



San Antonio STEAM Academy

Regular Board Meeting

Published on January 19, 2025 at 4:44 PM CST

Date and Time

Wednesday January 22, 2025 at 6:00 PM CST

Location

San Antonio STEAM Academy

6127 Summer Fest Drive

San Antonio, Texas 78244

Location: School Cafe

NOTICE OF REGULAR MEETING BOARD OF DIRECTORS SAN ANTONIO STEAM ACADEMY

Items will not necessarily be discussed or considered in the order they are printed on the agenda below. If, during the course of the meeting, discussion of any item on the agenda should be held in an executive or closed session, the Board will convene in such executive or closed session as permitted by and in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM

	Purpose	Presenter	Time
A. Record Attendance		Vivian Maner	1 m
B. Call the Meeting to Order		Vivian Maner	
C. Approve Minutes	Approve Minutes	Vivian Maner	1 m
II. CEO/Superintendent Updates			6:02 PM
A. Financial Reporting	FYI	Xavier Toson	15 m
			<ul style="list-style-type: none"> • Financial Dashboard & Statements for Review (DSS) • Fall PEIMS Reporting
B. Enrollment & Recruitment	FYI	Xavier Toson	5 m
			<ul style="list-style-type: none"> • Current Enrollment as of 1/17 • Spring Recruitment Campaign
C. Academic Performance Updates and Initiatives	FYI	Xavier Toson	10 m
			<ul style="list-style-type: none"> • Current Academic Grows & Glows • District Testing/STAAR Eval Prep <ul style="list-style-type: none"> ◦ Fall NWEA MAP Testing ◦ Winter NWEA MAP Testing Results • Mid-Year Goals/Progress
D. Facilities & Operations	FYI	Xavier Toson	10 m
			<ul style="list-style-type: none"> • Facilities Planning & Site Exploration • Pending Options • Timeline & Agreement
E. Governance & Compliance	Vote	Xavier Toson	10 m
			<ul style="list-style-type: none"> • TEA Renewal Progress • Policy Updates (Vote)

	Purpose	Presenter	Time
◦ Policy Group 3 - Admissions & Enrollment Policy			

III. Committee Updates 6:52 PM

A. Finance Committee	FYI	A. Earl Blanche	3 m
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- Finance Committee Meeting

B. Development Committee	FYI	Vivian Maner	5 m
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- Annual Board Member Giving
- [Community Engagement & Sponsorship Packet](#)

IV. Public Comments

Comments limited to 2 minutes per commenter.

V. Closing Items

A. Adjourn Meeting	Vote		
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Notice: The Board may go into executive session at any time during the meeting for personnel, real estate, security, school children, negotiated contracts for prospective gifts or donations, consultation and/or legal issues, or as otherwise permitted under the Texas Open Meetings Act, as set out in Subchapter 551 of the Title 5 of The Texas Government Code.

It is the intent of the Board to have a quorum physically present at the above address. Board members not physically present may participate by live two-way video and audio feed in accordance with the Texas Open Meetings Act. If a quorum of the Board cannot be physically present at the above address, it is the intent to have the presiding officer physically present at the above address. Items will not necessarily be discussed or considered in the order they are printed on the agenda below.

Coversheet

Financial Reporting

Section: II. CEO/Superintendent Updates
Item: A. Financial Reporting
Purpose: FYI
Submitted by:
Related Material: December Financials.pdf

San Antonio STEAM

FY2024-2025 Charter FIRST YTD Performance as of December 31, 2024 (Unaudited)

