



Texas Education Agency –Authorizing Division

Guidelines & Instructions for the 2023-2024 Governance Reporting Form

Planned Use of Data:

The data will be used in support of ensuring the fiscal and academic accountability of entities holding charters issued under Texas Education Code (TEC) Chapter 12, Subchapters D, E, and G.

Authority for Data Collection:

[TEC §12.119\(b\)](#)

[19 Texas Administrative Code \(TAC\) §100.1007 and §100.1013](#)

Getting Access to TEAL:

- You must have a TEAL account to access the Charter School Tracking System (CSTS)
- TEAL login page: <https://tealprod.tea.state.tx.us/>
- TEAL help documentation: <https://tealprod.tea.state.tx.us/WebHelp/IAM.htm>

Guidelines:

- ONLINE SUBMISSION: Please note that governance information must be submitted through CSTS. Each charter school is required to establish the Texas Education Agency Login (TEAL) role of Charter Approver for the superintendent. Charter schools may also establish a Charter Data Entry role allowing another individual to enter required information before the Charter Approver submits it. One online form must be completed for EACH individual board member and school officer for each charter. All forms must be in “submitted” status to complete the submission.
- RECORD KEEPING:
 - Printed paper copies of all governance reporting forms must be signed and dated by each individual for whom a form is submitted. Copies of all signed and dated forms must be maintained in the state of Texas at all times, onsite at the charter school or the charter district office as required by [19 TAC §100.1203\(a\)\(3\)](#). All forms must be made available immediately to any TEA employee who requests to view them during a site visit, and/or signed and dated forms must be sent to the TEA for review within three business days upon request by TEA staff.
 - Records documenting the completion of training requirements for board members and school officers, as authorized in [TEC §12.123](#) and outlined in [19 TAC §100.1102-100.1105](#), also must be maintained for TEA staff review and/or submission to the agency.
- ELIGIBILITY TO SERVE: Current fingerprinting and criminal record checks must be 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](#). Also, in compliance with [TEC §12.120](#), no individual, including any board member, may serve 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 Procedures](#), unless the individual is eligible to be employed in a position in a school district under [TEC §12.120\(a-1\)](#).
- BOARD COMPOSITION: In order to ensure that each annual submission of charter holder board member information submitted to the TEA matches the information currently registered with the Secretary of State (SOS) and that this information reflects the correct current composition of the charter holder board, **please review the management information on file with the SOS**. You can locate this information by accessing the SOSDirect website at <http://www.sos.state.tx.us/corp/sosda/index.shtml>, creating an account, clicking on the heading labeled Business Organizations, entering the charter holder name under Find Entity, and reviewing the names under the section titled Management. The composition of the charter holder board (and the secondary board, if applicable) should match the

guidelines for board composition as outlined in the charter, including the number of board members, board officer designations, and board member qualifications.

- BOARD CHANGES AFTER SUBMISSION: All board personnel changes after submission of the governance forms must be reported by the superintendent via email to CharterGovernance@tea.texas.gov within 10 days.
- **DEADLINES: The individual with superintendent authority at each charter school must certify final approval of all completed forms and send the charter's governance reporting submission to TEA via CSTS no later than December 1, 2023.**

Helpful Hints:

- Review applicable charter school laws and commissioner's rules noted above.
- Review the definitions provided below. Additional definitions and further detail are provided in [TEC §12.1012](#) and [19 TAC §100.1001](#).
- Review the help files in the CSTS application.
- Designate one contact person to collect information for governance reporting from board members and school officers, disseminate the completed forms, and obtain original signatures. These signed forms must remain on file with the charter school at all times.
- Note that under the [Public Information Act](#) and [TEC §12.119\(c\)](#), the information collected is releasable to the public unless the submitter elects otherwise pursuant to [Government Code §552.024](#).
- **All forms must be submitted by December 1, 2023.**

Definitions:

See [TEC §12.1012](#) and [19 TAC §§100.1001 and 100.1007](#).

- **Charter holder:** the sponsoring entity to which a charter is granted under TEC, Chapter 12, Subchapters D and E
- **Governing body of a charter holder:** the board of directors, board of trustees, or other governing body of a sponsoring entity
- **Governing body of a charter school (secondary board):** the board of directors, board of trustees, or other governing body of a charter school; this applies only if the charter school has a board that reports to the governing body of the sponsoring entity.
- **Officer of an open-enrollment charter school:** the superintendent/chief executive officer, assistant superintendent/chief operating officer, business manager/chief financial officer, principal, assistant principal, and any other central office personnel with administrative leadership responsibilities. Only one officer shall hold the responsibility of reporting to the governing body, and this reporting structure should be reflected on the school's organizational chart.
- **Compensation:** all remuneration and benefits received by the individual in any capacity from the charter holder, the charter school, or from any contractor or management company doing business with the charter holder or charter school. The amount should reflect an aggregate of all compensation received for all charter schools operated by the charter holder.

