

**Texas Education Agency – Authorizing Division  
2023-2024 Governance Reporting Form**

Charter Holder \_\_\_\_\_ Charter Name \_\_\_\_\_ CDN \_\_\_\_\_

Instructions for this form are available at <https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-schools-governance>

**Contact Information Section:**

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_ Last Name \_\_\_\_\_

Any aliases, nicknames, or names formerly used by the individual, including maiden name \_\_\_\_\_

Work (daytime) phone # \_\_\_\_\_ Alternate (home/cell) phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Primary Residence Address (if member of governing body) \_\_\_\_\_

Information submitted on this form is public information unless the option to withhold certain information is exercised as noted below.

Pursuant to Government Code §552.024, I choose NOT to allow public access to information relating to my primary residence address and alternate (home/cell) telephone number.

**Roles Section:**

**Each charter holder board member and charter school officer must submit a governance form. Check all boxes that apply and specify all role(s) for the above-named individual.**

**Member of the governing body of the charter holder/sponsoring entity:**

IMPORTANT: In order to ensure that each annual submission of charter holder board member information submitted to the Texas Education Agency (TEA) matches the information currently registered with the Secretary of State (SOS) and to ensure that this information reflects the correct current composition of the charter holder board, please review the management information on file with the SOS. The instructions for this form referenced above contain detailed procedures for reviewing this information.

Position held on charter holder board: \_\_\_\_\_

The specific powers and duties that the governing body of the charter holder or charter school has delegated to the individual, as described by the powers and duties listed in the charter:

**Member of the governing body of the charter school:** (PLEASE NOTE: This is applicable only if the charter school has a separate (secondary) board that reports to the governing body of the charter holder/sponsoring entity.)

Position held on secondary charter school board: \_\_\_\_\_

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The specific powers and duties that the governing body of the charter holder or charter school has delegated to the individual, as described by the powers and duties listed in the charter:

**School officer:** (PLEASE NOTE: An officer of an open-enrollment charter school includes the superintendent/CEO, assistant superintendent/chief operating officer, business manager/chief financial officer, principal, assistant principal, and any other central office personnel with administrative leadership responsibilities)

Job title: \_\_\_\_\_ If principal or assistant principal, CDCN: \_\_\_\_\_

The specific powers and duties that the governing body of the 501(c)(3) sponsoring entity or charter school has delegated to the individual, as described by the powers and duties listed in the charter (Indicate which officer is responsible for reporting to the school's governing body):

**Compensation Section:**

Amount of **annual compensation** (if any) to be received during the 2023-2024 school year from the charter holder, charter school, contractor/management company, or any other affiliated enterprise doing business with the charter holder or charter school. If the charter holder operates multiple charters, include the total annual compensation to be received during the school year from all charters.

1. Salary and bonus(es): \_\_\_\_\_
2. Benefits or other compensation: \_\_\_\_\_
3. All compensation received for goods or services under contract, agreement, informal arrangement, or otherwise: \_\_\_\_\_
4. All payment of, or reimbursement for, personal expenses: \_\_\_\_\_
5. All credit extended to the individual by the charter holder or charter school: \_\_\_\_\_
6. The fair market value of all personal use of property paid for by the charter holder or charter school (e.g., cell phones, electronic tablets, vehicles): \_\_\_\_\_
7. All compensation for goods or services provided to the charter holder through transactions unrelated to the charter school: \_\_\_\_\_
8. All other forms of compensation or remuneration received by the individual from the charter holder or charter school, either directly or indirectly, including any amount that has not previously been reported: \_\_\_\_\_

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**Compliance Section:**

Is any relative within the third degree of consanguinity (i.e., your parent, grandparent, great-grandparent, child, grandchild, great- grandchild, sibling, aunt, uncle, niece, nephew) or within the third degree of affinity (i.e., your spouse or your spouse's parent, grandparent, great grandparent, child, grandchild, great grandchild, sibling, aunt, uncle, niece, nephew) a member of the governing body of the sponsoring entity or of the governing body of the charter school?

Yes      No

Will any relative(s) within the third degree of consanguinity or affinity (see definitions above) be employed by or receive any compensation or remuneration from the sponsoring entity, charter school, or the management company of the charter school?

Yes      No

If you answered yes to either of the previous two questions, please give details below.

Name of Relative	Relationship	Position Held	Hire Date	Continuously employed?	Current Supervisor	Annual Compensation

Are you a registered voter?

