



2023 Governance Reporting: Preparing for Success



Agenda

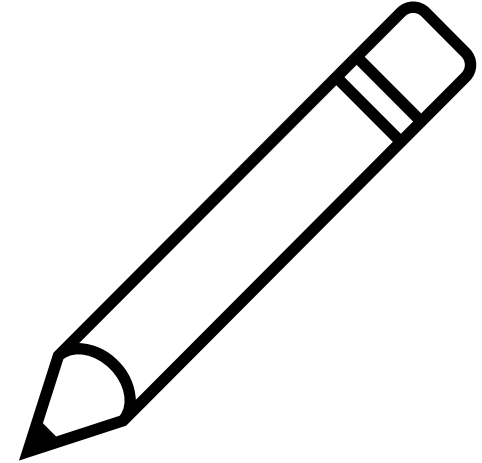
- Welcome and Introductions
- Pre-submission Preparation
- Contact Information
- Roles
- Compensation
- Compliance
- Signatures and Assurance
- Q & A

The background of the slide is a composite image. The top half shows a panoramic view of the Austin skyline at dusk, with several skyscrapers illuminated against a sky of soft orange and blue. The bottom half shows an aerial view of a river, likely the Colorado River, with a bridge crossing it. The river is surrounded by lush green trees and modern buildings, with a small dock and colorful umbrellas visible in the foreground.

Pre-submission Preparation

Overview

- Annual submission period: October 1 – December 1, 2023
- Submitted electronically in Charter School Tracking System (CSTS) through TEA Login (TEAL)



Pre-Submission Preparation

Assemble records and establish procedures:

- Collect evidence of training
- Collect current fingerprinting and criminal record checks
- Prepare onsite records filing system

Make sure your board information agrees with Secretary of State website: <http://www.sos.state.tx.us/corp/sosda/index.shtml>

Create a TEAL account and establish Charter Approver role:
<https://tealprod.tea.state.tx.us/>

Helpful Hints

- Designate one contact person to collect information for governance reporting from board members and school officers, disseminate completed forms, and obtain original signatures.
- In CSTS you can establish a Data Entry role for the contact person, though you are not required to establish that role.
- Submit required forms by **December 1, 2023.**



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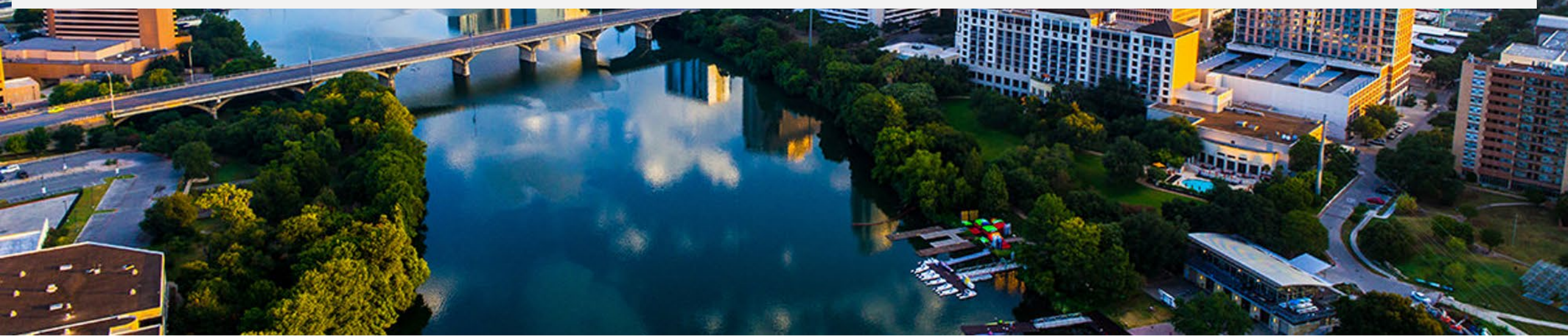
Contact Information

Section by Section: Contact Information

- Title, First Name, Middle Initial, Last Name
- Two phone numbers if available: work, alternate
- Email Address – these should be unique to each individual
- Two addresses: Mailing address, Primary Residence Address (if a member of governing body-must be unique)
- Note that under Public Information Act, information collected is releasable to general public unless submitter elects otherwise.

