Welcome

2012 TEA Charter School Administration Unit

Governance Reporting Compliance Update

October 16, 2012

Welcome! We will start the webinar shortly. Please make sure that you have setup audio.
At the conclusion, we will send a copy of the PowerPoint and recording of the webinar.

This webinar is scheduled from 9 to 10 a.m. and is a presentation of the Texas Charter School Technical Assistance Network (C-STAN).

The Texas Education Agency has teamed up with the Texas Charter Schools Association and the Region 11 Education Service Center in Fort Worth to create an extensive support system for the state's charter schools. The three entities have formed the Texas Charter School Technical Assistance Network.

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2012 Governance Reporting Compliance Update

Presented by Kathryn Jones, *TEA Charter School Administration Unit*

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Why is the Governance Reporting Form Required?

The Texas Education Agency (TEA) is required by Texas Education Code (TEC), §12.119(b) and 19 Texas Administrative Code (TAC), §100.101 to collect information each year about the board members and school officers of charter schools. The 2012-2013 Annual Governance Reporting Form for Open-Enrollment Charter Schools, adopted by the State Board of Education (SBOE) on July 20, 2012, will be used to gather the required information and must be submitted to the Charter School Administration Unit **no later than November 1, 2012**. Failure to completely and accurately submit the required information on time may affect any requests to amend your charter. Additionally, you must meet this deadline in order to ensure that your school information will be updated in the upcoming release of the Texas School Directory.

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Texas Education Code (TEC), §12.119

§12.119 BYLAWS; ANNUAL REPORT. (a) A charter holder shall file with the State Board of Education a copy of its articles of incorporation and bylaws, or comparable documents if the charter holder does not have articles of incorporation or bylaws, within the period and in the manner prescribed by the board.

(b) Each year within the period and in a form prescribed by the State Board of Education, each open-enrollment charter school shall file with the board the following information:

(1) the name, address, and telephone number of each officer and member of the governing body of the open-enrollment charter school; and

(2) the amount of annual compensation the open-enrollment charter school pays to each officer and member of the governing body.

(c) On request, the State Board of Education shall provide the information required by this section and Section 12.111(8) to a member of the public. The board may charge a reasonable fee to cover the board's cost in providing the information.

Added by Acts 1999, 76th Leg., ch. 1335, Sec. 3, eff. June 19, 1999. Amended by Acts 2001, 77th Leg., ch. 1504, Sec. 16, eff. Sept. 1, 2001.

http://www.statutes.legis.state.ts.us/DocViewer.aspx?K2DocKey=odbc%3a%2f%2fTCAS%2fASUPUBLIC.dbo.vwTCAS%2fED%2fS%2fED.12%40TCAS2&QueryText=12.119&HighlightType=1

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19 Texas Administrative Code (TAC)
Chapter 100. Charters
Subchapter A. Open-Enrollment Charter Schools

§100.101. Annual Report on Open-Enrollment Charter Governance.

(a) No later than November 1 of each year, each open-enrollment charter holder shall file under §100.1013 of this title (relating to Filing of Documents), the following information on a charter school governance reporting form approved by the State Board of Education:

(1) identifying information for and compensation of each officer and member of the governing body of the open-enrollment charter holder;

(2) identifying information for and compensation of each officer of the charter school;

(3) identifying information for and compensation of each member of the governing body of the charter school, if the charter holder has established a governing body for the charter school; and

(4) identifying information about family members serving together on boards or as administrators.

(b) The identifying information required for an individual under subsection (a) of this section may include facsimile numbers and electronic mail addresses and shall include:

(1) the title of each position held or function performed by the individual;

(2) the specific powers and duties that the governing body of the charter holder or charter school have delegated to the individual, as described by the powers and duties listed in the charter;

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(19 TAC §100.101 continued)

(3) the legal name of the individual;

(4) any aliases or names formerly used by the individual, including maiden name;

(5) a mailing address for the individual, if an officer; and the street address of the individual's primary residence, if a governing body member; and

(6) telephone numbers for the individual.

