



FOUNDING BOARD MEMBER APPLICATION & DISCLOSURE PACKET

Proposed Public Charter School • Grades 6–8 • Opening August 2027

Purpose: This Crown Academy packet is used to collect consistent information from prospective Committee to Form and governing board members. It does not replace any official SPCSA, Nevada background check, fingerprinting, affidavit, disclosure, or training form that may also be required.

LEAD Model: Leadership, Engagement, Achievement, and Discovery

Where Leaders Are Crowned

1. Applicant Information

Please complete all fields. Attach additional pages where needed.

Full Legal Name _____

Preferred Name _____

Home Address _____

City / State / ZIP _____

Primary Phone _____

Email Address _____

Employer / Organization _____

Current Job Title / Profession _____

How long have you been a Nevada resident? _____

Board Service Interest

- ☐ Committee to Form
- ☐ Founding Governing Board
- ☐ Either, based on Crown Academy's needs
- ☐ Community advisor / supporter if board service is not the best fit

How did you learn about Crown Academy? _____

Who referred you, if applicable? _____

Resume / CV

- ☐ Resume or CV attached
- ☐ Resume or CV will be provided

2. Qualifications & Statutory Composition

This section helps Crown Academy determine how each candidate may contribute to a legally compliant and well balanced board.

Check all areas that accurately describe your background or qualifications:

- ☐ Nevada licensed teacher or other person licensed pursuant to Chapter 391
- ☐ Licensed educator with school administration experience
- ☐ Parent or legal guardian of a school age child who would not be employed by Crown Academy
- ☐ Accounting expertise
- ☐ Financial services expertise
- ☐ Legal expertise
- ☐ Human resources expertise
- ☐ School leadership / education
- ☐ Special education
- ☐ English Learner instruction or multilingual family engagement
- ☐ Governance / board service
- ☐ Facilities / real estate
- ☐ Operations
- ☐ Fundraising / philanthropy
- ☐ Business / entrepreneurship
- ☐ Community engagement
- ☐ Technology
- ☐ Marketing / communications
- ☐ Military / public service
- ☐ Other

If Nevada licensed, license type and number _____

If parent / legal guardian, child's current grade _____

Other expertise _____

Briefly describe the experience that best qualifies you to serve Crown Academy:

3. Interest in Crown Academy

Why are you interested in serving Crown Academy?

What about Crown Academy's mission and LEAD Model connects with you?

What strengths, expertise, relationships, or lived experience would you bring to the board?

What do you believe is the proper role of a governing board compared with the role of the Executive Director / school leader?

How would you approach a board decision when you personally disagree with another member or with school leadership?

4. Community Connections

Crown Academy intends to serve families in ZIP codes 89106, 89102, 89107, 89145, and 89146. Please describe any direct ties you have to these communities.

- ☐ 89106 — I have a personal, professional, educational, service, faith, business, or community connection
- ☐ 89102 — I have a personal, professional, educational, service, faith, business, or community connection
- ☐ 89107 — I have a personal, professional, educational, service, faith, business, or community connection
- ☐ 89145 — I have a personal, professional, educational, service, faith, business, or community connection
- ☐ 89146 — I have a personal, professional, educational, service, faith, business, or community connection

Describe your connection(s) _____

Community Relationships

List organizations, schools, businesses, faith communities, neighborhood groups, colleges, nonprofits, or other community relationships that may be relevant to Crown Academy.

Organization / Relationship	Community / ZIP	Nature of Connection
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5. Conflict of Interest & Relationship Disclosure

Disclosure does not automatically disqualify a candidate. Crown Academy uses this information to identify, evaluate, disclose, and appropriately manage actual or potential conflicts.

Do you or an immediate family member have a financial interest in a company that currently does or may seek to do business with Crown Academy? ☐ Yes ☐ No

Do you or an immediate family member expect to be employed or compensated by Crown Academy?
☐ Yes ☐ No

Do you have a family, business, supervisory, or financial relationship with a Crown Academy founder, employee, proposed vendor, contractor, landlord, or service provider? ☐ Yes ☐ No

Do you currently serve, or have you previously served, with another charter school, school board, education management organization, nonprofit, or organization that could create a conflict? ☐ Yes
☐ No

Are you aware of any other actual, potential, or perceived conflict that should be disclosed? ☐ Yes
☐ No

