

**AGENDA**  
**BOARD OF TRUSTEES**  
**Midland Academy Charter**  
**HELD November 28, 2022**

The Midland Academy Charter Board of Trustees will meet in regular session on **Monday, November 28, 2022 immediately following the public meeting in the Midland Academy Conference Room # 210.** Items to be discussed are as follows:

1. Call to Order by the President
  - 1.1 Members Present/Members Absent
  - 1.2 Guests
2. Pledge Of Allegiance
3. Open Forum
4. Approval of Consent Agenda Items
  - 4.1 Minutes of October 25<sup>th</sup> Board Meeting
  - 4.2 October Check Register
  - 4.3 October Financials
5. Swearing In of New Board Member: Jesse Menix
6. Discussion/Action: Policy update PG – 3.4 STUDENTS ADMISSIONS AND ENROLLMENT
7. Ms. Currie - Dean of Students Report
8. Superintendents Report
  - 8.1 Region 18 Security Audit
  - 8.2 Security Upgrades
  - 8.3 Safety Insurance Update
9. Executive Session: Closed Meeting (TGC 551.074)
  - 9.1 Hiring, resignations, Etc.
10. Take Appropriate Action on Items Deliberated in Closed Session
11. Future Business
  - 11.1 Next Regular Board Meeting January
12. Adjournment

*Kent Coker* Superintendent

For the Midland Academy Board of Trustees

\* Agenda items do not have to be taken in the same order as shown on this meeting notice. During the course of the meeting, should a discussion of any item on the agenda be held in executive or closed session, the board may convene in such executive or closed session by law, "Government Code, Chapter 551, Subchapters D and E." The meeting will be held in accordance with the American with Disabilities Act [42 U.S.C. 12101 (1991)]. The facility where the meeting is to be held is wheelchair-accessible, and handicapped parking is available. Request for sign interpretive services are available upon request received at least 48 hours prior to the meeting. To make arrangements for those or other handicapped services, please call 432.686.0003.

## MIDLAND ACADEMY CHARTER SCHOOL

Board of Trustees

Regular Meeting

October 25, 2022

The Board of Trustees of Midland Academy Charter School met for a regular board meeting Tuesday, October 25, 2022. The meeting began at approximately 12:00 p.m. in the Conference Room of the school, 500 N. Baird St., Midland TX. The following were present:

Beverly Drummond, Vice-President

Leslie Tomlin, Secretary

Jennifer Currie, Dean of Students

Kent Coker, Superintendent

**A COPY OF THE AGENDA FOR THIS MEETING IS ATTACHED AS EXHIBIT A AND INCORPORATED HEREIN.**

**Meeting was called to order at 12:14 p.m.**

1. Call to Order by Trustee Drummond
  - 1.1 Members Present-2/Members Absent-1 Chris DeAnda
  - 1.2 Guests-0
2. Pledge of Allegiance
3. Open Forum
4. Approval of Consent Agenda Items
  - 4.1 Minutes of September 20, 2022 Regular Midland Academy Board Mtg. and October 5, 2022 Called Mtg.

Motion by Trustee Drummond seconded by Trustee Tomlin  
All in Favor Pass: 2/0
  - 4.2 September Check Register  
Motion by Trustee Drummond seconded by Trustee Tomlin  
All in Favor Pass: 2/0
  - 4.3 September Financials  
Motion by Trustee Drummond seconded by Trustee Tomlin  
All in Favor Pass: 2/0
5. Discussion/Action: 2022-2023 Family Engagement Plan  
Motion by Trustee Drummond seconded by Trustee Tomlin  
All in Favor Pass: 2/0
6. Dean of Students Report - Ms. Currie
  - 6.1 Upcoming Event Dates
  - 6.2 Parent Conferences were October 10th
  - 6.3 PTO Book Fair was October 10th; teachers will be gifted \$150 in Scholastic money

7. Superintendent's Report
  - 7.1 Enrollment: 385 students, 97% attendance
  - 7.2 Facilities Update
  - 7.2 Safety Update
  - 7.3 New HVAC'S
  - 7.4 New Student Computers
  
8. Executive Session: Closed meeting (TC 551.074) Commenced at 12:40 p.m.  
Closed Executive Session concluded at 1:15 p.m.
  - 8.1 Hiring, resignations, Etc.
  - 8.2 Interview Board Candidate
  
9. Take Appropriate Action on Items Deliberated in Closed Session
  - 9.1 Discussion/Action on Naming Jesse Menix as New Board Member  
Motion by Trustee Drummond seconded by Trustee Tomlin  
All in Favor Pass: 2/0
  
