



1

PSA Board gives candidate LSSU PSA Board Application, candidate attends board meeting for introduction

2

Candidate completes application, including copies of documentation, and returns to PSA Board and LSSU Field Representative

PSA Board follows due diligence procedures consistent with PSA Board By-Laws

3

LSSU Field Representative interviews candidate, examines identification and signs U.S. verification form

Candidate disclosure of felony charges?

YES

Hold application until verdict

Candidate disclosure of felony conviction?

YES

NO

Interview indicates candidate should be disqualified?

YES

**No Appointment**

4

PSA Board nominates candidate & includes nomination in PSA Board Meeting minutes

5

LSSU Field Representative obtains Change of Board Member Form and compiles packet of documents then delivers packet to CSO

6

LSSU CSO performs required criminal background check on candidate

Background check discloses felony conviction?

YES

NO

Signed & notarized oath of office is sent to LSSU Field Representative for official appointment

9

New board member sworn in, takes oath of office & action included in board minutes

8

LSSU Board of Trustees appoints candidate

7

Public School Academy Board Member Appointment Process