

Charter School Governance Training Requirements

	Board Members	Chief Executive Officer	Central Administration Officers	Campus Administration Officers	Business Managers
Role definition	Member of the governing body of an open- enrollment charter school that is responsible for the management, operation, and accountability of the charter school, which includes appropriately managing public funds (TEC §12.102(3), TEC §12.122, and TAC §100.1101(d))	A person (or persons) directly responsible to the governing body of the charter holder for supervising one or more central administration officers, campus administration officers, and/or business managers (TAC §100.1001(17))	A person charged with the duties of, or acting as, a chief operating officer, director, or assistant director of a charter holder or charter school, who performs functions outlined in TAC §100.1001(18)	A person charged with the duties of, or acting as, a principal or assistant principal of a charter school campus, who performs functions outlined in TAC §100.1001(19)	A person charged with managing the finances of a charter holder or charter school (TAC §100.1001(20))
Total hours required for initial training	12	30	30	10	30
Minimum requirements by categories (in minutes)					
Timeline for completion (existing charters)	within one calendar year of appointment or election	within one calendar year of beginning service in the capacity of Chief Executive Officer or Central Administrative Officer	within one calendar year of beginning service in the capacity of Chief Executive Officer or Central Administrative Officer	within one calendar year of beginning service in the capacity of Campus Administrative Officer	within one calendar year of beginning service in the capacity of Business Manager
School Law	150	240	240	90	240
School Finance	60	240	240	60	480
Health & Safety	30	120	120	90	20
Accountability (Public Funds)	120	240	240	30	240
Accountability (Acct. to Public)	60	240	240	120	160
Open Meetings	60	60	60	30	20
Public Records	60	120	120	60	40
Additional detail about required content, exemptions, and exceptions available in:	TAC § 100.1102	TAC § 100.1103	TAC § 100.1103	TAC §100.1104	TAC §100.1105
Total hours for minimum requirements	9	21	21	8	20
Additional training required beyond minimum requirements (in hours): Trainee selects from course content categories listed above	3	9	9	2	10
Total hours required for initial training	12	30	30	10	30
Continuing training requirements (in hours)					
Total hours required annually after completing initial training	6	15	15	5	15