

Office of School Choice

BESE-Authorized Board Chair Assurances

The Louisiana Department of Education (LDOE) has developed the BESE-Authorized Board Chair Assurance Form to assist board chairs in fulfilling their responsibilities. Although this document is not inclusive of all board requirements, it contains important policy guidance and mandates from [Bulletin 126](#), best practices from the [National Association of Charter School Authorizers](#), guidance from the [Code of Governmental Ethics](#), and contents from the contract between the non-profit and [BESE](#). Board chairs may reach out to the LDOE at charters@la.gov if clarification is needed.

ACTION REQUIRED: After carefully reading each assurance, the charter board president must initial and sign in the spaces provided. Please scan and upload a signed copy to charters@la.gov by July 31 of each academic year.

Non-Profit Organization Name	
Charter School Name(s)	
Submission Date	

Initial	Assurance Indicator	Signature
	The board of directors of each charter operator shall be responsible for implementing the public charter school program proposed in its charter application, complying with and carrying out the provisions of the charter school contract, and complying with all applicable federal and state laws and policies governing the charter school.	
	The board of directors of each charter school operator shall operate in accordance with its duly adopted bylaws, which shall include conflicts of interest policy that is consistent with applicable law, including, but not limited to, the Louisiana Code of Governmental Ethics.	
	The board of directors of each charter operator shall comply with all requirements set forth by the Louisiana Nonprofit Corporations Law and the Louisiana Secretary of State and shall remain in good standing during the term of its charter.	
	The board of directors of each operator shall comply with all laws applicable to public bodies, including, but not limited to, the Louisiana Open Meetings Law, the Louisiana Public Records Law, and the Code of Governmental Ethics.	
	The board of directors of each charter operator shall exercise final authority in matters affecting the charter school, including, but not limited to, staffing, financial accountability, and curriculum.	
	Each member of the governing authority or management board of a charter school shall annually file a financial disclosure statement in accordance with R.S. 42:1124.3 with the Louisiana Board of Ethics.	

	The board of directors shall submit a copy of the board's adopted bylaws and change form by September 1 of each academic year. Bylaws should be forwarded to charters@la.gov . The Bylaws Change Form is submitted only if there is a change to the bylaws from the previous year.	
	The board of directors shall approve a balanced budget each year during a board meeting and allow for public comment on the agenda item.	
	The board of directors will evaluate the CEO/Head of School each year using an evaluation tool made available to the CEO/Head of School.	
	The board of directors shall submit all material amendment requests to the Louisiana Board of Elementary and Secondary Education in a timely manner. Requests should be sent to charters@la.gov .	
	As needed, and in accordance with the board's adopted bylaws, the board of directors should establish committees responsible for preparing recommendations for the board and engage the board in strategic dialogue to assist the board with decision-making. (Examples: Academic Committee, Financial Committee, and Facilities Committee, etc.)	
	The board of directors shall receive no compensation other than reimbursement of actual expenses incurred while fulfilling duties as a member of such a board.	
	The charter school shall be prohibited from employing, in any manner, any member of the governing or management board of such school.	
	The board of directors will receive the Head of School/CEO assurances by September 1 of each year. The board of directors may use the assurances form from the LDOE, or they may use their own assurances form. The completed form must be kept on file at the school.	
	The board of directors shall submit all initial facility lease agreements to the LDOE (charters@la.gov) by July 1. Address changes/updates are updated through the material amendment process.	
	In its adopted bylaws, the board of directors shall establish a procedure for recruiting new board members when a vacancy occurs.	
	Each president shall participate in at least one hour of board governance, special education, and financial management training coordinated by LDOE within one year of assuming the role of board president.	
	Each new member of the board of directors shall participate in at least one hour of board governance, special education, and financial management training coordinated by LDOE within one year of appointment to the board.	

Board Chair's Signature	
Date	