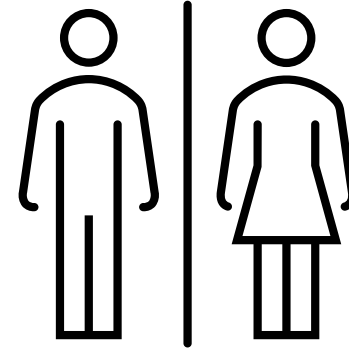


Roles



Section by Section: Roles

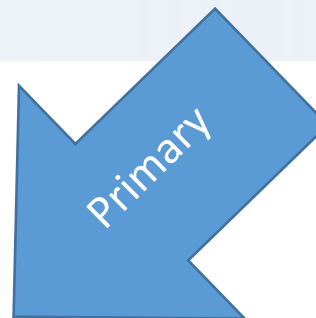
- Complete one submission per person
- Check all boxes that apply
- Specify all role(s) for the individual:
- Board Member or Officer



Role: Board Member

Roles

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 individual from the previous step.



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. Please visit www.sos.state.tx.us for more information.

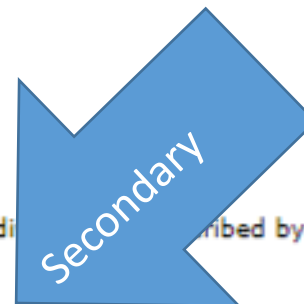
Position held on charter holder board:

BOARD PRESIDENT
BOARD VICE-PRESIDENT
BOARD SECRETARY
BOARD ASSISTANT SECRETARY

Press 'Ctrl' to make multiple selections

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

No School Officer Roles Entered



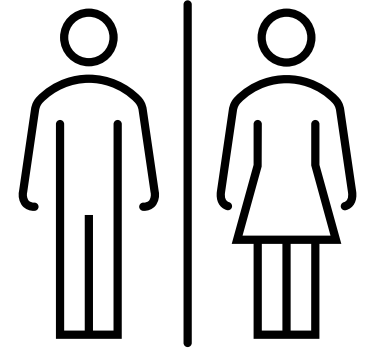
Member of the governing body of the charter school: (PLEASE NOTE: Not all charters have a secondary board. This is applicable only if the charter has a secondary board that reports to the governing body of the charter holder/sponsoring entity.)

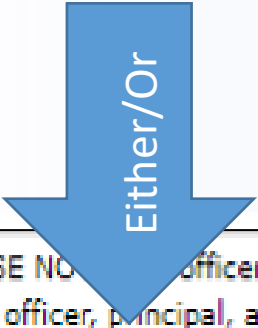
Position held on charter school board:

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

Role: Officer

- Superintendent/chief executive officer
- Assistant superintendent/chief operating officer
- Business manager/chief financial officer
- Principal
- Assistant principal
- Any other central office personnel with administrative leadership responsibilities





Role: Officer

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:

- SUPERINTENDENT/CEO
- OTHER COO
- BUSINESS MANAGER/CFO
- ASSISTANT SUPERINTENDENT
- PRINCIPAL
- ASSISTANT PRINCIPAL

If principal or assistant principal, CDCN:

Press 'Ctrl' to make multiple selections

Press 'Ctrl' to make multiple selections

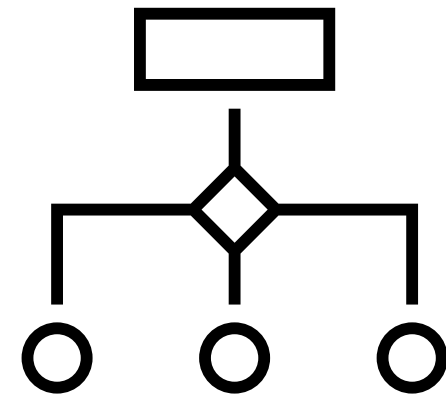
The specific powers and duties that the governing body of the charter holder or charter school has delegated to the individual, as described by the powers and duties listed in the charter (Indicate which officer is responsible for reporting to the school's governing body):

Position	CDCN	Powers and Duties
BUSINESS MANAGER/CFO		<input type="text" value="Manage the business office and oversee financial operations"/> <input type="button" value="Delete"/>