(c) The compensation information required for an individual under subsection (a) of this section shall include all compensation, remuneration, and benefits received by the individual in any capacity from the charter holder or the charter school, or from any contractor or management company doing business with the charter holder or charter school. The compensation reported shall include without limitation:

(1) all salary, bonuses, benefits, or other compensation received pursuant to an employment relationship;

(2) all compensation received for goods or services under contract, agreement, informal arrangement, or otherwise;

(3) all payment of or reimbursement for personal expenses;

(4) all credit extended to the individual by the charter holder or charter school;

(5) the fair market value of all personal use of property paid for by the charter holder or charter school;

(6) the fair market value of all in-kind transfers of property;

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(19 TAC §100.101 continued)

(7) all compensation for goods or services provided to the charter holder through transactions unrelated to the charter school; and

(8) all other forms of compensation or remuneration received by the individual from the charter holder or charter school.

(d) No later than November 1 of each year, each open-enrollment charter holder shall file under §100.1013 of this title (relating to Filing of Documents):

(1) a copy of its articles of incorporation and bylaws, or comparable documents if the charter holder does not have articles of incorporation or bylaws; or

(2) if a copy of its articles of incorporation and bylaws or comparable documents is already on file under this subsection, a copy of any amendments or changes thereto.

Source: The provisions of this §100.101 adopted to be effective April 18, 2002, 27 TexReg 3109; amended to be effective October 13, 2002, 27 TexReg 9316; amended to be effective December 21, 2008, 33 TexReg 10151.

http://ritter.tea.state.tx.us/rules/tac/chapter100/ch100a.html

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Key Updates and Changes

Key updates and changes to the 2012-2013 Annual Governance Reporting Form for Open-Enrollment Charter Schools include:

- Beginning in 2012-2013, the Annual Governance Reporting Form for Open-Enrollment Charter Schools must be submitted electronically through the Charter School Tracking System (CSTS), only available through the Texas Education Agency Login (TEAL), and no longer will be accepted in paper format.
- Requirement to indicate whether board members and school officers are current in their training requirements as authorized in TEC §12.123 and outlined in 19 TAC §100.1102-11.1105.

Training FAQs may be found at http://www.tea.state.tx.us/index2.aspx?id=2978.

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Common Errors and Issues Include:

•Members of the governing body of the charter holder/sponsoring entity inadvertently indicating "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.

•Failure to sign and/or date the form. Forms must be: signed and dated by the applicable board member or school officer; signed and dated forms are maintained in the state of Texas, on-site at the charter school or the charter district office, as required by 19 Texas Administrative Code (TAC) §100.1203(a)(3), for a minimum of five years; and 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 on-site, and/or signed forms will be sent to the TEA for review within three business days upon request by TEA staff.

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How the Find the New Form

The 2012 governance reporting form is available in the CSTS Application that can be accessed only through your TEAL account. Instructions for creating a TEAL account, requesting access to applications (including CSTS), selecting a secure password, and resetting forgotten passwords may be found at the following link.

http://www.tea.state.tx.us/index2.aspx?id=2147505362#link

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Requesting Access to CSTS

1. Log in to TEAL.
2. Click **My Application Accounts** under **Self-Service.**
3. Click **Request New Account.**
4. Complete the requested information and save the changes. **Each charter school** is required to establish **two individual CSTS accounts**, one individual account for the Charter Data Entry User role to enter the required information and one individual account for the Charter Approver role for the superintendent to approve and submit the forms to the TEA. The request is submitted to the system. After it is approved and created, you will receive an email notifying you that the account is available.