10. Future Business
  - 10.1. Next Regular Board Meeting November 28, 2022 12:00 p.m.
  
11. Adjournment  
Trustee Drummond announced adjournment of the regular board meeting at approximately 1:20 p.m.

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Chris DeAnda, President

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Leslie Tomlin, Secretary

Date Run: 11-17-2022 9:46 AM  
 Cnty Dist: 165-802  
 From To  
 Accounting Period: 10

YTD Check Register  
 MIDLAND ACADEMY CHARTER SCHOOL  
 Sort by Check Number

Program: FIN1800  
 Page 1 of 3  
 File ID: C

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.-So-Org-Prog	Typ Cd	Reason	Amount	EFT
014299	10-05-2022		00001	Libby Coody	224-11-6299.00-101-323000	C	DIAGNOSTICIAN CONTRACT	2,360.00	N
014300	10-05-2022		00009	HOUGHTON MIFFLIN H	420-11-6396.00-101-311000	C	Go Math Classroom Materials	1,950.00	N
014301	10-05-2022		00028	TXU ENERGY	420-51-6256.00-101-399000	C	Utilities-Electric	17.64	N
014302	10-05-2022		00195	COMMERCIAL ICE MAC	420-51-6249.00-101-399000	C	REFRIGERANT,LABOR AND	277.00	N
014303	10-05-2022		00264	TEXAS DEPT OF PUBLI	420-41-6499.00-701-399000	C	Background checks	1.00	N
014304	10-05-2022		00663	LABATT FOOD SERVIC	240-35-6341.00-101-399000 240-35-6342.00-101-399000	C	Food & Non-Food Food & Non-Food	16,670.54 424.55	N
							<b>Check 014304 Total:</b>	<b>17,095.09</b>	
014305	10-05-2022		01199	EICHELBAUM WARDEL	420-41-6211.00-702-399000	C	Admin Legal Services	280.00	N
014306	10-05-2022		01236	MARNIE J WORTHAM,	224-11-6299.00-101-323000	C	IDEA-B SPED MISC CONTRA	1,225.00	N
014307	10-05-2022		01237	DEMCO, INC	420-12-6399.00-101-311000	C	media library supplies	164.55	N
014308	10-05-2022		01381	AT & T	420-51-6258.00-101-399000	C	Utilities - Telephone	441.44	N
014309	10-05-2022		01462	JOHNSON CONTROLS	420-51-6399.00-101-330000	C	Service call on alarm	911.00	N
014310	10-05-2022		01497	Region 15 ESC	420-41-6239.01-750-399000 420-41-6239.02-750-399000	C	Payroll & Finance Payroll & Finance	2,391.67 1,433.67	N
							<b>Check 014310 Total:</b>	<b>3,825.34</b>	
014311	10-05-2022		01533	MARLIN BUSINESS BA	420-11-6265.00-101-311000 420-23-6265.00-101-311000 420-41-6265.00-701-399000	C	Monthly Copier Lease Monthly Copier Lease Monthly Copier Lease	662.15 82.77 82.77	N
							<b>Check 014311 Total:</b>	<b>827.69</b>	
014312	10-05-2022		01554	RELIANT	420-51-6256.00-101-399000	C	Utilities-Electricity	4,132.29	N
014313	10-05-2022		01584	SPED TRACK	420-13-6229.00-101-323000	C	SPED Training	200.00	N
014314	10-12-2022		01538	ADVANCED BUSINESS	420-11-6265.00-101-311000 420-23-6265.00-101-311000 420-41-6265.00-701-399000	C	Copier Service & Supplies Copier Service & Supplies Copier Service & Supplies	16.80 2.10 2.10	N
							<b>Check 014314 Total:</b>	<b>21.00</b>	
014315	10-12-2022		00027	ATMOS ENERGY	420-51-6257.00-101-399000 420-51-6257.00-101-399000	C	Utilities - Gas Utilities - Gas	5.82 50.00	N
							<b>Check 014315 Total:</b>	<b>55.82</b>	
014316	10-12-2022		01043	CULLIGAN WATER CO	420-41-6399.00-701-399000	C	Monthly Water Filtration	81.50	N
014317	10-12-2022		01199	EICHELBAUM WARDEL	420-41-6211.00-702-399000	C	Admin Legal Services	1,986.00	N
014318	10-12-2022		01414	FITNESS FINDERS	420-11-6396.02-101-311000	C	P.E Supplies Mileage club	115.79	N

