



Prelude Prep

July Board Meeting

Date and Time

Wednesday July 16, 2025 at 9:00 PM CDT

Location

Prelude Prep July Board Meeting (we will use this link to record. Jen will handle recording)

Wednesday, July 16 · 9:00 – 10:00am

Time zone: America/Chicago

Google Meet joining info

Video call link: <https://meet.google.com/kxh-qemj-xvt>

Or dial: (US) +1 423-707-2683 PIN: 515 823 292#

More phone numbers: <https://tel.meet/kxh-qemj-xvt?pin=1320680061135>

Notice is hereby given that a regular meeting is scheduled at 6:30 PM.

This Meeting will be conducted by telephone conference in accordance with the Governor's authorization concerning the suspension of certain open meeting law requirements for COVID-19.

Agenda

	Purpose	Presenter	Time
I. Opening Items			9:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			

	Purpose	Presenter	Time
C. Approve Minutes	Approve Minutes		1 m
Approve minutes for Board Meeting on June 18, 2025			
II. Academic Excellence			9:02 PM
A. Academic Committee	Discuss	Dr. Denise Miner-Williams	5 m
III. Board of Advisors			
IV. CEO Support And Eval			
V. Development			9:07 PM
A. Events Website Social Media Processes	Discuss	Jennifer Paquette	7 m
VI. Facility			
VII. Finance			9:14 PM
A. May and June Financials	Discuss	Lauren Lewis	10 m
VIII. Governance			
IX. Other Business			9:24 PM
A. Board Candidates Updates	Discuss	Jennifer Paquette	5 m
B. Website Board Member Bios and Images	Discuss	Jennifer Paquette	5 m
X. Closing Items			9:34 PM
A. Adjourn Meeting	Vote		

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:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting on June 18, 2025

DRAFT



Prelude Prep

Minutes

Board Meeting

Date and Time

Wednesday June 18, 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, Kim Munoz, Steve Viola

Directors Absent

John Sanchez

Guests Present

Lauren Lewis

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 Wednesday Jun 18, 2025 at 9:16 AM.

B. Pledge of Allegiance

Recited

C. Record Attendance

D. Public Comments

None

E. Approve Minutes

Jennifer Paquette made a motion to approve the minutes from Board Meeting on 05-20-25.

Steve Viola seconded the motion.

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

II. Reports and Updates

A. Committee Reports

1. Academic: Dr. Miner-Williams reported

a. TELPAS, grades 3-5 Reading and Math, 5th grade Science all completed. Initial results may be available by the end of May, official results probably by EOM August.

b. MCLASS and MAP EOY assessments took place last week.

c. Academic programs

1. Writing Revolution program implemented this year and will be continued next year.

2. Number Stories is a curriculum program that is being implemented in addition to the Eureka Math program. This is a separate daily 30 min block within the 90 minutes of Math.

3. Lavinia group has few more days. (being funded by Choose to Succeed this year, LASO grant will fund next year. Still considered a valuable asset with tangible results demonstrated both with staff and with student engagement.

d. Attendance: ended at 94%. Our goal is 95%.

e. Enrollment: Down to 150. We had losses due to Truancy consequences, 3 Siblings lost to behavior conversation about 1 student, 2 siblings due to military move

f. Staffing: With the current coverage of the Science teacher, position, we are considered 100% staffed. All the Teacher Aides are doing extremely well and are/will be attaining the highest level of career progression.

g. Truancy Program: According to an analysis of attendance percentages with estimated state funding, after Truancy Prevention Program was implemented, attendance improved by several percentage points resulting in over \$100,00 in funding. This is well worth the \$12,000 cost of the the Truancy Program. We have no objective measure of the strongly perceived benefit of improvement in culture and moral attributed to the implementation of the program.

h. Sports are being added next year. Participation requires the student to meet acceptable attendance, behavior, and academic standards.

2. Finance: a board meeting will be scheduled before the July Board meeting.

B. Board Training

Training for this fiscal year closes 30 June. Several member still need to comply. Ms. Lewis will ensure access to training.

III. New Business

A. 2025 CEO Evaluation Form

CEO Evaluation form was reviewed for accuracy for this year and approved. Evaluation will be conducted after the Aug board meeting.