FIRST Rating Indicators	Current & Expected Results	Points	Status	Notes
				1-AFR filed timely; 2-Unmodified audit opinion; 3-Compliant with debt agreements; 4-TRS/TWC/IRS paid timely; 5-Positive net assets
Indicators 1-5 Pass/Fail	Pass	n/a	G	Indicator #5 net asset balance at risk if losses continue; growth and new school exceptions do not apply.
#6 - Net assets over 3 years < 25% decrease Exception: >75days net assets	projected	n/a	G	89 pts = B max if fails
#7 - Days Cash on Hand (\$5,184 = 1 day)	45	6	R	Preferred benchmark > 60 days 10 pts > 60; 0 pts < 20
#8 - Current Assets / Current Liab.	0.90	2	R	Benchmark 1 thru 2, <1.0 = 0 pts; >2 = 10 pts
#9 - Net Earnings > 0 (Exception DCOH >40 days.)	\$ (3,630)	5	Y	revenues >= expenditures (excl. Depr.)
#10 - Budget vs Actual Revenue < 10% 3-yr variance	projected	10	G	within 10% variance (90%-110%)
#11 - LT Liabilities / Total Assets	0.23	10	G	<0.6 = 10pts, >1.0 = 0pts
#12 - Debt Service Coverage Ratio	0.00	0	G	10 pts >1.2X; 0 pts < 1.0X
#13 - Debt to Capitalization %	79%	5	G	>95% = 0 pts; <95% = 5 pts
#14 - Administrative Ratio <small>(Function 21+41/All Functions 61xx-64xx); Funds 199,420,+ESSEER)</small>	15.23%	4	R	Target <=11.65% if less than 500 students
#15 - Students to Staff Ratio 15% or declines over 3 years	Not measured by DSS	10	G	0 or 10 pts
#16 - Actual ADA vs. Estimated ADA	projected	5	G	within 10% variance
#17 - Accurate PEIMS reporting	projected	Ceiling	G	89 pts = B max if 3% variance
#18 - Annual audit compliance- Going Concern	projected	Ceiling	G	79 pts = C max if material weaknesses
#19 - Annual audit compliance	projected	10	G	Free of any material noncompliance
#20 - Post financial info on website	projected	5	G	0 or 5 pts
#21 - Serves students reside approved geographic boundaries	Not measured by DSS	Ceiling	G	89 pts = B max if fails
Estimated FIRST Rating 2024-2025 School Year		72 C - Meets Standard	Y	F < 69, C Meets Standard = 70-79, B Above Standard = 80-89, A Superior = 90-100

G On Track Y Of Concern R At Risk

Link to Calculations:

[Figure: 19 TAC §109.1001\(f\)\(9\) \(state.tx.us\)](https://www.texas.gov/legislation/tac/19/1901001f9)

San Antonio STEAM
FY2024-2025 Statement of Activities as of December 31, 2024
Unaudited

	<u>Amended Budget</u>	<u>50% YTD Budget</u>	<u>Year-to-Date</u>	<u>Variance</u>	<u>% Variance</u>
Local Revenue	\$ -	\$ -	\$ 5,294	\$ 5,294	
State Program Revenue	1,770,728	837,411	826,377	(11,034)	47%
Other State Revenue	114,961	57,481	50,730	(6,751)	44%
Federal Program Revenues	244,562	122,281	62,611	(59,670)	26%
Total	\$ 2,130,251	\$ 1,065,126	\$ 945,012	\$ (120,114)	44%
11 - Instruction	\$ 903,318	\$ 451,659	\$ 392,611	\$ 59,048	43%
12 - Resources & Media Services	-	-	-	-	
13 - Curriculum & Staff Development	39,200	19,600	2,175	17,425	6%
21 - Instructional Leadership	-	-	7,509	(7,509)	
23 - School Leadership	133,828	66,914	52,595	14,319	39%
31 - Counseling & Evaluation Services	39,991	19,996	3,263	16,732	8%
33 - Health Services	1,500	750	-	750	0%
34 - Student Transportation	33,341	16,671	19,205	(2,534)	58%
35 - Food Services	180,845	90,423	96,612	(6,189)	53%
36 - Extracurricular Activities	18,063	9,032	11,325	(2,294)	63%
41 - General Administration	171,878	85,939	144,401	(58,462)	84%
51 - Facilities Maintenance & Operations	437,188	218,594	110,648	107,946	25%
52 - Security & Monitoring Services	92,300	46,150	40,356	5,794	44%
53 - Data Processing Services	90,362	45,181	56,086	(10,905)	62%
61 - Community Services	15,152	7,576	459	7,117	3%
71 - Debt Service	5,136	2,568	-	2,568	0%
81 - Fundraising	7,000	3,500	11,398	(7,898)	163%
Expenses before Depreciation	\$ 2,169,102	\$ 1,084,551	\$ 948,642	\$ 135,909	44%
Surplus (Deficits) before Depreciation	\$ (38,851)	\$ (19,426)	\$ (3,630)	\$ 15,795	
Depreciation and Amortization	\$ 10,000	\$ 4,500	4,422	78	44%
Net Surplus (Deficit)	\$ (48,851)	\$ (23,926)	\$ (8,052)	\$ 15,873	
Expenses by Object Codes					
6100 - Payroll and Benefits	\$ 1,332,014	\$ 666,007	\$ 603,696	\$ 62,311	45%
6200 - Professional and Contract Svcs	604,085	302,043	195,236	106,806	32%
6300 - Materials and Supplies	178,811	89,406	102,163	(12,757)	57%
6400 - Other Operating Costs	49,056	24,528	47,547	(23,019)	97%
6449 - Depreciation	10,000	4,500	4,422	78	44%
6500 - Debt Services	5,136	2,568	-	2,568	0%
Total (Depreciation Included)	\$ 2,179,102	\$ 1,089,051	\$ 953,064	\$ 135,987	44%

