

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

Important Non-Profit Board Composition Information	Yes	No	N/A	Notes
Only non-profit corporations and their boards are eligible to operate charter schools in Louisiana.	☐	☐	☐	Notes
Charter boards with corporate partners may have corporate representation on the board, though those representatives may not make up the board's majority.	☐	☐	☐	Notes
Non-profits may not be affiliated with or supported by any religious organization.	☐	☐	☐	Notes
Submit the Leadership Change Form when the composition of the non-profit board changes.	☐	☐	☐	Notes
Important Number of Board Members and Expertise Requirement Information	Yes	No	N/A	Notes
Boards must consist of at least seven members.	☐	☐	☐	Notes
Board members should have a diversity of professional skills, expertise, and interests in areas including education, organizational operations, community development, finance, and law	☐	☐	☐	Notes
Important Employment & Compensation Information	Yes	No	N/A	Notes
Board members cannot be employed by any of the schools operated by the board.	☐	☐	☐	Notes
Members cannot receive any compensation outside of reimbursement for any actual costs related to their work on the board.	☐	☐	☐	Notes
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.	☐	☐	☐	Notes
Important Family Information	Yes	No	N/A	Notes
No board member can be a member of the same immediate family.	☐	☐	☐	Notes
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.	☐	☐	☐	Notes

Important Residency Information	Yes	No	N/A	Notes
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	☐	☐	☐	Notes
Boards operating one or more schools in the same parish Community: the parish where the school is located or in immediately neighboring parishes.	☐	☐	☐	Notes
Type 2 Boards operating one school with multi-parish enrollment zones Community: any parish that is included in the charter school's attendance zone.	☐	☐	☐	Notes
Charter boards operating multiple schools in multiple parishes Communities: parishes and immediately neighboring parishes in which the charter schools are located, with equal representation from each community to the greatest extent possible.	☐	☐	☐	Notes
Important Conflict of Interest Information	Yes	No	N/A	Notes
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.	☐	☐	☐	Notes
Additionally, no BESE board member may serve on the board for any Type 2, 4, or 5 charter.	☐	☐	☐	Notes
Former elected officials must wait at least one year before serving on a charter school board.	☐	☐	☐	Notes
Board members must recuse themselves from any votes from which they might derive a personal or economic benefit.	☐	☐	☐	Notes
Important On-going Board Responsibility Information	Yes	No	N/A	Notes
Board members must submit a Tier 3 financial disclosure statement to the LA Board of Ethics annually.	☐	☐	☐	Notes
Board members must develop and follow an annual training schedule per the guidance of the LDOE Office of School Choice.	☐	☐	☐	Notes
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.	☐	☐	☐	Notes
Board members must submit a disclosure statement (Form 403) when an immediate family member is employed by the school board or charter school annually.	☐	☐	☐	Notes

*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.