



# Prelude Prep

## Board Meeting

---

### Date and Time

Wednesday April 16, 2025 at 9:00 AM CDT

---

Notice is hereby given that a board meeting is scheduled at 09:00 AM.

This Meeting will be held at Prelude Prep- 1707 Centennial Blvd. San Antonio, TX 78211.

Items will not necessarily be discussed or considered in the order they are printed on the agenda below. If, during 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.

During the meeting, the Board will consider, discuss, and may take action upon the following:

---

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>9:00 AM</b>
<b>A.</b> Call the Meeting to Order		Jennifer Paquette	1 m
<b>B.</b> Pledge of Allegiance		Dr. Denise Miner-Williams	1 m
<b>C.</b> Record Attendance	Discuss	Jennifer Paquette	1 m

	Purpose	Presenter	Time
<b>D.</b> Public Comments	Discuss	Jennifer Paquette	5 m

At each regular meeting, the Board will set aside no less than 5 minutes and no more than 20 minutes to allow the general public to speak to the Board on any matter concerning the education of students and the business of the Board. If there are no public communications or comments, the board will proceed to other business. Please be advised that Board Meetings are open to the public, not public meetings. The presiding officer reserves the right to set a time limit for public comments and other reasonable restrictions in accordance with applicable law. Please email [Lauren.Lewis@preludeprep.org](mailto:Lauren.Lewis@preludeprep.org) no later than 8 am on the date of the board meeting to register to speak for public comment.

<b>E.</b> Approve Minutes	Approve Minutes	Jennifer Paquette	2 m
Approve minutes for Board Meeting on February 24, 2025			

**II. Reports and Updates 9:10 AM**

<b>A.</b> Committee Reports	FYI	Jennifer Paquette	15 m
Academic			
<ul style="list-style-type: none"> <li>• (Ms. Lewis)</li> </ul>			
Development			
<ul style="list-style-type: none"> <li>• Parent Teacher Organization</li> </ul>			
Finance			
<ul style="list-style-type: none"> <li>• February 2025 Financials Review (Ms. Lewis)</li> </ul>			
Governance			
<ul style="list-style-type: none"> <li>• Strategic Plan Development (Ms Paquette)</li> </ul>			

<b>B.</b> Board Training	Discuss	Jennifer Paquette	1 m
Official Board Required Training Due by 6/30/25 6 hours			

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• Each Board Member is required to provide an update where they stand regarding the 2024/2025 FY Board Training</li> <li>• L Lewis will update the board regarding the association membership and/or additional resources to receive mandatory training</li> </ul>			
<b>III. New Business</b>			<b>9:26 AM</b>
<b>A. Internal Board Training &amp; Board Retreat</b>	Discuss	Jennifer Paquette	10 m
<ul style="list-style-type: none"> <li>• Each board meeting the board chair will provide a very brief overview of a specific section of the strategic plan. This board meeting will include a high level discussion about the approach to the plan.</li> </ul>			
<b>B. Consider and Approve the Certification of 2025-2026 Instructional Materials</b>	Vote		5 m
<b>IV. Follow-ups</b>			
<b>V. Closing Items</b>			<b>9:41 AM</b>
<b>A. Call for Agenda Items</b>	FYI	Jennifer Paquette	1 m
Next board meeting:			
<b>B. Adjourn Meeting</b>	Vote	Jennifer Paquette	1 m

---

Pursuant to Texas Attorney General Op. No. AG-0668, information provided on subjects not on the agenda shall be limited to statements of specific factual information, or recitation of existing policy. Any deliberation or decision about a subject not on the agenda shall be limited to a proposal to place the subject on the agenda for a future meeting of the Board.

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** E. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on February 24, 2025  
2025\_03\_24\_board\_meeting\_minutes-2.docx

APPROVED



## Prelude Prep

# Minutes

## Board Meeting

---

### Date and Time

Monday February 24, 2025 at 9:00 AM

---

Notice is hereby given that a board meeting is scheduled at 09:00 AM.

This Meeting will be held at Prelude Prep- 1707 Centennial Blvd. San Antonio, TX 78211.

Items will not necessarily be discussed or considered in the order they are printed on the agenda below. If, during 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.

During the meeting, the Board will consider, discuss, and may take action upon the following:

---

### Directors Present

Dr. Denise Miner-Williams, Jennifer Paquette, John Sanchez, Kim Munoz, Steve Viola

### Directors Absent

*None*

---

## I. Opening Items

### A. Call the Meeting to Order

Jennifer Paquette called a meeting of the board of directors of Prelude Prep to order on Monday Feb 24, 2025 at 9:05 AM.