\* indicates voided checks

Date Run: 11-17-2022 9:46 AM  
 Cnty Dist: 165-802  
 From To  
 Accounting Period: 10

YTD Check Register  
 MIDLAND ACADEMY CHARTER SCHOOL  
 Sort by Check Number

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 Page 2 of 3  
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Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
014319	10-12-2022		01510	GARDENDALE COUNT	420-41-6399.00-701-399000	C	Admin Gen Supplies-Water	60.00	N
014320	10-12-2022		01291	ERRIN JACOBS	420-13-6221.00-101-311000	C	ESL REIMBURSEMENT	196.87	N
014321	10-12-2022		01573	LOGMEIN	420-51-6258.00-101-399000	C	Monthly District phone system	1,294.45	N
014322	10-12-2022		00541	MAYFIELD PAPER CO.	240-35-6342.00-101-399000	C	Non food	393.11	N
					240-35-6399.00-101-399000		Cleaning/Janitorial Supplies	43.15	
					240-35-6399.00-101-399000		Cleaning/Janitorial Supplies	70.62	
					240-35-6399.00-101-399000		Cleaning/Janitorial Supplies	524.18	
					420-11-6329.00-101-311000		Copy Paper	360.02	
					420-11-6329.00-101-311000		Copy Paper	144.01	
					420-11-6329.00-101-311000		Copy Paper	576.04	
					420-23-6329.00-101-311000		Copy Paper	45.00	
					420-23-6329.00-101-311000		Copy Paper	18.00	
					420-23-6329.00-101-311000		Copy Paper	72.01	
					420-41-6329.00-701-399000		Copy Paper	45.01	
					420-41-6329.00-701-399000		Copy Paper	18.00	
					420-41-6329.00-701-399000		Copy Paper	72.00	
					420-51-6319.00-101-399000		Cleaning/Janitorial Supplies	316.44	
					420-51-6319.00-101-399000		Cleaning/Janitorial Supplies	1,657.61	
					420-51-6319.00-101-399000		Cleaning/Janitorial Supplies	1,328.02	
					420-51-6319.00-101-399000		Cleaning/Janitorial Supplies	97.54	
					420-51-6319.00-101-399000		Cleaning/Janitorial Supplies	621.98	
					420-51-6399.00-101-399000		Cleaning/Janitorial Supplies	621.98	
							<b>Check 014322 Total:</b>	<b>7,024.72</b>	
014323	10-12-2022		01551	PROSPERITY BANK	420-23-6399.00-101-311000	C	Visa Bill	19.30	N
					420-34-6311.00-101-311000		Visa Bill	60.16	
							<b>Check 014323 Total:</b>	<b>79.46</b>	
014324	10-12-2022		01570	PROSPERITY BANK-13	420-11-6396.01-101-311000	C	Visa Bill	104.41	N
					420-11-6396.03-101-311000		Visa Bill	127.94	
					420-41-6411.00-701-399000		Visa Bill	45.83	
					420-41-6499.00-702-399000		Visa Bill	136.36	
					420-41-6499.00-750-399000		Visa Bill	311.40	
					420-51-6399.00-101-399000		Visa Bill	1,111.83	
							<b>Check 014324 Total:</b>	<b>1,837.77</b>	
014325	10-12-2022		01497	Region 15 ESC	420-41-6239.01-750-399000	C	Payroll	2,391.67	N
					420-41-6239.02-750-399000		Finance	1,433.33	
							<b>Check 014325 Total:</b>	<b>3,825.00</b>	
014326	10-12-2022		00024	REGION 18 EDUCATIO	420-41-6239.00-702-399000	C	Education Service Center Disa	137.68	N
014327	10-12-2022		01525	Region 4	420-11-6399.02-101-337000	C	Dyflexia supplies	124.44	N
014328	10-12-2022		00314	RIVERSIDE INSIGHTS	420-31-6399.00-101-321000	C	G-T Testing	1,750.50	N