* Unaudited preliminary subject to adjustments

**San Antonio STEAM
Balance Sheet
as of December 31, 2024**

	<u>Beginning Balance</u>	<u>FYTD Activity</u>	<u>As of December</u>
Assets			
Current Assets			
Cash and Cash Equivalents	\$ 167,491	\$ 64,625	\$ 232,116
Due from State (FSP and Federal)	303,037	(8,315)	294,722
Total Current Assets	470,528	56,310	526,838
Capital Assets, Net			
Building	\$ 27,070	\$ -	\$ 27,070
Furniture & Equipment	42,964	-	42,964
Accumulated Depreciation	(26,481)	(4,422)	(30,903)
Total Capital Assets	43,553	(4,422)	39,131
Other Non-Current Assets			
Right-to-use assets	\$ 265,577	\$ -	\$ 265,577
Total Non-Current Assets	309,130	(4,422)	304,708
Total Assets	\$ 779,658	\$ 51,888	\$ 831,546
Liabilities and Net Assets			
Current Liabilities			
Accounts Payable	\$ 230,910	\$ 59,765	\$ 290,675
Payroll Liabilities	115,638	174	115,812
Accrued Interest	8,146	-	8,146
Current Portion, Capital Lease	170,267	-	170,267
Total Current Liabilities	524,961	59,940	584,901
Long Term Debt			
SBA Loan	100,000	-	100,000
Capital Lease, Non-Current	95,310	-	95,310
Total Long Term Debt	195,310	-	195,310
Total Liabilities	720,271	59,940	780,211
Net Assets	59,387	(8,052)	51,335
Total Liabilities and Net Assets	\$ 779,658	\$ 51,888	\$ 831,546

* Unaudited preliminary subject to adjustments

**San Antonio STEAM
Statement of Cash Flows
for the period ended December 31, 2024**

	<u>YTD FY 2025</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ (8,052)
Depreciation	4,422
Decrease (Increase) in Due from State	8,315
Increase (Decrease) in Accounts Payable	59,765
Increase (Decrease) in Payroll Liabilities	174
NET CASH FLOWS FROM OPERATING ACTIVITIES	<u>\$ 64,625</u>
NET INCREASE (DECREASE) IN CASH	<u>\$ 64,625</u>
Cash at Beginning of Period	<u>\$ 167,491</u>
Cash at End of Period	<u>\$ 232,116</u>

* Unaudited preliminary subject to adjustments

Coversheet

Governance & Compliance

Section: II. CEO/Superintendent Updates
Item: E. Governance & Compliance
Purpose: Vote
Submitted by:
Related Material: PG-3.1 Admissions and Enrollment (For January Board Approval).pdf

SAN ANTONIO STEAM ACADEMY BOARD POLICY MANUAL
POLICY GROUP 3 – STUDENTS
ADMISSIONS AND ENROLLMENT

PG-3.1

SEC. 3.1.1. NON-DISCRIMINATION STATEMENT AS PART OF THE
SAN ANTONIO STEAM ACADEMY ADMISSION POLICY

It is the policy of **San Antonio STEAM Academy** to comply with all state and federal regulations regarding admission and not to discriminate during the admission and the lottery process on the basis of gender, national origin, ethnicity, religion, disability, academic, artistic, athletic ability, or the district the child would otherwise attend.