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Take a Look at the New Form in CSTS

TEXAS EDUCATION AGENCY

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** TEST ***

CHARTER SCHOOLS TRACKING SYSTEM

User: Kathryn Jones

Role: Charter Approver

| **Governance** [Help]

Texas Education Agency - Division of Charter School Administration

2012 - 2013 Annual Governance Reporting Form for Open-Enrollment Charter Schools

Charter Holder TEST CHARTER HOLDER **Charter Name** TEST CHARTER SCHOOL **CDN** 555800

Next

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This site is best viewed using Internet Explorer version 6.0 or higher, with a screen resolution of at least 800×600 pixels.

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2012 Annual Governance Reporting Form *GOVERNANCE* Screen

TEXAS EDUCATION AGENCY

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*** TEST ***

CHARTER SCHOOLS TRACKING SYSTEM

User: Kathryn Jones
Role: Charter Approver

| Governance [Help]

Name: Anderson, Alice **CDN:** 555800 **Charter Name:** TEST CHARTER SCHOOL

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

Do you wish to add/edit another board member or school officer? Yes

1) All screens must be successfully saved for each board member or school officer before the status will change to "Complete."
2) Once an individual's form is in the "Complete" status, click the "Print" button below, have the appropriate individual sign and date their form. Signed and dated forms are maintained in the state of Texas, onsite at the charter school or the charter district office, as required by 19 Texas Administrative Code §100.1203(a)(3), for a minimum of five years. Signed and dated forms will be made available immediately to any TEA employee 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.
3) Please note: Your Superintendent or Superintendent's Designee in the Charter Approver Role will not be able to finalize the submission until all forms are in the "Printed" status.
4) The Superintendent or Superintendent's Designee in the Charter Approver Role must log in and click the "Submit" button to finalize the submission of this information to the Texas Education Agency. Submit

Charter Holder Name	CDN	Charter Name	First Name	Last Name	Pos. Type	Position	Status	
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	JANE	DOE	Charter Holder Governing Board	BOARD PRESIDENT	Complete	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	ANNE	SMITH	School Officer	SUPERINTENDENT/CEO/OTHER COO	Complete	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	ROBERT	GARCIA	Charter Holder Governing Board	BOARD VICE-PRESIDENT	Complete	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	WILLIAM	JOHNSON	Charter Holder Governing Board	BOARD SECRETARY	Complete	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	SUZANNE	MARTIN	School Officer	CHIEF FINANCIAL OFFICER (CFO)	Complete	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	ALICE	ANDERSON	Charter Holder Governing Board	BOARD MEMBER	Complete	Edit

Back Delete Print

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2012 Annual Governance Reporting Form *CONTACT INFORMATION* Screen

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*** TEST ***

CHARTER SCHOOLS TRACKING SYSTEM

User: Kathryn Jones
Role: Charter Approver

| Governance [Help]

Name: DOE, JANE **CDN:** 555800 **Charter Name:** TEST 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 DOE **First Name** JANE **Initial** A **Title** Ms.

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

Work (daytime) phone # 123-456-7890 **Alternate (home/cell) phone #** 234-567-8901

Mailing Address 111 MAIN ST **City** ANYTOWN **State** TX **Zip** 12345

Primary Residence Address (if member of governing body)

111 GREEN AVE **City** ANYTOWN **State** TX **Zip** 23456

Back Clear Save Next

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You must **SAVE** your data on each page!

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2012 Annual Governance Reporting Form *ROLES* Screen

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*** TEST ***

CHARTER SCHOOLS TRACKING SYSTEM

User: Kathryn Jones
Role: Charter Approver

| **Governance** [Help]

Name: DOE, JANE **CDN:** 555800 **Charter Name:** TEST CHARTER SCHOOL

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

Roles

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

Position held on charter holder board: BOARD PRESIDENT

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:

XYZ

☐ **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: Select Job Title

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:

☐ **School Officer:** (Please note, an officer of an open-enrollment charter school includes the superintendent/CEO or other chief operating officer, assistant superintendent, principal, assistant principal, and the person charged with managing the finances of an open-enrollment charter school.)

