Charter School Board Building Officer

10/20/2015

Contact Information

In accordance with State Board of Education Rule 277-471-3(A)(2),

"Charter school boards shall be accountable to the State Charter School Board and the Board to ensure that ***all charter school permanent or temporary construction, renovation, and inspection is conducted in accordance with the Code****. Each local charter school board* ***shall appoint a local charter school board building officer who has direct operational responsibility for construction, renovation, and inspection of the charter school.*** *The local Charter School Board Building Officer (CSBBO) shall report regularly to the local charter school board.*

(a) The local charter school board shall provide the name of this officer in writing to the Superintendent.

(b) The local charter school board shall promptly notify the Superintendent in writing of any changes of this individual.

The CSBBO shall be hired by the charter school, and cannot be an employee of the contractor, developer, architect, engineer, etc. The CSBBO can only be a charter school board member if:

"A local school board member ***may not have*** *a* ***direct or indirect financial interest*** *in the construction project contract." (Utah Code 53A-20-101-9)*

Please fill out this form and send it to Jenefer Youngfield, School Construction and Facility Safety Specialist, with the Utah State Office of Education (USOE). The form can be scanned and emailed to jenefer.youngfield@schools.utah.gov, faxed to her at 801-538-7729, or sent by US Mail to: Utah State Office of Education, Attention: Jenefer Youngfield, 250 East 500 South, P.O. Box 144200, Salt Lake City, UT 84114-4200

Charter School Name: _____

Charter School Board Building Officer's Contact Information:

Name: _____

Address: _____

_____

_____

Phone: _____

Cell Phone: _____

Fax: _____

Email: _____

☐ **By submitting this form, I agree to notify USOE annually as requested and in the event that any information provided for the Charter School Board Building Officer above changes.**

☐ **I certify that the Charter School Board Building Officer does not have a direct or indirect financial interest in this or any other public construction project contract.**

☐ **I agree to ensure the Charter School Board Building Officer and those involved in facility related items at this charter school are adhering to the most current requirements; providing the appropriate reporting information; regularly visit, review and are familiar with the USOE website (http://schools.utah.gov/finance/Facilities.aspx), and so forth.**

Charter School Board Chair's approval: _____

Signature

Date: _____

_____

Printed Name