SEC. 3.1.2. APPLICATION REQUIREMENT

San Antonio STEAM Academy requires applicants to submit a complete application form in order to be considered for admission. The Superintendent or designee shall set a beginning and closing date for the application window for each school year.

In order to be eligible for admission, the applicant or qualifying occupant specified by Education Code 25.001(b) must generally reside in the geographic boundaries set by the **San Antonio STEAM Academy** charter, and satisfy any other admissions criteria specified in this policy. See “Verification of Residency” below.

SEC. 3.1.3. LOTTERY PROVISIONS

A “lottery” for purposes of this policy is a non-weighted, random selection process that determines the order of enrollment of student applicants. A lottery is to be conducted if the number of applicants exceeds the maximum enrollment. The lottery shall take place within 5 days after the closing date of the application period. The lottery will be conducted via lottery selection software. The principal or designee of each campus will conduct the computerized lottery, with supervision by at least one member of the sponsoring entity or his or her designee and a representative from the **San Antonio STEAM Academy** Central Office. This ensures that the admissions list and the waiting list are selected randomly. Results of the lottery shall be certified by a notary public.

SEC. 3.1.4. DEVELOPMENT OF WAITING LIST

The lottery will be paused momentarily after the computerized lottery fills all available seats allowed by the enrollment cap. The drawing will then continue, and the randomly-selected numbers will be used to create a waiting list. As space becomes available, applicants will be called from the waiting list beginning with applicants with the lowest number assignment. Applicants selected by lottery will be “deemed admitted” and may proceed from provisional admission (Texas Education Code Section 25.002) to enrollment.

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SEC. 3.1.5. ADMISSION PROCESS OF RETURNING STUDENTS

Returning students (students who currently attend **San Antonio STEAM Academy** and intend to return the next school year) are exempted from the lottery if they notify **San Antonio STEAM Academy** of their intent to return for the next school year by the deadline designated by the Superintendent or designee for the then-current school year.

SEC. 3.1.6. SIBLINGS POLICY AND CHILDREN OF THE SCHOOL’S FOUNDERS AND EMPLOYEES

Siblings of returning students currently enrolled at a **San Antonio STEAM Academy** campus and who timely notify **San Antonio STEAM Academy** of their intent to return for the next school year are exempt from the lottery and, space permitting, are automatically enrolled. For this policy “sibling” shall mean a biological or legally adopted brother or sister residing in the same household as the applicant. Cousins, nieces, nephews and unrelated children sharing an address with the applicant are not siblings. Sibling enrollment is dependent on available space and does not guarantee enrollment of each listed sibling.

Children of **San Antonio STEAM Academy**’ founders, teachers, and staff (so long as the total number of students allowed constitutes only a small percentage of the total enrollment) are exempt from lottery requirements, as permitted by federal guidance on the Charter Schools Program.

SEC. 3.1.7. APPLICATIONS SUBMITTED OUTSIDE THE DESIGNATED APPLICATION PERIOD

If a student applies to **San Antonio STEAM Academy** outside of the designated application period, the student will be placed on a waiting list in the order of the date in which the application is received.

SEC. 3.1.8. STUDENTS WITH DOCUMENTED HISTORIES OF A CRIMINAL OFFENSE AND/OR MISCONDUCT

As authorized by Education Code § 12.111(a)(5)(A), **San Antonio STEAM Academy** shall **not** exclude from enrollment those students who have a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems under Subchapter A, Chapter 37 of the Education Code.

SEC. 3.1.9. DOCUMENTS AND INFORMATION APPLICANTS ARE REQUIRED TO PROVIDE

Applicants must submit a completed application form to be considered for admission. The application form must be signed and dated by the parent(s). The application form must include the following items:

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- Applicant’s name (first, last, and middle names)
- Applicant’s birth date
- Applicant’s current grade level and grade applied for
- Applicant’s residential address
- Phone numbers
- Applicant’s current school and district names
- Applicant’s parents’ name and signature
- Whether the applicant has a sibling already admitted to or attending **San Antonio STEAM Academy**
- Whether the applicant has a documented history of a criminal offense, a juvenile court adjudication, or discipline problems under Subchapter A, Chapter 37 of the Education Code.