Job Title:
SUPERINTENDENT/CEO/OTHER COO
CHIEF FINANCIAL OFFICER (CFO)
ASSISTANT SUPERINTENDENT
PRINCIPAL
ASSISTANT PRINCIPAL

Add

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

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2012 Annual Governance Reporting Form *COMPENSATION* Screen

TEXAS EDUCATION AGENCY

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*** TEST ***

CHARTER SCHOOLS TRACKING SYSTEM

User: Kathryn Jones

Role: Charter Approver

| **Governance** [Help]

Name: DOE, JANE **CDN:** 555800 **Charter Name:** TEST 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 2012 - 2013 school year from the charter holder, charter school, or contractor/management company doing business with the charter holder or charter school. **Please do not leave any fields blank. All responses should be specific dollar amounts.**

1. Salary and bonus(es):	$0.00
2. Benefits or other compensation:	$0.00
3. All compensation received for goods or services under contract, agreement, informal agreement, or otherwise:	$0.00
4. All payment of or reimbursement of personal expenses:	$0.00
5. All credit extended to the individual by the charter holder or charter school:	$0.00
6. The fair market value of all personal use of property paid for by the charter holder or charter school:	$0.00
7. All compensation for goods or services provided to the charter holder through transactions unrelated to the charter school:	$0.00
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:	$0.00

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2012 Annual Governance Reporting Form *COMPLIANCE* Screen

TEXAS EDUCATION AGENCY

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*** TEST ***

CHARTER SCHOOLS TRACKING SYSTEM

User: Kathryn Jones
Role: Charter Approver

| **Governance** [Help]

Name: DOE, JANE **CDN:** 555800 **Charter Name:** TEST CHARTER SCHOOL

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

Compliance

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 the governing body of the charter school?

○ Yes ◉ 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?

◉ Yes ○ No

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

Name of Relative	Relationship	Position Held	Compensation Amount	
JUNE DOE	DAUGHTER	TEACHER	45000.00	Delete

Add Relative

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?

○ Yes ◉ No

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

◉ Yes ○ No

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2012 Annual Governance Reporting Form *SIGNATURE* Screen

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*** TEST ***

CHARTER SCHOOLS TRACKING SYSTEM

User: Kathryn Jones
Role: Charter Approver

| **Governance** [Help]

Name: DOE, JANE **CDN:** 555800 **Charter Name:** TEST CHARTER SCHOOL

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

Signature

I understand that this form is public information.
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.

Full Name DOE, JANE
Signature (Written Signature is required. See next page for details.)

_____

Dated and signed this _____ day of _____, 20__ (Date must be handwritten)