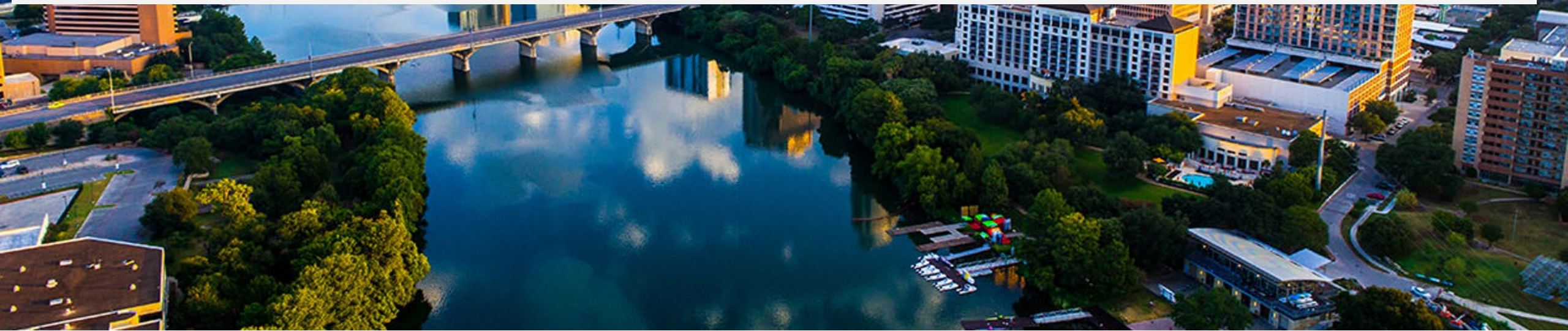
Section by Section: Roles

Reminder: The titles and responsibilities of the positions listed on the governance submission should match the titles and responsibilities of the positions listed in the charter holder's most recently approved charter bylaws.





Compensation



Section by Section: Compensation

- Disclose total annual compensation to be received during the 2023-2024 school year from any source affiliated 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.

Section by Section: Compensation

Forms of compensation include:

- salary and bonus(es)
- benefits
- compensation received for goods or services under contract
- reimbursement for personal expenses
- credit extended to the individual by the charter holder or charter school
- fair market value of personal use of property paid for by the charter holder or charter school

Section by Section: Compensation

Name: Koch, Jeffrey CDN: 101807 Charter Name: UNIVERSITY OF HOUSTON CHARTER SCHOOL

Update information below to reflect any changes from the previous governance year. Click 'Save' and then 'Next' when changes have been entered.

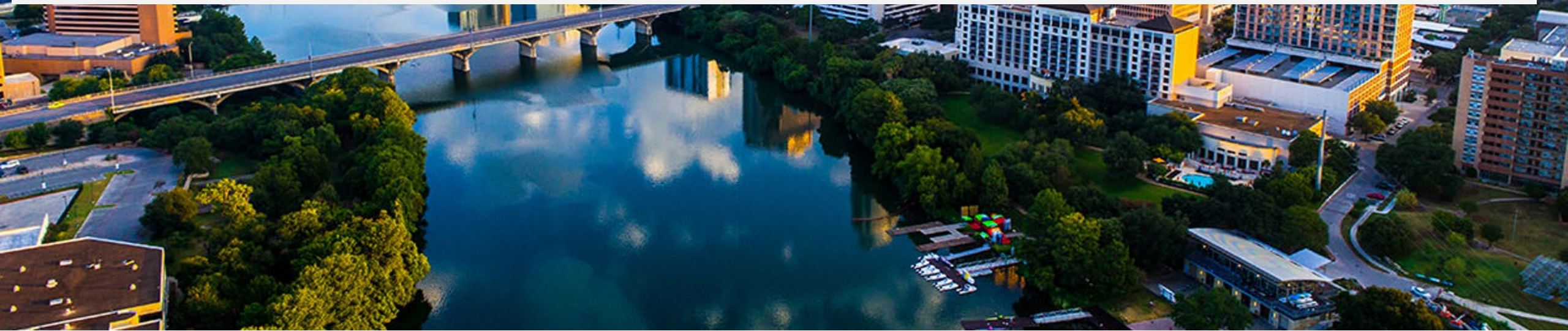
Compensation

Amount of **annual compensation** (if any) to be received during the 2021 - 2022 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. **Please do not leave any fields blank. All responses should be specific dollar amounts.**

