

Office of School Choice

Charter Board Completeness Check

Board Self-Assessment Resource

Charter school boards must meet board structure requirements in Bulletin 126; and charter school boards must adhere to the Louisiana Code of Governmental Ethics through [La.R.S. 42:1101](#), et. seq., applicable to charter schools via [La.R.S. 17:3996\(B\)\(20\)](#).

Name of Nonprofit Corporation	
Name of School	

Charter Board Self-Assessment					
	Item	Yes	No	N/A	Notes
Non-Profit Board Composition	Important Board Composition Information				
	Only non-profit corporations and their boards are eligible to operate charter schools in Louisiana.	☐	☐	☐	
	Charter boards with corporate partners may have corporate representation on the board, though those representatives may not make up the board's majority.	☐	☐	☐	
	Non-profits may not be affiliated with or supported by any religious organization.	☐	☐	☐	
	Submit the Leadership Change Form when the composition of the non-profit board changes.	☐	☐	☐	
Number of Board Members and Expertise	Important Board Size Requirement Information				
	Boards must consist of at least seven members.	☐	☐	☐	
	Board members should have a diversity of professional skills, expertise, and interests in areas including education, organizational operations, community development, finance, and law	☐	☐	☐	
Employment and Compensation	Important Employment & Compensation Information				
	Board members cannot be employed by any of the schools operated by the board.	☐	☐	☐	
	Members cannot receive any compensation outside of reimbursement for any actual costs related to their work on the board.	☐	☐	☐	
	Members cannot accept personal gifts from any entity which is doing or has the potential to do business with the board. Board members may accept food/drink at an event for a value up to \$50.	☐	☐	☐	
Family	Important Family Information				
	No board member can be a member of the same immediate family.	☐	☐	☐	
	Members must disclose to the Board of Ethics any situation in which the board member or a member of his family might benefit from a proposed action of the board.	☐	☐	☐	

Charter Board Self-Assessment

	Item	Yes	No	N/A	Notes
Residency	Important Family Information				
	At least 60% of board members must reside in the community where the school is located, which is defined as the parish where the school is located or in immediately neighboring parishes	☐	☐	☐	
	Boards operating one or more schools in the same parish <i>Community: the parish where the school is located or in immediately neighboring parishes.</i>				
	Type 2 Boards operating one school with multi-parish enrollment zones <i>Community: any parish that is included in the charter school's attendance zone.</i>				
	Charter boards operating multiple schools in multiple parishes <i>Communities: parishes and immediately neighboring parishes in which the charter schools are located, with equal representation from each community to the greatest extent possible.</i>				
Conflict of Interest	Important Conflict of Interest Information				
	No elected official or school board official in whose jurisdiction a Type 5 charter school is to be located may serve on the board of the Type 5 charter school.	☐	☐	☐	
	Additionally, no BESE board member may serve on the board for any Type 2, 4, or 5 charter.	☐	☐	☐	
	Former elected officials must wait at least one year before serving on a charter school board.	☐	☐	☐	
	Board members must recuse themselves from any votes from which they might derive a personal or economic benefit.	☐	☐	☐	
On-going Responsibilities					
	Board members must submit a Tier 3 financial disclosure statement to the LA Board of Ethics annually.	☐	☐	☐	
	Board members must develop and follow an annual training schedule per the guidance of the LDOE Office of School Choice.	☐	☐	☐	
	Board members must abide by their own bylaws and all applicable state laws and requirements, including the Louisiana Code of Governmental Ethics, Louisiana Non-Profit Corporation law, Louisiana Secretary of State requirements, and Open Meetings and Public Records laws.	☐	☐	☐	
	Board members must submit a disclosure statement (Form 403) when an immediate family member is employed by the school board or charter school annually.	☐	☐	☐	

*This informational document is a general guide to inform schools of basic requirements. It is NOT a substitute for federal or state guidelines and/or the appropriate state and local policies.