\* indicates voided checks

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014329	10-12-2022		01312	ROCHESTER 100 INC	420-11-6396.00-101-311000	C	Take home folders	57.00	N
014330	10-12-2022		01405	TIME CLOCK PLUS	420-53-6395.00-101-311000	C	TIME CLOCK PLUS LICENSE	2,268.00	N
014331	10-12-2022		01574	TRIPLE T FENCE LLC	420-51-6249.00-101-399000	C	Fencing Around Playground	13,640.00	N
014332	10-12-2022		01539	TWO MOORE ASSOCIA	420-51-6249.00-101-399000	C	Skirting around portables	4,255.31	N
014333	10-24-2022		00859	ABACUS COMPUTERS,	289-11-6249.00-101-311000 420-11-6396.00-101-330000	C	COMPUTER SUBSCRIPTION COMP ED	2,169.00 6,318.00	N
<b>Check 014333 Total:</b>								<b>8,487.00</b>	
014334	10-24-2022		00031	APROTEX CORPORATI	420-51-6255.00-101-399000	C	Monthly Maint Alarm	45.00	N
014335	10-24-2022		00332	THE BOSWORTH COM	282-51-6249.02-101-199000	C	HVAC	49,890.00	N
014336	10-24-2022		00525	CDW GOVERNMENT IN	420-11-6311.01-101-311000	C	Student Computers	33,410.00	N
014337	10-24-2022		01582	CITY OF MIDLAND - WA	420-51-6259.00-101-399000	C	Utilities - Water	1,819.54	N
014338	10-24-2022		01485	ECKERT & COMPANY	420-41-6212.00-702-399000	C	AUDIT SERVICE	15,000.00	N
014339	10-24-2022		01510	GARDENDALE COUNT	420-41-6399.00-701-399000	C	Admin Gen Supplies-Water	36.00	N
014340	10-24-2022		01024	HALL PASS ID	420-53-6299.01-101-311000	C	Hall Pass Software	389.00	N
014341	10-24-2022		01291	ERRIN JACOBS	420-11-6399.00-101-321000	C	GT PROJECT SUPPLIES	42.49	N
014342	10-24-2022		00030	KATHY HOBART	420-41-6499.00-701-399000	C	TRIP REIMBURSMNT Regio	175.11	N
014343	10-24-2022		00011	MIDLAND LOCK & SAF	420-51-6499.00-101-399000	C	Keys	15.00	N
014344	10-24-2022		01569	PK CONSTRUCTION	420-51-6249.00-101-399000	C	DOOR REPAIR	1,058.00	N
014345	10-24-2022		00010	PRESENCE LEARNING	224-11-6299.02-101-311000	C	ONLINE SPEECH THERAPY	2,853.75	N
014346	10-24-2022		00024	REGION 18 EDUCATIO	420-41-6499.00-750-399000	C	CPI Training	475.00	N
014347	10-24-2022		00033	REGION 6 EDUCATION	420-41-6499.00-701-399000	C	EDUHERO ONLINE STAFF T	794.00	N
014348	10-24-2022		01034	STAPLES ADVANTAGE	420-11-6399.00-101-311000 420-23-6399.00-101-311000 420-41-6399.00-750-399000	C	Claassroom, Office & District Claassroom, Office & District Claassroom, Office & District	67.37 67.37 33.69	N
<b>Check 014348 Total:</b>								<b>168.43</b>	
014349	10-24-2022		01024	HALL PASS ID	420-51-6399.00-101-330000	C	Safety Decals	74.93	N

**Grand Totals: 187,252.60**

End of Report

\* indicates voided checks

Bank Reconciliation for

Midland Academy Charter

Bank Acct Name/#

Student Activity

Month/YR

Oct-22

Bank STMT Info

Book Info

Ending Bal on Last STMT 51,029.95

Total Deposits 578.57

Total Checks

Bank Bal on STMT

51,608.52

Cash Bal Per Books

50,986.96

461-00-1110

-40.33

Total Outstanding Deposits

+ 0.00

FILE ID 2

51,027.29

(Bank stmt deposits/debits vs. cash receipts journal, prior month outstanding deposits, journal vouchers)

Total Outstanding Checks

- 42.99

(Bank stmt cleared cks/credits vs. ck register, prior month outstanding cks, journal vouchers)

Total Outstanding Transfers

- 0.00

Prior Month Adjustments

0.00

Subtotal Adjusted Bank Bal

51,565.53

Adjustments

+/- 0.00

(Review prior month)

Current Adjustments

578.57

10/3 Deposit not posted

572.00

10/31 Interest not posted

6.57

Total Adjusted Bank Balance

51,565.53

Total Adjusted Book Balance

51,565.53

Reconciled By: Pat Cruz

11/9/2022

0.00

Bank STMT Info

Ending Bal on Last STMT	0.00		Book Info
Total Deposits	393,748.35		
Total Checks	363,260.56		
Bank Bal on STMT	30,487.79	Cash Bal Per Books	19,686.61