Applicants are not required to provide transcripts or other academic records until after they are offered admission.

SEC. 3.1.10. VERIFICATION OF RESIDENCY AND IMMUNIZATION RECORDS FOR ENROLLMENT

Verification of residency and current immunization records are required for all students enrolling. Every student enrolling for the first time must present a signed statement from a physician or documentation of immunizations as required by the Texas Department of Health, no later than 30 days after enrolling. Students who submit an affidavit from a physician stating immunizations should not be administered for medical reasons, and students who submit an affidavit signed by the student’s parent or guardian declining immunizations for reasons of conscience, will be excepted from this requirement. The parent or guardian must furnish records that verify the identity of the student.

A person’s “residence,” for the purpose of this policy is the true, fixed and permanent place where the qualifying occupant ordinarily lives and sleeps, not less than four nights during the school week and to which, when temporarily absent from the residence, the occupant intends to return. The qualifying occupant specified by Education Code 25.001(b) must generally reside in the authorized geographic boundaries of **San Antonio STEAM Academy**, as described in the **San Antonio STEAM Academy** charter. A person who is homeless, as defined by 42 U.S.C. 11302, need not reside within the geographic boundaries of **San Antonio STEAM Academy**. In order to verify residency for enrollment, acceptable evidence of residency includes:

- Current property tax bill with parent/guardian's name and property address;
- Current rental or lease agreement with parent/guardian's name, student name, and address, as well as manager or owner's name and telephone number;
- Documents related to the purchase of the residence with the parent/guardian's name and property address;

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- Mail dated within 60 days before the application date from the following sources:
 - Social Security Administration;
 - A Texas State government agency;
 - Utility companies;
 - Credit card bill;
 - Financial institutions; including checking or savings;
 - Insurance companies;
 - State and Federal Revenue documents;
 - Paycheck information.
 - Other sources or documents demonstrating residency.

If, at any time, a student's or qualifying occupant's residence is in question, **San Antonio STEAM Academy** may ask for additional documents for verification. If the parent or legal guardian cannot provide evidence of residency because the parent or legal guardian is living with a relative or friend, a notarized statement by the relative or friend may be accepted by **San Antonio STEAM Academy** with the following stipulation:

- Notarized statement must state that the parent or legal guardian and child are living with the relative/friend;
- Notarized statement must state the name of relative or friend who is on the relative who is on the relative or friend's proof of residence;
- Notarized statement must state the same address of relative or friend who is on the relative or friend's proof of residence;
- A copy of the relative or friend's proof of residence must be attached to the notarized statement (meeting the documentation criteria described above); and
- The notarized statement must be signed by the same name of relative or friend who is on the relative or friend's proof of residence.

A person whose parent or guardian is an active-duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, may establish residency by providing to the San Antonio STEAM Academy a copy of the a military order requiring the parent's or guardian's transfer to a military installation in or adjacent to the San Antonio STEAM Academy's attendance zone. Such proof of residence shall be provided to the San Antonio STEAM Academy not later than the 10th day after the arrival date specified in the military order requiring the parent's or guardian's transfer. For purposes of this provision, the term "residence" includes residence in a military temporary lodging facility. *Education Code 25.001(c-1)-(c-2).*

Subsequently, within 60 days, at least two current documents, **San Antonio STEAM Academy** must be provided confirmation of residency from one or more of the following sources:

- Credit card companies;
- U. S. Treasury;

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- Social Security Administration, including benefits letter;
- Texas State government agencies (including city and county agencies);
- Utility companies;
- Financial institutions including checking, savings, or investment account statements;
- Insurance companies;
- State and Federal Revenue departments.

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San Antonio STEAM Academy may conduct home-visits, at any time, to confirm residency of applicants and enrolled students. Falsification of residence on an enrollment form is a criminal offense.