**B. Pledge of Allegiance**

recited

**C. Record Attendance**

**D. Public Comments**

None

**E. Approve Minutes**

Kim Munoz made a motion to approve the minutes from Board Meeting on 01-15-25.

John Sanchez seconded the motion.

The board **VOTED** to approve the motion.

**II. Reports and Updates**

**A. Committee Reports**

1. Development:

a. working on website to include getting an active donation link; one-pagers; new board member packets are online

Due-out: Welcome letter to Board of Advisors (Ms. Paquette)

Website donation link (Ms. Paquette)

2. Finance:

a. Our new CPA company is working out well, getting balance sheets out in a timely manner.

b. The balance sheet shows variances much higher than the desirable 10%. These need to have explanations; Ms. Paquette will reach out to company to ask that explanations be included.

3. Academics

a. We currently have a population of 8% (plus more being tested) students with dyslexia, 20% requiring SpEd.

b. Oct EOM testing scores available. Achievement scores are still low. An additional math program, Number Stories, is being implemented to assist with math. The Lavinia Group training for the teachers is working with them to improve their skills on teaching critical thinking. Part of the problem is that critical thinking requires inferencing other basic skills that many of these children do not have.

c. Enrollment 162; Attendance down to 93.9%, but we are hoping for a waver for the days of extreme cold that had extremely low attendance with all San Antonio schools.

d. Staffing

a. we are fully staffed.

b. Ms. Lewis is working on explicating the standards/requirements for each of the three levels of Aides to assist with evaluation and pay scales. This is due in April.

## **B. Board Training**

We currently have no sites for the required six hours of board training. TEA is said to have a free 3hour course on safety.

Ms. Paquette and Ms. Lewis are exploring this.

## **III. New Business**

### **A. Resource**

Mr. Viola stated he is now part of Texas WildLife, which has free training for teachers. He is working on getting help in establishing the garden that the children are to be working on.

## **IV. Follow-ups**

### **A. Charter renewal**

Renewal for ten years has been approved.

### **B. New Board Member Candidate**

### **C. Board Retreat**

Scheduled for 4 March at the school from 3-7.

## **V. Closing Items**

### **A. Call for Agenda Items**

Please send all agenda items for next meeting to Ms. Paquette.

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:37 AM.

Respectfully Submitted,  
Dr. Denise Miner-Williams

---

Pursuant to Texas Attorney General Op. No. AG-0668, information provided on subjects not on the agenda shall be limited to statements of specific factual information, or recitation of existing policy. Any deliberation or decision about a subject not on the agenda shall be limited to a

proposal to place the subject on the agenda for a future meeting of the Board.

DRAFT



## Prelude Prep

### Minutes

#### Board Meeting

---

#### **Date and Time**

Monday March 19, 2025 at 9:07 AM

---

Notice is hereby given that a board meeting is scheduled at 09:00 AM.

This Meeting will be held at Prelude Prep- 1707 Centennial Blvd. San Antonio, TX 78211.

Items will not necessarily be discussed or considered in the order they are printed on the agenda below. If, during 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.

During the meeting, the Board will consider, discuss, and may take action upon the following:

---

#### **Directors Present**

Jennifer Taylor Paquette, Kim Munoz, John Sanchez

#### **Directors Absent**

Dr. Denise Miner-Williams, Steve Viola

## I. Opening Items

### A. Call the Meeting to Order

Jennifer Paquette called a meeting of the board of directors of Prelude Prep to order on Monday March 19, 2025 at 9:07 AM.

### B. Pledge of Allegiance

recited

### C. Record Attendance

### D. Public Comments

None

### E. Approve Minutes

Kim Munoz made a motion to approve the minutes from Board Meeting on 02-24-25.

John Sanchez seconded the motion.

The board **VOTED** to approve the motion with contingency that Steve Viola be added to being reflected as Board Present for the 02-24-25 board meeting.

## II. Reports and Updates

### A. Committee Reports

#### 1. Academic Excellence

- a. Student enrollment is increasing slightly due to transfers.
  - i. Preparing to publish offer letters
- b. Truancy Program
  - i. Program is positively impacting student attendance
  - ii. A very positive—though unexpected—benefit has been the impact on school culture. There has been an observed change in parent behaviors, with a greater sense of personal accountability and a more deliberate emphasis on their children's school attendance and academic performance. As a result, teachers report increased satisfaction, as students are more consistently present and engaged in lessons
  - iii. Data support that increased attendance rates have increased by tens of thousands of dollars our funding from the state.
- c. **School Curriculum Review & Vote**
  - i. Curriculum has not changed much.
  - ii. Curriculum has not been reviewed with Dr. Denise Miner Williams, but no significant changes have been made.
  - iii. Will not be using Blue Bonnet Curriculum reading program.
  - iv. Switching to Blue Bonnet Math curriculum. Per the L. Lewis Blue Bonnet Math curriculum is basically the same math curriculum being

used at Prelude Prep. The name change is more of a branding change than a curriculum change.