Back | Check for Completeness | Next

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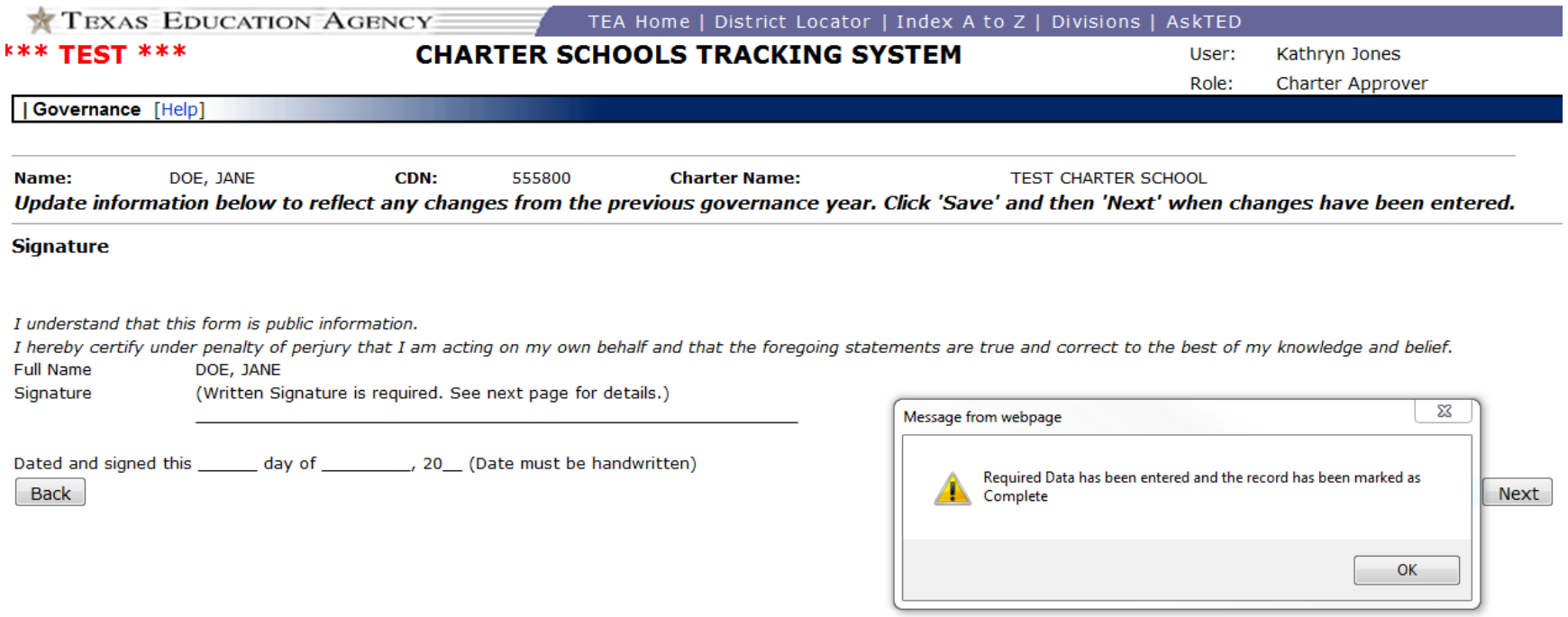
“Check for Completeness” Popup Message – Record Complete

The popup message below will appear when all required data has been entered and the record has been marked as Complete.