Total Outstanding Deposits

(Bank stmt deposits/debits vs. cash receipts journal, prior month outstanding deposits, journal vouchers)	+	31,562.77	FILE ID 2	942.30
Due from GO-August TEAM		6,053.26		18,744.31
Due from GO -Sept Insurance		548.33		
Due from GO-Sept health ins		18,371.00		
Due from GO - Oct TEAM		6,432.58		
Due from GO - Tucker NM		157.60		

Total Outstanding Checks

(Bank stmt cleared deb/credits vs. ck register, prior month outstanding cks, journal vouchers)	-	33,316.02		
Total Outstanding Transfers		-	0.00	0.00

Prior Month Adjustments

	28,734.54			

Adjustments

(Review prior month)	+/-	0.00	Current Adjustments	9,047.93
			Post addtl pymt ck # 4658	-534.16
			Post addtl pymt ck # 4660	-204.00
			Post tsfr from GO 9-9-22	8,655.27
			Post tsfr from GO 9-12-22	534.16
			Post ck#4659 on 10/7	-23.66
			Post tsfr from GO 10/07	510.32
			Post tsfr from GO 10/03	110.00

Total Adjusted Bank Balance

28,734.54

Total Adjusted Book Balance

28,734.54

Reconciled By: Pat Cruz 11/9/2022

0.00



Bank Reconciliation for  
Bank Acct Name/#

Midland Academy Charter  
General Operating  
Month/YR  
Oct-22

Bank STMT Info  
Ending Bal on Last STMT 3,124,560.19  
Total Deposits 320,281.39  
Total Checks 407,606.32  
Bank Bal on STMT 3,037,235.26

Book Info  
Cash Bal Per Books 2,978,271.62  
211-00-1110 (0) -11,666.62  
224-00-1110 (1) -12,976.25

Total Outstanding Deposits  
(Bank stmt deposits/debits vs. cash receipts journal, prior month outstanding deposits, journal vouchers)

224-00-1110-22 (2) 6,172.43  
240-00-1110 -2,072.00  
255-00-1110 266-00-1110  
281-00-1110 -35,509.67  
282-00-1110 -63,495.70  
289-00-1110 -3,638.22  
410-00-1110  
420-00-1110 -16,066.01  
FILE ID 2 3,117,523.66

Total Outstanding Checks  
(Bank stmt cleared eks/credits vs. ck register, prior month outstanding cks, journal vouchers)

Prior month adjustments 0.00

Total Outstanding Transfers  
Due to Payroll-August TEAM 6,053.26 TRS0822 31,562.77  
Due to PR- Sept Ins 18,371.00  
Due to PR- Sept Ins 548.33  
Due to PR - Oct TEAM 6432.58  
Due to PR - Tucker NM 157.60  
Subtotal Adjusted Bank Bal  
Adjustments (Review prior month) +/- 0.00

Current Adjustments -8,312.35  
9/2 Deposit not posted 456.05  
9/16 Deposit not posted 166.40  
9/23 Deposit not posted 185.35  
CK#14268 not posted -1095.00  
9/9 Transfer not posted -8,655.27  
9/12 Transfer not posted -534.16  
Post Misc Deposits 1784.60  
10/3 Transfer not posted -110.00  
10/11 Transfer not posted -510.32

Total Adjusted Bank Balance 2,969,959.27  
Reconciled By: Pat Cruz 11/10/2022  
Total Adjusted Book Balance 2,969,959.27  
0.00

**Sec. 1. NON-DISCRIMINATION IN ADMISSIONS**

It is the policy of Midland Academy Charter 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 sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend. *Education Code 12.111(a)(5)*.

**Sec. 2. GENERAL ELIGIBILITY FOR ADMISSION**

Midland Academy Charter shall generally admit all persons who reside within Midland Academy Charter's geographic boundaries and for whom Midland Academy Charter operates a grade level sought and who, as of September 1 of any school year, are at least five years of age and under 21 years of age, or are at least 21 years of age and under 26 years of age and admitted by Midland Academy Charter to complete the requirements for a high school diploma, if the person meets any of the following conditions:

1. The applicant and either parent reside in Midland Academy Charter's geographic boundaries.
2. The applicant does not reside in Midland Academy Charter's geographic boundaries, but one of the parents resides within Midland Academy Charter's geographic boundaries and that parent is a joint managing conservator or the sole managing conservator or possessory conservator of the applicant.
3. The applicant and his or her guardian or other person having lawful control under a court order reside within Midland Academy Charter's geographic boundaries.
4. The applicant is under the age of 18 and has established a separate residence in Midland Academy Charter's geographic boundaries separate and apart from his or her parent, guardian, or other person having lawful control under an order of a court and has established that the applicant's presence in Midland Academy Charter is not for the primary purpose of participation in extracurricular activities. However, Midland Academy Charter is not required to admit an applicant under this provision if the applicant:
  - a. Has engaged in conduct or misbehavior within the preceding year that has resulted in removal to a disciplinary alternative education program or expulsion;
  - b. Has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
  - c. Has been convicted of a criminal offense and is on probation or other conditional release.
5. The applicant is homeless, regardless of the residence of the applicant, of either parent of the applicant, or of the applicant's guardian or other person having lawful control of the applicant.
6. The applicant is a foreign exchange student placed with a host family that resides in Midland Academy Charter's geographic boundaries by a nationally recognized foreign exchange program, unless Midland Academy Charter has applied for and been granted a waiver by the Commissioner because:

- a. Admission would impose a financial or staffing hardship on Midland Academy Charter;
  - b. Admission would diminish Midland Academy Charter’s ability to provide high-quality education services for Midland Academy Charter’s domestic students; or
  - c. Admission would require domestic students to compete with foreign exchange students for educational resources.
7. The applicant resides at a residential facility, as defined in Education Code 5.001, located within Midland Academy Charter’s boundaries.
  8. The applicant resides in Midland Academy Charter’s boundaries and is 18 or older or the applicant’s disabilities of minority have been removed.
  9. The applicant does not reside in Midland Academy Charter’s boundaries, but a grandparent resides in Midland Academy Charter’s boundaries and provides a substantial amount of after-school care for the applicant as determined by the Board.
  10. The applicant and either parent of the applicant reside in a residence homestead that is located on a parcel of property any part of which is located in Midland Academy Charter’s geographic boundaries.

*Education Code 25.001.*

### **Sec. 3. APPLICATION REQUIREMENT**

Midland Academy Charter requires applicants to submit a complete TEA Charter Student Admission Application form in order to be considered for admission. Midland Academy Charter will accept new applications between March 14 - March 31.

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 Midland Academy Charter, and satisfy any other admissions criteria specified in this policy. *See* Sec. 10 below.

### **Sec. 4. 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 based on grade level is to be conducted if the number of applicants exceeds the maximum enrollment. The lottery will be conducted on the second Wednesday in April, via lottery selection. The principal or designee of each campus will conduct the lottery, with supervision by at least one member of the sponsoring entity or his or her designee and a representative from the Midland Academy Charter 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. 5. DEVELOPMENT OF WAITING LIST**

April 13 – August 1 Midland Academy Charter will continue to receive applications.. 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.

**Sec. 6. ADMISSION PROCESS OF RETURNING STUDENTS**

Returning students (students who currently attend Midland Academy Charter and intend to return the next school year) are exempted from the lottery if they notify Midland Academy Charter of their intent to return for the next school year. The designated window to notify the school of their intent to return will be February 1<sup>st</sup> - February 14<sup>th</sup>.

**Sec. 7. SIBLINGS POLICY AND CHILDREN OF THE SCHOOL’S FOUNDERS AND EMPLOYEES**

Siblings of returning students currently enrolled at a Midland Academy Charter campus and who timely notify Midland Academy Charter 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 Midland Academy Charter’s 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. 8. APPLICATIONS SUBMITTED OUTSIDE THE DESIGNATED APPLICATION PERIOD**

If a student applies to Midland Academy Charter 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. 9. STUDENTS WITH DOCUMENTED HISTORIES OF A CRIMINAL OFFENSE AND/OR MISCONDUCT**

As authorized by Education Code § 12.111(a)(5)(A), Midland Academy Charter shall 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. 10. DOCUMENTS AND INFORMATION APPLICANTS ARE REQUIRED TO PROVIDE**

Applicants must complete and submit the common admission application form developed and made available by the Texas Education Agency (“TEA”) under Education Code 12.1173.

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

**Sec. 11. 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 Midland Academy Charter, as described in the Midland Academy Charter. A person who is homeless, as defined by 42 U.S.C. 11302, need not reside within the geographic boundaries of Midland Academy Charter. 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;
- 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; and
  - Other sources or documents demonstrating residency.

If, at any time, a student's or qualifying occupant's residence is in question, Midland Academy Charter 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, Midland Academy Charter may accept a notarized statement by the relative or friend 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 the relative or friend who is on the relative or friend’s proof of residence;
- Notarized statement must state the same address of the 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 Midland Academy Charter a copy of a military order requiring the parent’s or guardian’s transfer to a military installation in or adjacent to Midland Academy Charter’s attendance zone. Such proof of residence shall be provided to Midland Academy Charter 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, Midland Academy Charter must be provided confirmation of residency from one or more of the following sources:

- Credit card companies;
- U. S. Treasury;
- 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; or
- State and Federal Revenue departments.