SEC. 3.1.11. ADULT STUDENT ATTENDANCE REQUIREMENT FOR CONTINUED ADMISSION

A person who voluntarily attends school after his or her 19th birthday shall attend school each school day for the entire period the program of instruction is offered. [**San Antonio STEAM Academy** may revoke, for the remainder of the school year, the enrollment of a person who has more than five absences in a semester that are not excused under Education Code 25.087, except that **San Antonio STEAM Academy** may not revoke the enrollment on a day on which the person is physically present at school. A person whose enrollment is revoked under this subsection may be considered an unauthorized person on school grounds and a criminal trespass warning may be issued. Prior to revoking the person’s enrollment, **San Antonio STEAM Academy** shall issue a warning letter to the person, after the third unexcused absence, stating that the person’s enrollment may be revoked for the remainder of the school year if the person has more than five unexcused absences in a semester. As an alternative to revoking enrollment, **San Antonio STEAM Academy** may impose a behavior improvement plan.

SEC. 3.1.12. STUDENT RESIDENCY SEPARATE FROM PARENT/GUARDIAN

In order to protect the best interests of students enrolled, for purposes of students under the age of 18 who have established a residence apart from the person’s parent, guardian, or other person having lawful control, such persons must establish their separate residency and verify it with documentation acceptable to **San Antonio STEAM Academy** in the same manner as other students. However, a student under 18 and not living with parents or guardian, who has engaged in conduct in the preceding year that has resulted in a disciplinary removal, alternative placement or expulsion, or who has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct, or has been convicted of a criminal offense and is on probation or other conditional release, shall not be admitted to **San Antonio STEAM Academy**. The Superintendent shall follow “Students with Documented Histories of a Criminal Offense and/or Misconduct,” above, in making such determination.

SEC. 3.1.13. MCKINNEY-VENTO POLICY STATEMENT

“Homelessness” means lacking a fixed, regular, and adequate nighttime residence. The Superintendent or designee shall appoint a Liaison for Homeless Children and Youths to serve as the primary contact between homeless families and school staff, shelter workers, and other service providers. The liaison will also assist in obtaining necessary immunizations, if needed. If a dispute arises over the enrollment of a homeless child, he shall be immediately admitted to **San Antonio STEAM Academy** until resolution of the dispute.

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SEC. 3.1.14. MCKINNEY-VENTO COMPLIANCE

San Antonio STEAM Academy shall strive to enroll and have attend homeless children who are not currently attending school and shall adopt policies and practices to ensure that students, including homeless children are not stigmatized or segregated on the basis of their homeless status. **San Antonio STEAM Academy** shall review and revise policies which act as barriers to the enrollment of homeless children. In determining homelessness, **San Antonio STEAM Academy** shall give consideration to factors such as transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

As a condition of receiving funds under the McKinney-Vento Homeless Education Assistance Improvements Act, **San Antonio STEAM Academy** shall serve homeless children according to their best interests. In determining the best interest of a child, **San Antonio STEAM Academy** shall:

1. To the extent feasible, keep a homeless child in the school of origin—the school that the child attended when permanently housed or the school in which the child was last enrolled—except when doing so is contrary to the wishes of the child’s parent or guardian;
2. Provide a written explanation to the homeless child’s parent or guardian, including a statement of appeal rights, if **San Antonio STEAM Academy** sends the child to a school other than the school of origin or a school requested by the parent or guardian; and
3. In the case of an unaccompanied youth, consider the views of the child and provide the notice required in the event of an enrollment dispute.

The school selected for attendance in accordance with the McKinney-Vento Homeless Education Assistance Improvements Act shall immediately enroll a homeless child even if the child is unable to produce records normally required for enrollment. **San Antonio STEAM Academy** shall immediately contact the last school the child attended in an attempt to obtain relevant academic and other records. If the child needs immunizations, or immunization or medical records, **San Antonio STEAM Academy** shall immediately refer the child’s parent or legal guardian to **San Antonio STEAM Academy**’ homeless liaison for assistance.

Should a dispute arise over school identification and/or enrollment thought to be homeless, the child shall be immediately admitted to **San Antonio STEAM Academy** pending resolution of the dispute. **San Antonio STEAM Academy** shall provide the child’s parent or guardian with a written explanation of the decision regarding school selection or enrollment, including the right to appeal **San Antonio STEAM Academy**’ enrollment decision. **San Antonio STEAM Academy** shall also refer the child, parent, or guardian to the homeless liaison, who shall conduct a dispute resolution process as expeditiously as possible.