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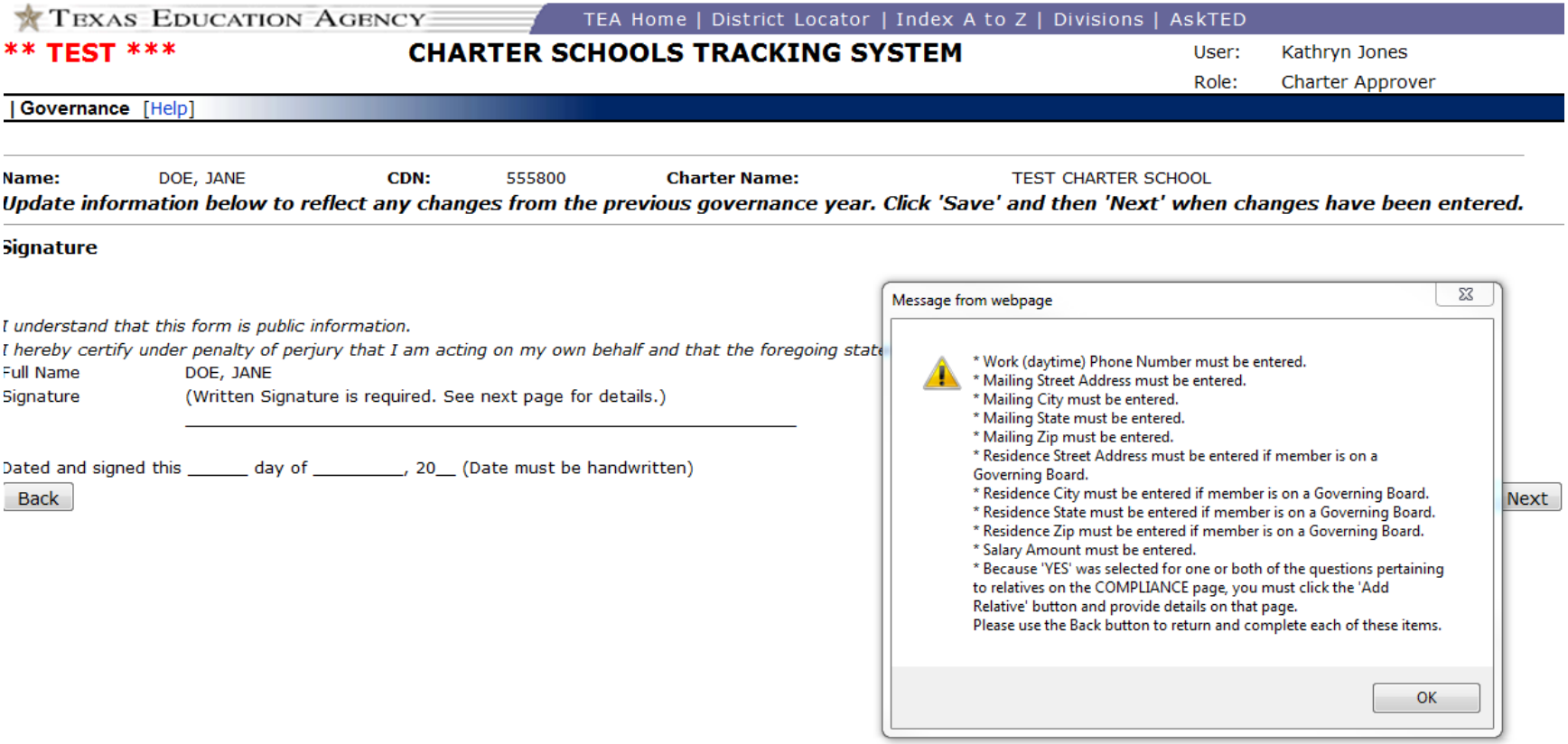
“Check for Completeness” Popup Error Message – Record Incomplete

A popup message like the one below will appear when all required data has **not** been entered.



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All governance forms must be in "**Printed**" status before the Charter Approver may finalize the submission to TEA. To submit to TEA, the Charter Approver clicks the "Submit" button next to 4) below.

TEXAS EDUCATION AGENCY | TEA Home | District Locator | Index A to Z | Divisions | AskTED

** TEST ***

CHARTER SCHOOLS TRACKING SYSTEM

User: Kathryn Jones
Role: Charter Approver

| **Governance** [Help]

Name: DOE, JANE **CDN:** 555800 **Charter Name:** TEST CHARTER SCHOOL

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

Do you wish to add/edit another board member or school officer? Yes

1) All screens must be successfully saved for each board member or school officer before the status will change to "Complete."
2) Once an individual's form is in the "Complete" status, click the "Print" button below, have the appropriate individual sign and date their form. Signed and dated forms are maintained in the state of Texas, onsite at the charter school or the charter district office, as required by 19 Texas Administrative Code §100.1203(a)(3), for a minimum of five years. Signed and dated forms will be made available immediately to any TEA employee 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.
3) Please note: Your Superintendent or Superintendent's Designee in the Charter Approver Role will not be able to finalize the submission until all forms are in the "Printed" status.
4) The Superintendent or Superintendent's Designee in the Charter Approver Role must log in and click the "Submit" button to finalize the submission of this information to the Texas Education Agency. Submit

Charter Holder Name	CDN	Charter Name	First Name	Last Name	Pos. Type	Position	Status	
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	JANE	DOE	Charter Holder Governing Board	BOARD PRESIDENT	Printed	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	ANNE	SMITH	School Officer	SUPERINTENDENT/CEO/OTHER COO	Printed	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	ROBERT	GARCIA	Charter Holder Governing Board	BOARD VICE-PRESIDENT	Printed	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	WILLIAM	JOHNSON	Charter Holder Governing Board	BOARD SECRETARY	Printed	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	SUZANNE	MARTIN	School Officer	CHIEF FINANCIAL OFFICER (CFO)	Printed	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	ALICE	ANDERSON	Charter Holder Governing Board	BOARD MEMBER	Printed	Edit