If you answered Yes to any item, explain fully:

Name of related person / organization, if applicable _____

Nature of relationship _____

6. Prior Service, Legal & Compliance Information

Prior Board / Charter Affiliations

Organization	Role	Dates	Reason Service Ended
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Candidate Disclosures

Have you ever been removed or asked to resign from a board or fiduciary position? ☐ Yes ☐ No

Have you ever been subject to professional discipline, license suspension, revocation, or formal sanction? ☐ Yes ☐ No

Have you ever been involved in litigation, bankruptcy, or another matter that could reasonably affect your ability to fulfill fiduciary duties? ☐ Yes ☐ No

Is there anything in your professional or personal history that Crown Academy should consider when evaluating your candidacy? ☐ Yes ☐ No

If Yes, provide an explanation. Crown Academy may request additional documentation when appropriate.

Official criminal history, fingerprinting, affidavit, and other statutory disclosures will be completed using the forms and procedures required by Nevada law and the charter sponsor, when applicable.

7. Board Commitment Agreement

If selected to serve, I understand that governing board service carries fiduciary, ethical, legal, and mission based responsibilities. I am prepared to:

- ☐ Support Crown Academy's mission and the LEAD Model: Leadership, Engagement, Achievement, and Discovery.
- ☐ Place the interests of Crown Academy students and the organization above personal interests.
- ☐ Attend and prepare for scheduled board meetings and assigned committee meetings.
- ☐ Review board materials in advance and ask informed questions.
- ☐ Maintain appropriate governance boundaries and avoid directing day to day school operations.
- ☐ Participate in required governance training and professional learning.
- ☐ Protect confidential information and comply with applicable open meeting and public records requirements.
- ☐ Disclose actual, potential, or perceived conflicts of interest promptly.
- ☐ Recuse myself when required and follow Crown Academy's conflict of interest policy.
- ☐ Exercise appropriate oversight of academic, financial, operational, legal, and organizational performance.
- ☐ Support responsible financial stewardship and long term sustainability.
- ☐ Act professionally and respectfully with fellow board members, school leadership, families, staff, students, and community members.
- ☐ Serve as an ambassador for Crown Academy while ensuring that public statements accurately reflect board decisions and authority.
- ☐ Complete required sponsor and state documentation, disclosures, background checks, fingerprinting, and training within applicable timelines.

I understand that signing this agreement does not itself appoint me to the governing board. Formal appointment and service are subject to Crown Academy's governing documents, applicable Nevada law, and sponsor requirements.

Applicant Signature _____

Date _____

8. Conflict of Interest Policy Acknowledgment

I acknowledge that I have received or will receive Crown Academy's Conflict of Interest Policy. I understand that board members are expected to identify and disclose conflicts promptly, avoid using their position for personal benefit, and comply with applicable recusal and disclosure requirements.

- ☐ I agree to disclose any actual, potential, or perceived conflict of interest.
- ☐ I agree to update my disclosure if circumstances change.
- ☐ I agree to comply with Crown Academy's conflict of interest policy and applicable law.

Applicant Signature _____

Date _____

Confidentiality & Records Acknowledgment

I understand that board service may involve access to confidential student, personnel, legal, financial, or organizational information. I agree to protect confidential information while also complying with applicable transparency, public records, and open meeting requirements.

Applicant Signature _____

Date _____

9. Candidate Document Checklist

- ☐ Completed Crown Academy Founding Board Member Application & Disclosure Packet
- ☐ Current resume or CV
- ☐ Copy of applicable Nevada educator / professional license, if relevant
- ☐ Conflict of Interest disclosure completed
- ☐ Board Commitment Agreement signed
- ☐ Conflict of Interest Policy acknowledgment signed
- ☐ Official SPCSA applicant team / board member forms, when required
- ☐ Official governing board disclosure form, when required
- ☐ Fingerprinting / background check materials, when required
- ☐ Board member affidavit, when required
- ☐ Governance training documentation, when required
- ☐ Other supporting documentation requested by Crown Academy

For Crown Academy Use Only

Candidate	
Interview Date	
Interviewers	
Proposed Statutory / Board Category	
Recommendation	☐ Advance ☐ Hold ☐ Decline
Board / Committee Action Date	
Notes	

Internal use: Crown Academy should retain candidate materials securely and limit access to individuals involved in governance recruitment, compliance, or authorized records management.