1. The board **VOTED** to approve the motion to approve the 2025-2026 School Curriculum. John Sanchez put forth the motion. Kim Munoz seconded the motion. All board members present voted in favor of approving the 2025-2026 School Curriculum.

**d. Academic Calendar 2025-2026**

- i. Back Office Support Reviewed
- ii. Student Holiday | Staff Professional Development July 28-August 12
  1. Staff Paid
- iii. First Day of School: August 13, 2025
  1. The board **VOTED** to approve the motion to approve the 2025-2026 Academic Calendar. Kim Munoz put forth the motion. John Sanchez seconded the motion. All board members present voted in favor of approving the 2025-2026 School Curriculum.

**2. Development**

- a. Met twice since the last meeting to discuss Prelude Prep's strategic plan development
  - i. Focus is this plan to include the strategic development plan
  - ii. Very labor-intensive process which should include interviews and surveys of parents, faculty and all stake holders
  - iii. Parent Teacher Organization should be setup asap
    1. L Lewis expressed concern about the parents really being concerned about having a job.
    2. She does have a handful of parents that have been identified to lead the organization
    3. J Taylor Paquette communicated that the PTO should be stood up formally now. She has templates and training that can be provided if L Lewis and team need additional labor to kick off the PTO
    4. Budget development and review discussed with an emphasis online item detail and timing of budget development and review each year.
    5. J Taylor Paquette emphasized the necessity that the budget and event planning must be address and approved the previous year or we won't have time to implement fundraising campaigns and events or mobilize PTO and other volunteers to help with fundraising initiatives.
- b. L Lewis has setup Zeffy for Prelude Prep
- c. Continue working on website to include getting an active donation link; one-pagers; new board member packets are online
- d. J Taylor Paquette will develop and publish a board task/due out tracker. Event calendar will be developed and added to the website.

**3. Finance**

- a. CPA firm met with L Lewis and reviewed cash flow. We have accomplished 60- and 40-day cash flow.
- b. For next year we have received a pledge of \$500k. We believe we will also achieve our enrollment goal for 2025-2026. We will request an advance of \$125k prior to June 30, 2025 will place Prelude in a very good position to

meet our days of cash on hand to pass the 72 – 79 days of cash on hand requirement.

- c. Board requested that CPA firm provides year to year comparisons. This will help communicate health of the organization to the entire board of director and to current and future funders, board of directors and advisors.
4. **Board Training.** We currently have no sites for the required six hours of board training. TEA is said to have a free 3hour course on safety. Ms. Lewis will purchase the association membership and provide chairwoman access to the account. Board members will be able to utilize this association membership to finish training requirements. J Taylor Paquette plans to discuss a topic of board governance operations each board meeting. For example, timing of budgeting and timing event planning.

### III. New Business

#### A. Board Meeting Absences

Discussed that we need to acknowledge when a board member has missed X of consecutive board meetings

### IV. Follow-ups

#### A. Charter renewal

Renewal for ten years has been approved.

#### B. New Board Member Candidate

- i Both current candidates have withdrew from joining the board of directors.
- ii J Taylor Paquette is still working with Willie Ng to either consider fundraising or a board seat.
- iii General Counsel for the board of directors is a priority

#### C. Board Retreat 2025 Q3

We need to plan the next board retreat to be held

#### D. Next Board Meeting

- i Discussed next two months of board meetings. K Munoz will not be able to attend the next two meeting due to work obligations.

1 Wednesday April 16, 2025 at 9:00 am

- 2 Will decide on the May meeting at the April meeting.

## V. Closing Items

### A. Call for Agenda Items

Please send all agenda items for next meeting to Ms. Paquette.

### B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:45 AM.

Respectfully Submitted,  
Jen Taylor Paquette

---

Pursuant to Texas Attorney General Op. No. AG-0668, information provided on subjects not on the agenda shall be limited to statements of specific factual information, or recitation of existing policy. Any deliberation or decision about a subject not on the agenda shall be limited to a proposal to place the subject on the agenda for a future meeting of the Board.