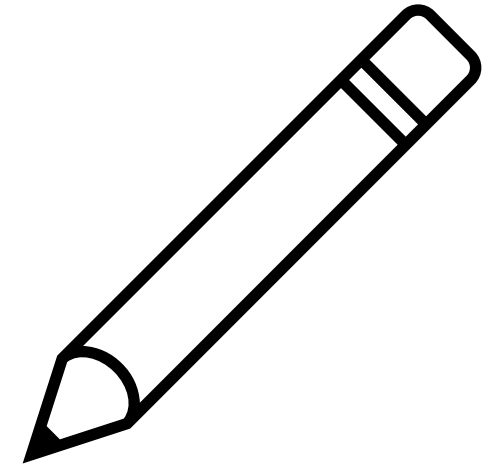




# 2021 Governance: Submission Guidelines



- Annual submission period: Oct. 1-  
Dec. 1
- Submitted electronically in Charter  
School Tracking System (CSTS)  
through TEA Login (TEAL)



# Pre-Submission Preparation

Review **2021-2022 Governance Guidelines & Instructions** at <https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-schools-governance>

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/>

- 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, 2021**.



# Section by Section: Contact Information

- Title, First Name, Middle Initial, Last Name
- 2 phone numbers: Work, alternate (home/cell, must be unique)
- Email Address
- 2 addresses: Mailing address, Primary Residence Address (if member of governing body-must be unique)
- Note that under Public Information Act, information collected is releasable to general public unless submitter elects otherwise.

# Section by Section: Contact Information

Role: Charter Approver

[Home](#) | [Campus Calendar Submission](#) | [Governance](#) | [Reports](#) | [\[Help\]](#)

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**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.*

---

**Contact Information**

Last Name       First Name       Initial       Title

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

E-Mail

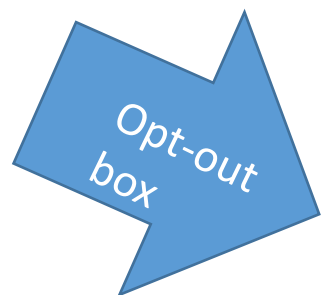
Work (daytime) phone #       Alternate (home/cell) phone #

Mailing Address       City       State       Zip

Primary Residence Address (if member of governing body)  
      City       State       Zip

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, alternate (home/cell) telephone number, and email address.

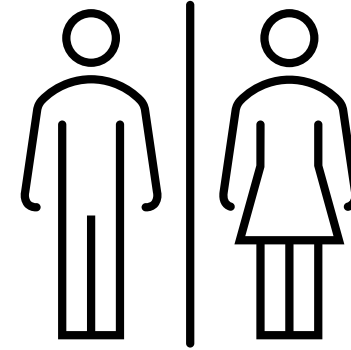
        



# Section by Section: Roles

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

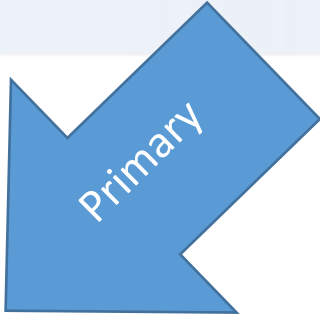
Board Member or Officer



# 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:**

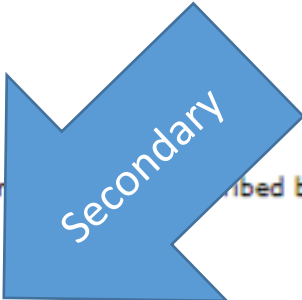
IMPORTANT: In order to ensure that each annual submission of charter holder board member information submitted to the Texas Education Agency (TEA) matches the information currently registered with the Secretary of State (SOS) and to ensure that this information reflects the correct current composition 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](http://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, as 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.)

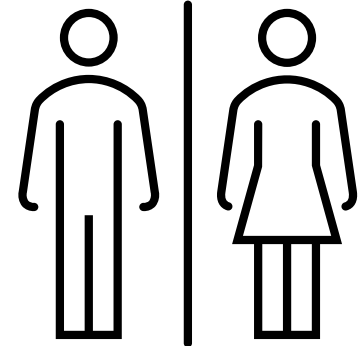
Position held on charter school board:

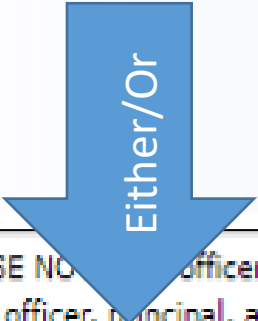
The specific powers and duties that the governing body of the charter holder or charter school has delegated to the individual, as described by the powers and duties listed in the charter:



# 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:

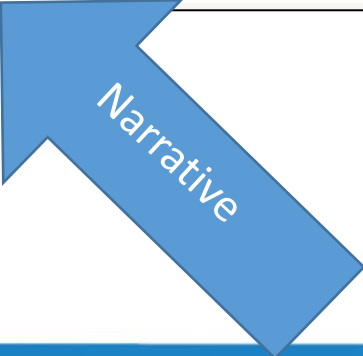


Press 'Ctrl' to make multiple selections

Press 'Ctrl' to make multiple selections

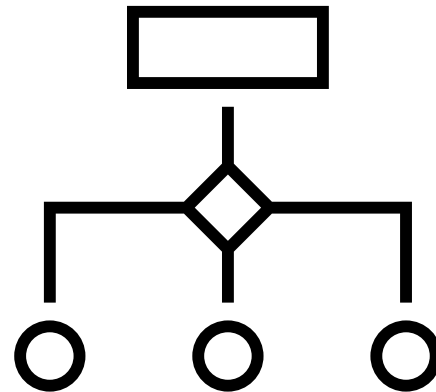
The specific powers and duties that the governing body of the charter holder or charter school has delegated to the individual, as described by the powers and duties listed in the charter (Indicate which officer is responsible for reporting to the school's governing body):

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.