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SEC. 3.1.15. DISCREPANCIES IN STUDENT NAME

The Superintendent or designee shall notify the Missing Children and Missing Persons Information Clearinghouse if a child is enrolled under a name other than the name that appears on the identifying documents. If a student’s records have not been received within 30 days of a request, the Superintendent or designee shall notify local law enforcement for a determination of whether the child has been reported as missing.

SEC. 3.1.16. FOOD ALLERGY INFORMATION

The parent of each student enrolled with **San Antonio STEAM Academy** must complete a form provided by **San Antonio STEAM Academy** that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to **San Antonio STEAM Academy** to enable **San Antonio STEAM Academy** to take any necessary precautions regarding the child’s safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term “severe food allergy” means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

San Antonio STEAM Academy may also require information from a child’s physician if the child has food allergies.

Food allergy information forms will be maintained in the child’s student records, and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 (“FERPA”).

SEC. 3.1.17 ADMISSION OF MILITARY DEPENDENTS

a) Applicability

The provisions of this section apply to the children of:

- 1) Active duty members of the uniformed services, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Sections 1209 and 1211; 2) Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one year after medical discharge or retirement; and 3) Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.

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This section does not apply to the children of:

1. Inactive members of the National Guard and military reserves;
2. Members of the uniformed services now retired, except as provided above;
3. Veterans of the uniformed services, except as provided above; and
4. Other U.S. Department of Defense personnel and federal agency civilian and contract employees not defined as active-duty members of the uniformed services.

b) Definitions

“Active duty” means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active-duty orders pursuant to 10 U.S.C. Sections 1209 and 1211.

“Children of military families” means school-aged children, enrolled in kindergarten through twelfth grade, in the household of an active-duty member.

“Deployment” means the period one month before the service member’s departure from their home station on military orders through six months after return to their home station.

“Transition” means the formal and physical process of transferring from school to school, or the period in which a student moves from one school in the sending state to another school in the receiving state.

“Uniformed services” means the Army, Navy, Air Force, Marine Corps, Coast Guard, Space Force as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Services.

“Veteran” means person who served in the uniformed services and who was discharged or released under conditions other than dishonorable. *Education Code 162.002 Article II*

c) Eligibility for Enrollment

A special power of attorney, related to the guardianship of a child of a military family and executed under applicable law, is sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

d) Continued Acceptance

A transitioning military child placed in the care of a non-custodial parent or another person standing in loco parentis, who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which the child was enrolled while residing with the custodial parent.

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e) Education Records

Unofficial Records: If official education records cannot be released to the parents for transfer purposes, the custodian of the records shall provide a complete set of unofficial education records. Upon receipt, The San Antonio STEAM Academy will enroll and appropriately place the student based on the provided records, pending validation by official records.

Official Records: Simultaneously, The San Antonio STEAM Academy will request the student's official records from the sending district.

Education Code 162.002 art.IV, §§A-B

f) Tuition

The San Antonio STEAM Academy is prohibited from charging tuition to:

1. A transitioning military child placed in the care of a non-custodial parent or another person standing in loco parentis; or
2. A student domiciled in another state residing in military housing located within The San Antonio STEAM Academy's boundaries.

g) Grade-Level Placement

Students will continue enrollment at the grade level commensurate with their prior placement, including kindergarten, regardless of age. A student transferring after the school year starts will enter at their validated level from the sending school.

h) Course Placement

The San Antonio STEAM Academy will initially honor the student's previous placement in educational courses, including honors and advanced placement, based on records and assessments from the sending district.

i) Educational Program Placement

The school will honor the student's placement in educational programs, including gifted and talented programs and ESL services, based on records from the sending district. Subsequent evaluations may be conducted to ensure appropriate placement.

j) Waivers

Administrative officials at The San Antonio STEAM Academy may waive course or program prerequisites as necessary for transitioning military students. *Education Code 162.002 art. IV, §§ A-B, D.*