Midland Academy Charter 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. 12. 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. Midland Academy Charter 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 Midland Academy Charter 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, Midland Academy Charter 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, Midland Academy Charter may impose a behavior improvement plan. *Education Code 25.085(e)*.

### **Sec. 13. 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 Midland Academy Charter 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 Midland Academy Charter. The Superintendent or designee shall follow "Students with Documented Histories of a Criminal Offense and/or Misconduct," above, in making such determination.

### **Sec. 14. ADMISSION OF HOMELESS STUDENTS**

#### ***a) Definitions***

"Enroll" and "enrollment" include attending classes and participating fully in school activities.

"Homeless child" or "homeless children" means children or youths who lack a fixed, regular, and adequate nighttime residence and includes:

1. Children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children living in circumstances described above. “Migratory child” means a child who made a qualifying move in the preceding 36 months (a) as a migratory agricultural worker or a migratory fisher; or (b) with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.

“School of origin” means the school that the child attended when permanently housed or the school in which the child was last enrolled, including a preschool. When a child completes the final grade level served by the school of origin, the term “school of origin” shall include the designated receiving school at the next grade level for all feeder schools, as applicable.

“Unaccompanied youth” includes a homeless child or youth not in the physical custody of a parent or guardian.

**b) General Requirements**

As a condition of receiving federal funds under the McKinney-Vento Homeless Assistance Act, Midland Academy Charter shall, according to a homeless child’s best interest:

1. Continue the child’s education in the school of origin for the duration of homelessness;
  - a. If the child’s family becomes homeless between academic years or during an academic year; and
  - b. For the remainder of the academic year, if the child becomes permanently housed during an academic year; or
2. Enroll the child in any Midland Academy Charter school that non-homeless students who live in Midland Academy Charter’s geographic boundaries are eligible to attend.

*42 U.S.C. 11432(g)(3)(A).*

In determining the best interest of a homeless child, Midland Academy Charter shall:

1. Presume that keeping the child in the school of origin is in the child’s best interest, except when doing so is contrary to the request of the child’s parent or guardian, or in the case of an unaccompanied youth the youth;
2. Consider student-centered factors related to the child’s best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children, giving priority to the request of the child’s parent or guardian or the unaccompanied youth;
3. If, after conducting the best interest determination based on consideration of the presumption in item 1 above and the student-centered factors in item 2 above, Midland Academy Charter determines that it is not in the child’s best interest to attend the school of origin or the school requested by the parent or guardian or the unaccompanied youth,



provide the parent, guardian, or unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal as set forth in Sec. 13-f below; and

4. In the case of an unaccompanied youth, ensure that the homeless liaison assists in placement and enrollment decisions under these provisions, gives priority to the views of such unaccompanied youth, and provides the notice to such youth of the right to appeal as set forth in Sec. 13-f below.

*42 U.S.C. 11432(g)(3)(B).*

Midland Academy Charter shall not stigmatize or segregate a student who is homeless.

**c) *Information from Parents***

Midland Academy Charter may require the parent or guardian of a homeless child to submit contact information. *42 U.S.C. 11432(g)(3)(H).*

**d) *Enrollment***

Midland Academy Charter shall immediately enroll a homeless child, depending on available seats, even if the child:

1. Is unable to produce records normally required for enrollment, such as previous academic record, records of immunization and other required health records, proof of residency, or other document; or
2. Has missed application or enrollment deadlines during any period of homelessness.

*42 U.S.C. 11432(g)(3)(C).*

**e) *Enrollment in School of Origin***

In determining the best interest of the student for the purpose of continuing the student's education in the school of origin, Midland Academy Charter shall presume that keeping the student in his or her school of origin is in the student's best interest, except when doing so is contrary to the request of the parent, guardian, or unaccompanied youth. Midland Academy Charter shall also consider the best interests of the student with regard to the impact of moving schools on the student's achievement, education, health, and safety, including such relevant factors as:

1. Continuity of instruction;
2. Age and grade placement of the student;
3. Distance of the commute and its impact on the student's education or special needs;
4. Personal safety of the student;

5. The student’s eligibility and need for any specialized services and supports, such as Section 504, special education and related services, or bilingual or English as a second language services;
6. Length of anticipated stay in a temporary shelter or other temporary location, if applicable;
7. Likely area of the family’s or youth’s future housing;
8. Time remaining in the school year; and
9. School placement of siblings.