# Section by Section: Compensation

Disclose total annual compensation to be received during the 2021-2022 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"/>   |

# Section by Section: Compliance

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

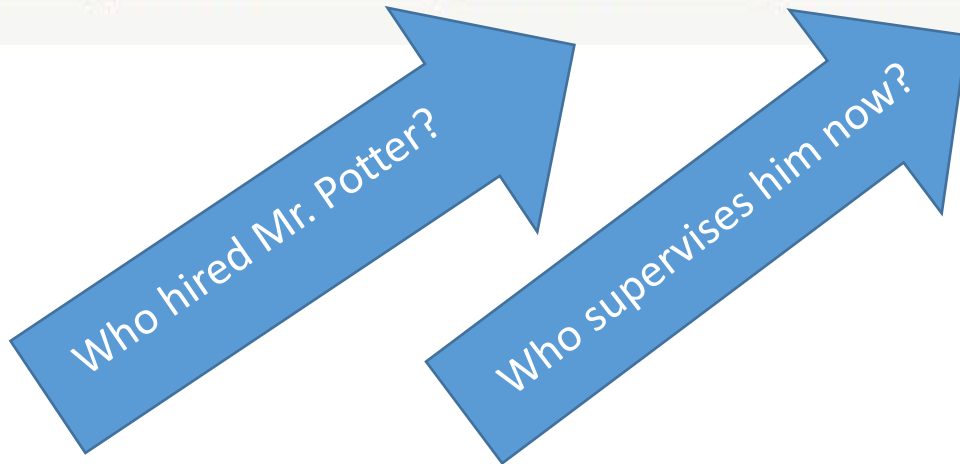
- Name of relative
- Relationship with relative
- Position held by relative
- Relative's hire date
- Role of person hiring relative
- Current supervisor of relative
- Annual compensation of relative

# 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

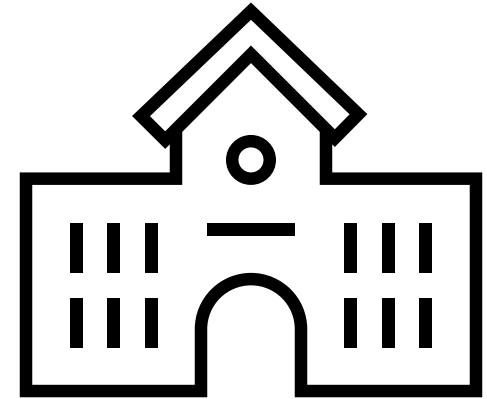




# Section by Section: Compliance

- 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

- Current with training?

If no, provide the reason:

- I am an official at an existing charter school and I didn't complete the training.
- I am an official at a new charter school, and I know I must complete the required training within one calendar year from the date the charter contract was signed.
- I am a new official at an existing charter school, and I know I have one calendar year from taking office to complete the training.

# Section by Section: Compliance

I am current in my training requirements as authorized in TEC §12.123 and outlined in 19 TAC §§100.1102-100.1105.

Yes  No

Please select a reason.

- I am an official at a new charter. I must complete the required training within one year from the date the charter contract was signed.
- I am a new official at an existing charter school. I have one calendar year from taking office to complete the training.
- I have not completed the required training.

# Section by Section: Compliance (cont'd)

## 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.
- Optional: Provide the exact web address for the following:
  - A student code of conduct, and
  - A notice setting forth the circumstances under which a person may be refused entry to or ejected from a school district's property.

# Section by Section: Compliance

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.

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

In keeping with TEC §§37.001 and 37.105, a school district and each campus thereof shall establish and post a student code of conduct, and post on its Internet website a notice setting forth the circumstances under which a person may be refused entry to or ejected from a school district's property. If the charter school elects to follow these provisions, please provide the **exact web address** where this information is posted. (Optional)

# Section by Section: Signature and Assurances

**Each governing board member and school officer** shall submit his or her own governance information; and each person who submits governance information must sign and date a paper copy of his or her submission.

The **superintendent** must sign and certify:

- All board personnel changes after submission of governance information will be reported by the Charter Approver to the TEA ([CharterGovernance@tea.Texas.gov](mailto:CharterGovernance@tea.Texas.gov)) within 10 days.
- All submitters have followed the law.
- All governance documents will be kept onsite.
- Governance documents and criminal background checks will be producible upon request by TEA.

# Section by Section: Signature and Assurances

After the Charter Approver (superintendent) clicks the “submit” button, a 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. The 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!

## Contact Information

Jeff Koch:

512-463-9060

[Jeffrey.Koch@tea.Texas.gov](mailto:Jeffrey.Koch@tea.Texas.gov)

Bruce Marchand

512-936-2929

[Bruce.Marchand@tea.Texas.gov](mailto:Bruce.Marchand@tea.Texas.gov)

Laurie McIntyre:

512-463-9977

[Laurie.Mcintyre@tea.Texas.gov](mailto:Laurie.Mcintyre@tea.Texas.gov)

Rita Ghazal:

512-463-9966

[Rita.Ghazal@tea.Texas.gov](mailto:Rita.Ghazal@tea.Texas.gov)