



Division of Charter School Authorizing

Guidelines & Instructions for the 2024-2025 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)

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.

- x BOARD CHANGES AFTER SUBMISSION: All board personnel changes after submission of the governance forms must be reported by the superintendent using the online [All-In-One Charter School Update Form](#) within 10 days.
- x 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 20, 2024.

Helpful Hints:

- x Review applicable charter school laws and commissioner's rules noted above.
- x Review the definitions provided below. Additional definitions and further detail are provided in [TEC §12.1012](#) and [19 TAC §100.1001](#).
- x Review the help files in the CSTS application.
- x 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.

Resources:

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

Compensation Section:

Amount of annual compensation (if any) to be received during the 2024-2025 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

- x I am current in my training requirements as detailed in [TEC §12.123](#) and under previous commissioner rules, 19 TAC §§100.1102-100.1105, which were recently repealed. I understand that for future compliance reporting, I am required to meet the training requirements outlined in 19 TAC §§100.1115-100.1121, which became effective October 2, 2024.
Answer Yes or No.

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

- o 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.
 - o 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.
 - o 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.
 - o I have not completed the required training.

- x 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.

- x 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.

- x In accordance with [Local Government Code §140.006](#), an open-enrollment charter school shall

[Procedures](#), unless the individual is eligible to be employed in a position in a school district under [TEC 12.120\(a-1\)](#);

- x 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; and
- x The composition of the charter holder board is structured according to the charter bylaws currently on file with the agency.

Questions? Email chartergovernance@tea.texas.gov or email your [charter school's portfolio coordinator](#).
We're here to help! The submission deadline is December 20, 2024.