- | | |
|---|----------------------------------|
| 1. Salary and bonus(es): | <input type="text" value="100"/> |
| 2. Benefits or other compensation: | <input type="text" value="0"/> |
| 3. All compensation received for goods or services under contract, agreement, informal arrangement, or otherwise: | <input type="text" value="0"/> |
| 4. All payment of, or reimbursement for, personal expenses: | <input type="text" value="0"/> |
| 5. All credit extended to the individual by the charter holder or charter school: | <input type="text" value="0"/> |
| 6. The fair market value of all personal use of property paid for by the charter holder or charter school: | <input type="text" value="0"/> |
| 7. All compensation for goods or services provided to the charter holder through transactions unrelated to the charter school: | <input type="text" value="0"/> |
| 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 been previously reported: | <input type="text" value="0"/> |



Compliance



Section by Section: Compliance

Any relatives within 3rd degree of consanguinity or affinity on the governing board or employed by charter school? If yes, disclose:

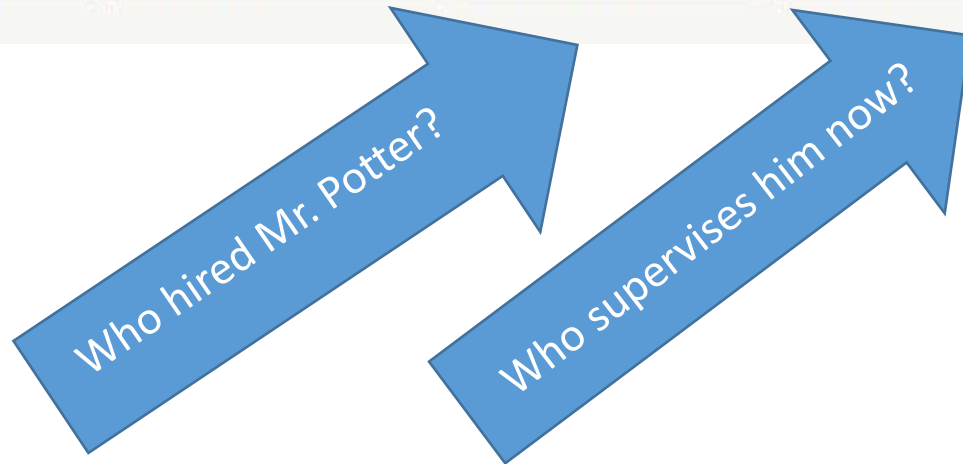
- Name of relative
- Relationship with relative
- Position held by relative
- Relative's hire date
- Role of person hiring relative
- Current supervisor of relative
- Annual compensation of relative

Section by Section: Compliance

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

Name of Relative	Relationship	Position Held	Hire Date	Hiring Role	Current Supervisor	Annual Compensation	
Harry Potter	Nephew	Assistant Principal	9/27/2020	Superintendent	Principal	1000	Delete

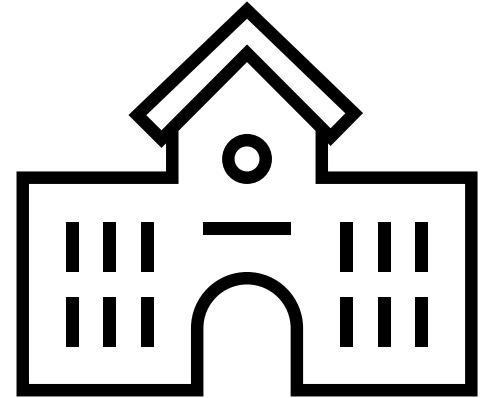
Add Relative



Section by Section: Compliance

- Registered voter? What state?
- Convicted of criminal offense?
- Attestation:

I have not expanded without prior approval of the commissioner of education through an amendment to the open-enrollment charter school.



Section by Section: Compliance

Training Certification

- 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.

Section by Section: Compliance

Website postings:

- Provide the **exact web address** where the names of the members of the governing body are listed. (Must be on the home page of the charter school.)
- Provide the **exact web address** where the superintendent's salary is posted.
- Provide the **exact web address** where the financial statements of the charter school are continuously posted.
- Provide the **exact web address** for the early childhood literacy and math plan.
- Provide the **exact web address** for college, career, and military readiness plan.