B. Board Retreat

The next Board retreat is scheduled for 22 July 2025 at 3:00 pm at Prelude Prep school.

C. Consider and approve an auditor for FY ending June 25

Kim Munoz made a motion to approve Randy Walker and Company as the Prelude Prep auditor for fiscal year ending 2025.

Steve Viola seconded the motion.

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

D. Consider and Approve FY 25 Budget amendment

Dr. Denise Miner-Williams made a motion to approve the proposed 2025-2026 budget.

Kim Munoz seconded the motion.

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

E. Consider and approve TX-Star Speech and Language as our contracted SPED provider for 25-26

Dr. Denise Miner-Williams made a motion to approve TX-Star Speech and Language as our contracted SpEd provider for 2025-2026.

Steve Viola seconded the motion.

Our previous provider was not providing a speech therapist, significantly overbilled us and was difficult to coordinate with. TX-Star will provide all the services and staff needed, has a better billing system, and has been very responsive.

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

F. Consider and approve Staff Development Minutes Waiver for SY 25-26

Jennifer Paquette made a motion to approve the Staff Development Minutes waiver for school year 2025-2026.

Kim Munoz seconded the motion.

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

G. House Bill 2 (HB 2) Implementation: Teacher Retention Allotment and Support Staff Retention Allotment

IV. Closing Items

A. Call for Agenda Items

Please submit agenda items for upcoming July board 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 10:03 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.

Coversheet

May and June Financials

Section: VII. Finance

Item: A. May and June Financials

Purpose: Discuss

Submitted by:

Related Material:

FS 2025-04 Prelude.pdf




FS 2025-05 Prelude.pdf

Prelude Prep Finance Committee Meeting (use GMeet link below) - 2025_05_05 13_57 CDT - Transcript.docx

Prelude Prep

FY2024-2025 Charter FIRST Forecast as of April 30, 2025

FIRST Rating Indicators	Expected Results	Points	Status	Notes
YTD Net Income	(45,328)	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 continuous losses; growth and new school exceptions do not apply.
#6 - Net assets over 3 years < 25% decrease Exception: >75days net assets	projected	n/a	R	89 pts = B max if fails
#7 - Days Cash on Hand (\$7,149 = 1 day)	25	2	R	Preferred benchmark > 60 days 10 pts > 60; 0 pts < 20
#8 - Current Assets / Current Liab.	2.24	10	G	Benchmark 1 thru 2, <1.0 = 0 pts; >2 = 10 pts
#9 - Net Earnings > 0 (Exception DCOH >40 days.)	177,301	5	G	revenues >= expenditures (excl. Depr.)
#10 - Budget vs Actual Revenue < 10% 3-yr variance	projected	10	Y	within 10% variance (90%-110%)
#11 - LT Liabilities / Total Assets	0.98	10	G	<0.6 = 10pts, >1.0 = 0pts
#12 - Debt Service Coverage Ratio	1.38	10	G	10 pts >1.2X; 0 pts < 1.0X
#13 - Debt to Capitalization %	103%	0	R	>95% = 0 pts; <95% = 5 pts
#14 - Administrative Ratio Function (21+41)/(6100-6499)	10.8%	10	G	Target <=11.65%
#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	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	79 C - Meets Standard		Y	F < 69, C Meets Standard = 70-79, B Above Standard = 80-89, A Superior = 90-100

 On Track
  Of Concern
  At Risk

Link to Calculations:

