/Renewal Process

Public School Academy board members set policy, maintain the academy's vision and mission, promote educational excellence through advocacy, visionary leadership, and high-quality services as well as ensure that the academy complies with its charter and all applicable laws. They also manage school resources, ensure effective organizational planning, support and review the performance of the school leader and education service provider, and maintain accountability.

Academy board members are public officials who swear a constitutional oath of office and are appointed by Detroit Public Schools Community District (DPSCD). DPSCD-authorized Public School Academies may have 5, 7 or 9 members, and vacancies are expected to be filled in a timely manner. Boards of Directors are expected to nominate members for approval.

Phase I RECRUITING NEW BOARD MEMBERS

Boards of Directors that have vacancies are expected to recruit replacements. Board members may use their own networks to locate suitable candidates for approval by the rest of the board and, ultimately, DPSCD.

The Office of Charter Schools maintains a pool of candidates and may send potential candidates for review at boards' request. Board members are not required to reside in the City of Detroit, but they must be Michigan residents and U.S. citizens.

When filling a vacancy on your board, be sure to ask the question, "What areas of expertise does our board lack?" Filling a vacancy is an opportunity to bring targeted skills to your board, such as financial or business acumen, legal expertise, fund-raising, public relations, and knowledge of the school community, or to have representation from a parent, grandparent or guardian of a child at the school.

Phase II RECOMMENDING NEW MEMBERS and REAPPOINTMENTS

New Board Members

Boards must interview each potential candidate in an open meeting with a quorum before voting on a resolution to recommend someone for membership on the board. Boards are expected to vet potential candidates before voting to recommend them to the authorizer. This includes asking thorough questions, reviewing their application and checking references.

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Board Member Term Renewals

When current board members' terms are coming to an end, they are expected to notify the board and the Office of Charter Schools of their intent to either vacate their seat or seek reappointment. Each board must vote to renew members' terms in an open meeting and submit the resolution to the authorizer for review. No further documentation is required, as the Office of Charter Schools annually collects updated contact information and Conflict of Interest disclosures.

The board's vote to recommend a candidate for membership or for reappointment does not constitute appointment or reappointment. The process is not complete until DPSCD Office of Charter Schools notifies the academy board in writing.

Phase III AUTHORIZER APPROVAL OF NEW BOARD MEMBERS

Once the board votes to recommend a candidate for appointment, the following documents must be submitted to the DPSCD Office of Charter Schools through the Epicenter compliance system.

- ✓ Completed Application with signed Conflict of Interest
- ✓ Resume
- ✓ Board resolution to nominate the candidate for appointment

Upon receipt of ALL required documents, the DPSCD Office of Charter schools will conduct a review that includes a candidate interview and reference check. Incomplete submissions will not be reviewed. A written response will be provided within 30 days of receipt of all required documents. Failure to respond within that time frame is tacit approval of the board's recommended candidate.

Phase IV CRIMINAL BACKGROUND CHECK and OATH OF OFFICE

Each applicant is required to pass a Criminal Background Check. Results of the background check must be submitted to the DPSCD Office of Charter Schools within 30 days of receipt of the appointment letter. Board members who have passed a Criminal Background Check for employers such as schools, law enforcement, etc. within the past 12 months will be exempt, but must provide documentation to the Office of Charter Schools.

New and reappointed board members will be 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 uploaded into Epicenter in accordance with board filing requirements.

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Office of Charter Schools

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RESOURCES AVAILABLE

Resources available at http://detroitk12.org/admin/charter_schools/boards/

- Board Member Application
- Board Member Acceptance of Public Office (Oath of Office)
- Board Member Nomination Resolution

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