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Signatures and Assurances

Section by Section: Signature and Assurances

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 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.

Section by Section: Signature and Assurances

- 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.

Section by Section: Signature and Assurances

- 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).

Superintendent's Certification

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 _____

Section by Section: Signature and Assurances

After the Charter Approver (superintendent) clicks the “submit” button, the list of Assurances pops up:

CDN: 101807 Charter Name: UNIVERSITY OF HOUSTON CHARTER SCHOOL
 reflect any changes from the previous governance year. Click 'Save' and then 'Next' when changes have been entered.

Charter Approver is a board member or school officer? Yes

Please note that electronic forms must be submitted via the Charter School Tracking System no later than Wednesday, December 1, 2021. By submitting this data, the individual with superintendent authority certifies the following to the Texas Education Agency (TEA):

1. 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.
2. 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, as required by 19 TAC §100.1203(a)(3), at all times.
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.
4. 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.
5. 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).
6. All board personnel changes after submission of the governance forms will be reported by the Charter Approver to the TEA within 10 days.

If you should have any questions, please contact the Charter School Authorizing and Administration Division by phone at (512) 463-9575 or via email at CharterGovernance@tea.texas.gov.

Charter Approver or Superintendent's Designee in the Charter Approver Role will not be able to finalize the submission until all forms are in the system. Superintendent's Designee in the Charter Approver Role must log in and click the "Submit" button to finalize the submission of this form to the TEA.

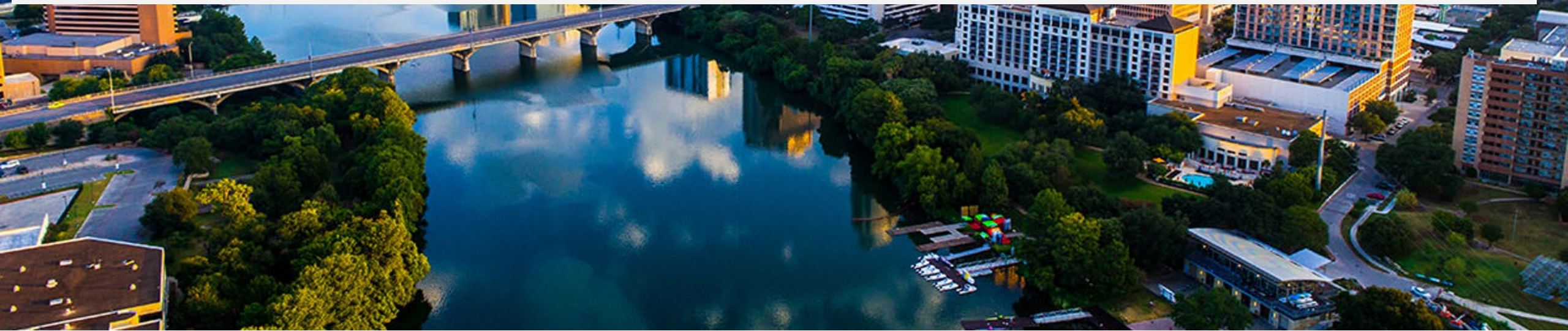
NOTE: After you click “I Agree,” make sure and wait until the system notifies you that your information has been successfully submitted!

Reminders

- Each board member and officer must sign and date a paper copy of his or her submission.
- Keep a paper copy of the forms onsite at your central administrative office.



Q & A





TEA Charter Portfolio Contacts

Mercedes Coleman: E-L schools, KIPP, BASIS, SST and SST Discovery

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Brittany Glenn: M-So schools, Harmony

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Bruce Marchand, Portfolio Manager

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Bruce.Marchand@tea.texas.gov

Jeff Koch: A-D schools; Texas College Preparatory Academy, Premier High Schools, NYOS

512-463-9060

Jeffrey.Koch@tea.texas.gov

Laurie McIntyre: Sp-Z schools; Great Hearts Texas, International Leadership of Texas, Uplift Education

512-463-9977

Laurie.McIntyre@tea.texas.gov

You can also email our governance mailbox at

chartersgovernance@tea.Texas.gov