Back Delete Print

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Charter Approver Required Assurances

CHARTER SCHOOLS TRACKING SYSTEM

User: Kathryn Jones
Role: Charter Approver

CDN: 555800 **Charter Name:** TEST CHARTER SCHOOL

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

other board member or school officer? Yes

essfully saved for each board member or school officer before the status will change to "Complete."
n is in the "Complete" status, click the "Print" butto
Texas, onsite at the charter school or the charter dis
d forms will be made available immediately to any
within three business days upon request by TEA staf
intendent or Superintendent's Designee in the Chart

uperintendent's Designee in the Charter Approver R
y. Submit

Please note that this governance data must be submitted no later than November 1, 201
submitting this data, the individual with superintendent authority certifies the following t
Texas Education Agency (TEA):

1. **All governing board members and school officers whose forms are being electronicall submitted have signed and dated corresponding paper copies of their forms;**
2. **Paper copies of all signed and dated governance reporting forms submitted to the TE through the Charter School Tracking System (CSTS) are maintained onsite at the cha school, for a minimum of five years; and**
3. **Copies of all signed and dated forms will be made available immediately to any TEA employee requesting to view the documents onsite and/or will be sent to the TEA for within three business days upon request by TEA staff.**

If you should have any questions, please call the Division of Charter School Administratio (512) 463-9575.

I agree | I do not agree

CDN	Charter Name	First Name	Last Nar				
5800	TEST CHARTER SCHOOL	JANE	DOE				
5800	TEST CHARTER SCHOOL	ANNE	SMITH				
5800	TEST CHARTER SCHOOL	ROBERT	GARCIA	Charter Holder Governing Board	BOARD VICE-PRESIDENT	Printed	Edit
5800	TEST CHARTER SCHOOL	WILLIAM	JOHNSON	Charter Holder Governing Board	BOARD SECRETARY	Printed	Edit
5800	TEST CHARTER SCHOOL	SUZANNE	MARTIN	School Officer	CHIEF FINANCIAL OFFICER (CFO)	Printed	Edit
5800	TEST CHARTER SCHOOL	ALICE	ANDERSON	Charter Holder Governing Board	BOARD MEMBER	Printed	Edit

Print

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Charter Approver Required Assurances (Continued)

CHARTER SCHOOLS TRACKING SYSTEM

User: Kathryn Jones
Role: Charter Approver

DN: 555800 **Charter Name:** TEST CHARTER SCHOOL

y changes from the previous governance year. Click 'Save' and then 'Next' when changes have been entered.

ıber or school officer? Yes

r each board member or school officer before the status will change to "Complete."
lete" status, click the "Print" button below, have the appropriate individual sign and date their form. Signed and dated forms are
he charter school or the charter district office, as required by 19 Texas Administrative Code §100.1203(a)(3), for a minimum of
ıade available immediately to any
ıess days upon request by TEA staf
ɜrintendent's Designee in the Chart

ɔesignee in the Charter Approver R

er Name	First Name	Last Na
RTER	JANE	DOE
RTER		

Additionally, the individual with superintendent authority certifies the following to the Texas Education Agency (TEA):

All fingerprinting and criminal record checks are available for all current employees, including contract employees; volunteers who indicated in writing their intention to serve; board members; and officers of the charter holder who are not on the board, in compliance with Texas Education Code(TEC) §§12.1059, 22.0832, 22.0833, 22.0834, and 22.0835, and, in compliance with TEC §12.120, no individual is serving in any capacity if he or she has been convicted or a felony or a misdemeanor involving moral turpitude.

If you should have any questions, please call the Division of Charter School Administration at (512) 463-9575.