Yes      No      If you selected yes, identify the state in which you are registered to vote: \_\_\_\_\_

Have you ever been convicted of a misdemeanor involving moral turpitude, a felony, an offense listed in the Texas Education Code (TEC) §37.007(a), or an offense listed in Article 62.001(5) Code of Criminal Procedure?

Yes      No

As a member of the charter governing board or a school officer, I attest to the fact that the charter holder has not changed the physical address of its instructional facilities or administrative offices from those listed in the open-enrollment charter without prior approval of the commissioner of education through an amendment to the open-enrollment charter as outlined in 19 Texas Administrative Code (TAC) Â§Â§100.1215(b) and 19 TAC 100.1033.

Yes      No

I am current in my training requirements as authorized in TEC Â§12.123 and outlined in 19 Texas Administrative Code (TAC) Â§Â§100.1102-100.1105, and proof of my training is available upon request from TEA.

Yes      No      If you selected no, please select reason:

I am a school officer or governing board member at a newly-authorized charter school. I must complete the required training within one year from the date the charter contract was signed.

I am a school officer or governing board member new to my position at an existing charter school. I have one calendar year from taking office to complete the training.

I am a school officer and am certified in good standing for the position I hold with certification issued by the Texas State Board for Educator Certification.

I have not completed the required training.

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**Compliance Section:**

IMPORTANT: If the posted information is on a PDF document linked from a web page, please provide the address for that web page.

In accordance with the requirements of TEC §12.1211, an open-enrollment charter school shall list the names of the members of the governing body on the home page of the school's Internet website. Provide the homepage address where the names of the members of the governing body are listed.

Homepage address where governing body members are posted: \_\_\_\_\_

In accordance with the requirements of TEC §12.136, an open-enrollment charter school shall post the salary of the school's superintendent or CEO on the school's Internet website. Provide the **exact web address** where the superintendent's salary is posted.

Exact web address where superintendent's salary is posted: \_\_\_\_\_

In accordance with Local Government Code §140.006, an open-enrollment charter school shall post continuously on the school's Internet website the financials of the school. Provide the **exact web address** where the financial statements of the charter school are continuously posted.

Exact web address where financial statements are posted: \_\_\_\_\_

In accordance with TEC §12.104(b)(W), the governing board of an open-enrollment charter school shall adopt and post early childhood literacy and mathematics proficiency plans under TEC §11.185 and college, career, and military readiness plans under TEC §11.186. Provide the exact web address where these plans are posted.

Exact web address for the early childhood literacy and math plan: \_\_\_\_\_

Exact web address for college, career, and military readiness plan: \_\_\_\_\_

**Superintendent Certification:**

**Please note that electronic forms must be submitted via the Charter School Tracking System no later than December 1, 2023.**

**The link to instructions for submission may be found on page 1 of this form.**

In addition, be aware that the individual with superintendent authority must certify to TEA and provide the following assurances:

- All board personnel changes after submission of the governance forms will be reported by the superintendent to the authorizing division using the [All-In One Form](#).
- All individual governing board members and school officers submitting forms have complied with all state and federal laws requiring the adoption and review of local policies.
- All individual governing board members and school officers submitting forms have signed and dated paper copies of their forms, and such forms are maintained in the state of Texas at the charter school or the charter district office at all times as required by 19 TAC §100.1203(a)(3).
- Signed and dated forms will be made available immediately to any TEA employee who requests to view them onsite during a visit, and/or signed forms will be sent to the TEA for review within three business days upon request by TEA staff.
- All current fingerprinting and criminal record checks are available for all employees, including contract employees and volunteers who indicated in writing their intention to serve, in compliance with TEC §§12.1059, 22.0832-22.0835.

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- In compliance with TEC §12.120, no individual, including any board member, is serving in any capacity if he or she has been convicted of a misdemeanor involving moral turpitude; a felony; an offense listed in TEC §37.007(a); or an offense listed in Article 62.001(5) Code of Criminal Procedure; unless the individual is eligible to be employed in a position in a school district under TEC §12.120 (a-1).

I hereby certify under penalty of perjury that I am acting on my own behalf and that the foregoing statements are true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**If you have any questions, please contact the Authorizing Division by email at [chartersgovernance@tea.texas.gov](mailto:chartersgovernance@tea.texas.gov) or reach out to your school's portfolio coordinator.**