Deadline:

- Governance Reporting Form electronic submissions are due no later than **December 1, 2023**.
- **Please note that governance information must be submitted via CSTS; paper copies will not be accepted.**

Resources:

- TEA Charter School Authorizing and Administration Division Governance webpage: http://tea.texas.gov/Texas_Schools/Charter_Schools/Charter_Schools_-_Governance/
- [TEC Chapter 12](#)
- [TAC Chapter 100](#)

Questions:

Contact the Authorizing Division:

chartersgovernance@tea.texas.gov

Email your charter's portfolio coordinator. [School assignments and coordinator email addresses](#) can be found on our division website.

Required Information for Data Entry of Governance Information

Contact Information Section:

- Title
- First Name
- Middle 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)

Roles Section:

Complete only one submission per person, check all boxes that apply, and specify all role(s) for the individual. The titles and responsibilities of the positions listed on the submission should match the titles and responsibilities of the positions listed in the charter holder's most recently approved charter bylaws.

- **Member of the governing body of the charter holder:**
 - Position held on charter holder/sponsoring entity governing body
 - The specific powers and duties that the governing body 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 (secondary board): (PLEASE NOTE:** Not all charters have a secondary board. This is applicable only if the charter school has a board that reports to the governing body of the charter holder/sponsoring entity)
 - Position held on charter school board
 - The specific powers and duties that the governing body has delegated to the individual, as described by the powers and duties listed in the charter.
- **School officer: (PLEASE NOTE:** Open-enrollment charter school officers include 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. In the form's "powers and duties" box indicate which officer is responsible for reporting to the school's governing body).
 - Job title
 - The specific powers and duties that the governing body of the sponsoring entity or charter school has delegated to the individual, as described by the powers and duties listed in the charter.

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. Compensation may include, but is not limited to, the following:

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
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

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?
Answer Yes or 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?
Answer Yes or No.

If you answered **yes** to either of the previous two questions, please give the following details:

- Name of Relative
 - Relationship
 - Position Held
 - Hire Date
 - Whether the relative has been continuously employed at the school since hire date
 - Current Supervisor
 - Amount of Annual Compensation
- Are you a registered voter?
Answer Yes or No. If yes, please provide the state where you are registered to vote.
 - Have you ever 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 Procedures](#)?
Answer Yes or 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 site 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 TAC §§100.1215\(b\)](#) and [100.1033](#).
 - I am current in my training requirements as authorized in [TEC §12.123](#) and outlined in [19 TAC §§100.1102-100.1105](#).
Answer Yes or No.

If you answered **no** to the previous question, please indicate a reason:

- I am a school officer or governing board member at a newly-authorized charter school. I must complete the required training within one calendar 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.
- 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 homepage of the school's internet website. Provide the **exact web address** where the names of the members of the governing body are listed.
 - 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.
 - In accordance with [Local Government Code §140.006](#), an open-enrollment charter school shall post continuously on the school's internet website the daily financials of the school. Provide the **exact web address** where the daily financial statements of the charter school are continuously 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.

Superintendent Certification:

- Each governing board member and school officer who submits governance information must sign and date a paper copy of their submission to be retained on file by the charter school. In addition, be aware that the individual with superintendent authority must certify to the TEA and provide the following assurances:
 - All board personnel changes after submission of the governance forms will be emailed by the superintendent to CharterGovernance@tea.texas.gov within 10 days.
 - All individual governing board members and school officers who submit governance information have complied with all state and federal laws requiring the adoption and review of local policies;
 - All individual governing board members and school officers who submit governance information have signed and dated paper copies of their submissions, and such forms are maintained in the state of Texas at the charter school or the charter district office, as required by [19 TAC §100.1203\(a\)\(3\)](#), at all times;
 - Signed and dated forms will be made available immediately to any TEA employee or agent of the TEA who, during a visit, requests to view them onsite, 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](#) and [22.0832-22.0835](#); and
 - 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 Procedures](#), unless the individual is eligible to be employed in a position in a school district under [TEC 12.120\(a-1\)](#).
 - The charter holder has maintained 501(c)(3) tax exempt status or has indicated that this requirement does not apply because the charter holder is a government entity or an institution of higher education.
 - The composition of the charter holder board is structured according to the charter bylaws currently on file with the agency.

Questions? Email chartersgovernance@tea.texas.gov or email your [charter school's portfolio coordinator](#). We're here to help! The submission deadline is **December 1, 2023**.