I agree | I do not agree

SUPERINTENDENT/CEO/OTHER

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Submission Complete!

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*** TEST ***

CHARTER SCHOOLS TRACKING SYSTEM

User: Kathryn Jones
Role: Charter Approver

| Governance [Help]

Name: ANDERSON, ALICE **CDN:** 555800 **Charter Name:** TEST CHARTER SCHOOL

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

Do you wish to add/edit another board member or school officer? Yes

1) All screens must be successfully saved for each board member or school officer before the status will change to "Complete."
2) Once an individual's form is in the "Complete" status, click the "Print" button below, have the appropriate individual sign and date their form. Signed and dated forms are maintained in the state of Texas, onsite at the charter school or the charter district office, as required by 19 Texas Administrative Code §100.1203(a)(3), for a minimum of five years. Signed and dated forms will be made available immediately to any TEA employee 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.
3) Please note: Your Superintendent or Superintendent's Designee in the Charter Approver Role will not be able to finalize the submission until all forms are in the "Printed" status.
4) The Superintendent or Superintendent's Designee in the Charter Approver Role must log in and click the "Submit" button to finalize the submission of this information to the Texas Education Agency. Submit

Charter Holder Name	CDN	Charter Name	First Name	Last Name	Pos. Type	Position	Status	
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	JANE	DOE	Charter Holder Governing Board	BOARD PRESIDENT	Submitted	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	ANNE	SMITH	School Officer	SUPERINTENDENT/CEO/OTHER COO	Submitted	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	ROBERT	GARCIA	Charter Holder Governing Board	BOARD VICE-PRESIDENT	Submitted	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	WILLIAM	JOHNSON	Charter Holder Governing Board	BOARD SECRETARY	Submitted	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	SUZANNE	MARTIN	School Officer	CHIEF FINANCIAL OFFICER (CFO)	Submitted	Edit
TEST CHARTER HOLDER	555800	TEST CHARTER SCHOOL	ALICE	ANDERSON	Charter Holder Governing Board	BOARD MEMBER	Submitted	Edit

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When is It Due?

The 2012-2013 Annual Governance Reporting Form for Open-Enrollment Charter Schools must be submitted electronically through the automated CSTS to the Charter School Administration Unit **no later than November 1, 2012**. Failure to completely and accurately submit the required information on time may affect any requests to amend your charter. Additionally, you must meet this deadline in order to ensure that your school information will be updated in the upcoming release of the Texas School Directory. Note that under the Public Information Act, as required by TEC §12.119(c), the information collected is releasable to the general public.

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Helpful Hints for Annual Governance Reporting

- Review applicable charter school laws and commissioner's rules noted in previous slides #4 through #7.
- Review the definitions provided on the following slide #29. Additional definitions and further details are provided in TEC §12.1012 and 19 TAC §100.1011.
- Review the HELP FILES in the CSTS application.
- Designate one contact person to collect the information for governance reporting from board members and school officers for data entry into CSTS, and to disseminate the completed forms and obtain original signatures. Pages three and four of the attachment provided at this link contain a list titled "Required Information for Data Entry of Automated Forms": http://www.tea.state.tx.us/index4.aspx?id=2147509119. These signed and dated forms must remain on file at the charter for a minimum of five years.

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Helpful Hints for Annual Governance Reporting (Continued)

Definitions (See TEC §12.1012.):

- **Charter holder**: the 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 charter holder/sponsoring entity
- **Governing body of a charter school:** the board of directors, board of trustees, or other governing body of a charter school; this applies only if the charter school has a secondary board that reports to the governing body of the charter holder/sponsoring entity
- **Officer of an open-enrollment charter school**: the superintendent or other chief operating officer, assistant superintendent, principal, assistant principal, and the person charged with managing the finances of an open-enrollment charter school
- **Compensation:** all compensation, remuneration, and benefits received by an individual in any capacity from the charter holder or the charter school, or from any contractor or management company doing business with the charter holder or charter school

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Questions

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