Services, including transportation that Midland Academy Charter is required to provide shall not be considered in determining the student’s school of attendance.

**f) *Disputes Concerning Enrollment***

If a dispute arises over eligibility, or school selection or enrollment in a school:

1. The child shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals;
2. The parent or guardian of the child or an unaccompanied youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by Midland Academy Charter, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions.
3. The parent, guardian, or unaccompanied youth shall be referred to the homeless liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
4. In the case of an unaccompanied youth, the liaison shall ensure that the youth is immediately enrolled in the school in which the youth seeks enrollment pending resolution of such dispute.

*42 U.S.C. 11432(g)(3)(E).*

**g) *Comparable Services***

Midland Academy Charter shall provide a homeless child with services comparable to those offered to other student in the school in which the child is enrolled. *42 U.S.C. 11432(g)(4).*

**Sec. 15. ADMISSION OF MILITARY DEPENDENTS**

**a) *Applicability***

The provisions of Sec. 14 of this policy shall 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.

Sec. 14 of this policy shall 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 in this policy; and
4. Other U.S. Department of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

*Education Code 162.002 Article III.*

**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 a school-aged child, enrolled in kindergarten through twelfth grade, in the household of an active duty member.

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

“Transition” means:

1. The formal and physical process of transferring from school to school; or
2. The period of time 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, as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services.

“Veteran” means a person who served in the uniformed services and who was discharged or released therefrom under conditions other than dishonorable.

*Education Code 162.002 Article II.*

**c) Eligibility for Enrollment**

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Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law, shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

i. Continued Acceptance

A transitioning military child, placed in the care of a non-custodial parent or other 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.

*Education Code 162.002 art. VI, § A.*

**d) Education Records**

i. Unofficial Records

In the event that official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parents a complete set of unofficial education records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records, Midland Academy Charter shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.

ii. Official Records

Simultaneous with the enrollment and conditional placement of the student, Midland Academy Charter shall request the student's official education record from the sending district.

*Education Code 162.002 art. IV, §§ A–B.*

**e) Tuition**

Midland Academy Charter is prohibited from charging tuition to:

1. A transitioning military child placed in the care of a non-custodial parent or other person standing *in loco parentis* who lives in a jurisdiction other than that of the custodial parent; or
2. A student who is domiciled in another state and resides in military housing that is located within Midland Academy Charter's boundaries.

*Education Code 25.004, 162.002 art. VI, § A.*

**f) Grade-Level Placement**

Students shall be allowed to continue their enrollment at grade level in Midland Academy Charter commensurate with their grade level, including kindergarten, from the sending district at the time of transition, regardless of age. A student that has satisfactorily completed the prerequisite grade level shall be eligible for enrollment in the next highest grade level in Midland Academy Charter, regardless of age. A student transferring after the start of the school year shall enter Midland Academy Charter on his or her validated level from an accredited school in the sending state. *Education Code 162.002 art. IV, § D.*

**g) Course Placement**

When the student transfers before or during the school year, Midland Academy Charter shall initially honor placement of the student in educational courses based on the student's enrollment in the sending district and/or educational assessments conducted at the sending district if the courses are offered. Course placement includes but is not limited to honors, international baccalaureate, advanced placement, vocational, technical, and career pathways courses. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude Midland Academy Charter from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s). *Education Code 162.002 art. V, § A.*

**h) Educational Program Placement**

Midland Academy Charter shall initially honor placement of the student in educational programs based on current educational assessments conducted at the sending district or participation/placement in like programs in the sending state. Such programs include, but are not limited to:

1. Gifted and talented programs; and
2. English as a second language (ESL).

This does not preclude Midland Academy Charter from performing subsequent evaluations to ensure appropriate placement of the student. *Education Code 162.002 art. V, § B.*

**i) Waivers**

Midland Academy Charter administrative officials shall have flexibility in waiving course/program prerequisites, or other preconditions for placement in courses/programs offered by Midland Academy Charter. *Education Code 162.002 art. IV, §§ A–B, D.*

**Sec. 16. 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. *Education Code 25.002(b)*.

**Sec. 17. FOOD ALLERGY INFORMATION**

The parent of each student enrolled with Midland Academy Charter must complete a form provided by Midland Academy Charter that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to Midland Academy Charter to enable Midland Academy Charter 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.

Midland Academy Charter 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”).

*Education Code 25.0022(a)-(c)*.