

# Appendix GG: Charter School Board Member Questionnaire Template

*(To be completed and signed by hand individually by each proposed board member for the Charter School and submitted along with the charter application)*

## Resources:

- All charter boards must abide by the Louisiana Code of Ethics: [Louisiana Code of Governmental Ethics](#) and are prohibited from receiving any compensation other than reimbursement of actual expenses incurred while fulfilling duties as a member of such a board.

The purposes of this survey are: 1) to supply pertinent information to the application review team; 2) to encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development; and 3) to identify any potential conflicts of interest you may have as a board member.

## Conflict of Interest

The information requested below is being requested to identify any potential conflicts of interest that you may have as a board member. This is in alignment with best practices in non-profit and charter school governance and is also LDOE policy for its board members. If the charter school is approved, any conflicts of interest that are identified must be addressed by the charter school in alignment with its board conflict of interest policy.

## Background/Criminal History Checks

Background checks are an important management tool for charter schools. The safety of students, employees, and board members is of utmost importance. Moreover, the judicious oversight of the school's finances and operations is among the governing board's main responsibilities. If the charter school is approved, the LDOE will request that the school conduct background checks on board members.

## Contact Information

|                 |  |
|-----------------|--|
| Your Name:      |  |
| Home Address:   |  |
| City/State/Zip: |  |
| Cell phone:     |  |
| Email:          |  |

|                          |  |
|--------------------------|--|
| Employer:                |  |
| Employer Address:        |  |
| Employer City/State/Zip: |  |

|   |                              |                             |
|---|------------------------------|-----------------------------|
| <b>Will (or do) any of your children attend this public charter school or another public charter school governed by this board?</b>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>If yes, how many?</b>  |                              |                             |
| <b>Will you be able to attend regularly scheduled board meetings?</b>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Check your highest education level:</b>  |                              |                             |
| <input type="checkbox"/> High School/GED <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Trade/Business School <input type="checkbox"/> BA or BS Degree<br><input type="checkbox"/> Master's Degree <input type="checkbox"/> MD, DO, JD, Ph.D., etc.   |                              |                             |
| <b>Please check each area of expertise you would contribute to the board (check all that apply):</b>  |                              |                             |
| <input type="checkbox"/> Community Service <input type="checkbox"/> Education <input type="checkbox"/> Finance <input type="checkbox"/> Fundraising<br><input type="checkbox"/> Law <input type="checkbox"/> Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel<br><input type="checkbox"/> Public Relations <input type="checkbox"/> Parent Involvement Programs <input type="checkbox"/> Other: |                              |                             |

*As a reminder, board member resumes should be attached in Appendix N.*

**Conflict of Interest**

1. Indicate whether you currently or have previously served on a board of a school district or another Charter School  Yes.  No.

**If yes please list the board(s) and date(s) of service.**

2. Have you been cited for a breach of ethics for unprofessional conduct, or been named in a complaint to a court, administrative agency, professional association, disciplinary committee, or other professional group?  Yes.  No.

**If yes, please explain.**

3. Do you or an immediate family member have a close personal relationship with the School or any individual(s) associated with the School that would make it difficult for you to execute your duties as a board member in an independent manner?  Yes.  No.

**If yes, please describe.**

4. Do you or any immediate family members have any contractual agreements with the School?  
 Yes.  No.

**If yes, please describe.**

5. Have or will you or any member of your immediate family receive funds, gifts, loans, services or any other consideration for any purpose from the School or any other company contracting or providing service to the School?  Yes.  No.

**If yes, please describe.**

6. Will you or any member of your immediate family be leasing or selling any real property to the School?  Yes.  No.

**If yes, please explain the arrangement in detail.**

7. Have or will you or any immediate family members be guaranteeing or granting any loans or services—at no charge or for charge—to the School or any other company contracting or providing service to the School?  Yes.  No.

**If yes, please describe.**

8. Are or will you or any immediate family members be employed at the School (either directly or as an employee of the educational service provider or any other company contracting or providing service to the School)?  Yes.  No.

**If yes, please describe.**

9. Are or will you or any immediate family member be serving as an officer, director, trustee, sole proprietor, employee, sales representative, agent, consultant, independent contractor, or advisory board member to the educational service provider or any other company, organization or agency funding projects, goods or service to the School?  Yes.  No.

**If yes, please describe.**

10. Do you or an immediate family member own stock or have direct or indirect financial interest in any contract where the financial interest amounts to \$250 or 5% or more of the contract costs to the School, or the financial interest amounts to \$5000.00 or more in any corporation, partnership, association or joint venture involving the School, educational service provider, or any other company or entity contracting with the School?  Yes.  No.

**If yes, please describe.**

11. Do you or an immediate family member know any individual(s) or entity (ies) that does or plans in the next year to engage in business or any exchange of services with the School?  
 Yes.  No.

**If yes, please describe.**

12. Other than your current board position, do you currently serve as an elected or appointed public official?  Yes.  No.

**If yes, please describe.**

13. Do you currently serve with any other board, group or corporation?  Yes.  No.

**If yes, please list.**

14. Do any of the groups listed above have an interest in the actions you would take as a member of the board?  Yes.  No.

**If yes, please explain.**

15. Do you foresee any potential ethical or legal conflicts of interest if you serve on the School Board?  Yes.  No.

**If yes, please explain.**

16. To the best of your knowledge, are there situations not described in this questionnaire which may give the appearance of a conflict of interest between you or a member of your immediate family, or would make it difficult for you to execute the duties of your office in an independent manner?  Yes.  No.

**If yes, please describe.**

**Governance:**

1. Why do you wish to serve on the board?
2. What is your understanding of the appropriate role of a public charter school board member?
3. Describe any previous experience you have that is relevant to serving on the charter school's board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member.
4. Provide a forecast of where you see the school after its first year of operation and then again in four years. Please be sure to include high level academic and financial components.
5. What specific steps do you think the charter school board will need to take to ensure that the school is successful?
6. How would you handle a situation in which you believe one or more members of the school's board was acting unethically or not in the best interests of the school?
7. How long do you anticipate being a member of the board?

**Certification**

I recognize that all information submitted with this conflict of interest disclosure (with the exception of the background check) becomes a matter of public record, subject by law to disclosure upon request to members of the general public. I will hold the Louisiana Department of Education, its trustees, officers, employees or authorized agents harmless from liability for the disclosure of any information it reasonably believes is true based upon my representations.

I hereby certify that the information contained in this document is true and complete to the best of my knowledge and, if the proposed charter school is approved, agree to notify the chair of the board at the charter school at which I will serve of any change that may create a conflict of interest. Further, if the proposed charter school is approved, I recognize that falsification or failure to submit a complete annual conflict of disclosure becomes justification for removal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_