

APPENDIX 1: Instructions for Leadership Information

If the Mayor's Office does not currently have the following information for school administrators and governing board members, then those individuals are required to complete the background check authorization form, provide a current resume detailing their qualifications and experiences, and submit a memorandum indicating any conflicts of interest. Submit all three items for each new leader. Information on governance and management team members will not be considered unless the Mayor's Office has complete leadership information (resume, background waiver, and memorandum) for every board member and school leader as detailed below. Below is a brief outline of the leadership information contents, as well as directions for meeting the format requirements.

Leadership Information Contents

The leadership information should contain the following:

- Resumes should include, at a minimum, education, employment and professional and community activities. Resumes do not need to include personal address or contact information.
- Signed background check authorizations only in unbound copy. Background check forms are not included in the bound copies. Background check authorization form is available in Appendix 2 (page 40).
- A memorandum of no more than one page from each participating governing board member that:
 - Highlights the knowledge and experience that he or she would bring to the board (e.g., previously served on a board of a school district, an independent school, or a non-profit corporation); and
 - Indicates any potential conflicts of interest he or she might have. A potential conflict consists of engaging in a business relationship with a company or employee that would provide direct or indirect financial or other benefits to the board member or family members. Please describe the individuals involved and the nature of any such relationship.

To the extent permitted by law, information obtained through background checks and other personal information will remain confidential. If the leadership of the proposed charter school changes, it is the responsibility of the organizer to submit updated leadership information (resume, background check authorization and memorandum) to the Mayor's Office.