

State Charter School Board Mentoring Program

Mentor Application

Instructions: Please complete the following information and submit this application to the USOE Charter School Section at marlies.burns@schools.utah.gov (email) or 801-538-7750 (fax). Application should be submitted no later than September 30, 2012 for the 2012-2013 school year.

Contact name: _____

Company / School name: _____

The purposes of the State Charter School Board mentoring program are to offer charter school governing boards (1) the opportunity to enhance its existing professional development program based on individual school needs and (2) provide technical assistance to governing boards not meeting the goals found in its Charter Agreement. It should supplement the governing board's budgeted funds for board, administrative, and staff professional learning activities and technical assistance.

Areas of expertise (check all for which you would be willing to mentor and feel free to add additional areas not found on this list)

- | | |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Quickbooks | <input type="checkbox"/> Academic assessments – analysis and decision-making |
| <input type="checkbox"/> Peachtree | <input type="checkbox"/> Student enrollment – outreach and marketing |
| <input type="checkbox"/> Annual Financial Report and Annual Program Report | <input type="checkbox"/> Student enrollment – year-to-year retention |
| <input type="checkbox"/> State Charter School Board financial measures | <input type="checkbox"/> Board policies |
| <input type="checkbox"/> National School Lunch Program | <input type="checkbox"/> SIS 2000+ |
| <input type="checkbox"/> Alternative school lunch program | <input type="checkbox"/> PowerSchool |
| <input type="checkbox"/> Student health programs | <input type="checkbox"/> Renweb |
| <input type="checkbox"/> Required reports – completion and submission | <input type="checkbox"/> Compass |
| <input type="checkbox"/> Required reports – calendaring and timeline | <input type="checkbox"/> Required school annual trainings |
| <input type="checkbox"/> Academic assessments – paperwork and submission | <input type="checkbox"/> Grant writing |
| | <input type="checkbox"/> Other _____ |
| | <input type="checkbox"/> Other _____ |
| | <input type="checkbox"/> Other _____ |

Experience in identified area(s) of expertise: (e.g., names of companies you've worked with, projects you've worked on, assignments at charter school, etc.). Attach additional pages as needed.

Duties of a Mentor:

I understand that it is my role to advise a charter school in an area in which I possess experience or expertise. I understand that the advice or assistance I provide a school may significantly influence their decisions or actions. I will advise schools in a manner consistent with the ensuring the safety and well-being of the students of Utah, the upholding of relevant Utah law, and the safeguarding of public funds. These interests must be the first priority in all recommendations, decisions, and actions I undertake in connection with my mentoring role.

As I mentor I will only advise a school on my recommendations for a course of actions. I will not represent to the school that I speak with any authority or direction as a representative of the State Charter School Board. I will not engage with vendors on a school's behalf or make any purchasing decisions on behalf of the school. All purchasing, governance, or policy decisions must always be left to the charter school's governing board. While it is my role to advise a school on relevant matters, I will advise a school to comply with the State Open Meeting Laws and State Procurement Code as applicable.

Conflict of Interest:

As a mentor I will not use my position, or knowledge gained therein for my personal benefit or for the private pecuniary benefit of any other person or organization. As a mentor to charter schools, I understand the importance of acting in the best interests of the charter school I am assisting and doing so free of conflict. To that end, I will disclose any potential conflict of interest that could exist prior to meeting with the school. I understand that a potential conflict of interest should be disclosed at the earliest possible time to both the Charter School I am advising and the State Charter School Board (SCSB) Executive Director. Should an unanticipated conflict or potential conflict arise while I am acting in a mentor role I will immediately notify the charter school governing board and/or administration and the SCSB Executive Director.

The appearance of a conflict of interest is present if there is a potential for the personal interests of a mentor to clash with their unbiased advising of a charter school they have been assigned to mentor. If I believe a possible conflict could exist or could be perceived by others to exist, I will assume a conflict does exist and act accordingly.

Signature: _____