<https://texreg.sos.state.tx.us/fids/202402342-4.pdf>

Prelude Prep

FY2024-2025 Balance Sheet

as of April 30, 2025

	FYE 2024	FYTD Activity	As of April
Assets			
Current Assets			
Cash and Cash Equivalents	\$ 277,461	(99,906)	\$ 177,555
Restricted Cash	951,680	(421,452)	530,228
Due from State (FSP and Federal)	227,940	95,561	323,501
Other Receivables	-	30	30
Total Current Assets	1,457,081	(425,767)	1,031,314
Capital Assets, Net			
Land	1,641,940	(0)	1,641,940
Building	5,640,052	827,420	6,467,472
Furniture & Equipment	326,431	40,147	366,578
Accumulated Depreciation	(526,827)	(222,629)	(749,456)
Restricted Cash	382,851	15,374	398,225
Total Non-Current Assets	7,464,447	660,312	8,124,759
Total Assets	\$ 8,921,528	234,545	\$ 9,156,073
Liabilities and Net Assets			
Current Liabilities			
Accounts Payable	\$ 35,316	(24,712)	\$ 10,604
Payroll Liabilities	58,447	61,435	119,882
Accrued Interest	21,991	175,929	197,920
Current Portion, Debt	125,000	7,700	132,700
Total Current Liabilities	240,754	220,352	461,106
Long Term Debt			
Debt, Net of Issuance Costs	8,918,203	59,521	8,977,724
Total Long Term Debt	8,918,203	59,521	8,977,724
Total Liabilities	9,158,957	279,873	9,438,830
Net Assets	(237,429)	(45,328)	(282,757)
Total Liabilities and Net Assets	\$ 8,921,528.00	234,545	\$ 9,156,073

** Unaudited preliminary subject to adjustments

Prelude Prep
FY2024-2025 Statement of Activities as of April 30, 2025
Unaudited

	Approved Budget	83% YTD Budget	Year-to-Date	Variances	Var.(83%)
Local Revenue	\$ 591,000	\$ 492,500	\$ 337,382	\$ (155,118)	57%
State Program Revenue	1,751,804	1,459,837	1,433,957	(25,880)	82%
Other State Revenue	338,907	282,423	315,644	33,222	93%
Federal Program Revenues	333,820	278,183	263,581	(14,603)	79%
Total	\$ 3,015,531	\$ 2,512,943	\$ 2,350,564	\$ (162,379)	78%
11 - Instruction	\$ 1,175,931	\$ 979,943	\$ 1,033,841	\$ (53,899)	88%
13 - Curriculum & Staff Development	1,600	1,333	2,500	(1,167)	156%
23 - School Leadership	244,151	203,459	237,920	(34,461)	97%
31 - Counseling and Evaluation Services	51,400	42,833	-	42,833	0%
32 - Social Work	12,500	10,417	4,000	6,417	32%
33 - Health Services	7,784	6,487	5,688	798	73%
35 - Food Services	185,714	154,762	139,698	15,063	75%
41 - General Administration	156,038	130,032	156,477	(26,445)	100%
51 - Facilities Maintenance and Operations	143,924	119,937	89,490	30,447	62%
52 - Security and Monitoring Services	187,834	156,528	93,173	63,355	50%
53 - Data Processing Services	48,250	40,208	52,944	(12,736)	110%
71 - Debt Service	599,202	499,335	357,531	141,804	60%
Total	\$ 2,814,328	\$ 2,345,273	\$ 2,173,263	\$ 172,010	77%
Surplus (Deficits) before Depreciation	\$ 201,203	\$ 167,669	\$ 177,301	\$ 9,631	
Depreciation and Amortization	\$ 226,264	\$ 188,553	222,629	\$ (34,076)	98%
Net Surplus (Deficit)	\$ (25,061)	\$ (20,884)	\$ (45,328)	\$ (24,444)	

* Federal budgets were added to the board adopted 420/240 budgets

** Unaudited preliminary subject to adjustments

Prelude Prep

Statement of Cash Flows

for the period ended April 30, 2025

	<u>YTD FY 2025</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ (45,328)
Depreciation	\$ 222,629
Amortization of Bond Issue Costs	59,521
Decrease (Increase) in Due From State	(95,561)
Decrease (Increase) in Other Receivables	(30)
Increase (Decrease) in Accounts Payable	(24,712)
Increase (Decrease) in Payroll Liabilities	61,435
NET CASH FLOWS FROM OPERATING ACTIVITIES	<u>\$ 177,954</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Decrease (Increase) in Building & Improvements	\$ (827,420)
Decrease (Increase) in Furniture & Equipment	(40,147)
NET CASH FLOWS FROM INVESTING ACTIVITIES	<u>\$ (867,567)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Increase (Decrease) in Loans	\$ 7,700
Increase (Decrease) in Accrued Interest	175,929
Decrease (Increase) Restricted Cash (Constr.)	406,078
NET CASH FLOWS FROM FINANCING ACTIVITIES	<u>\$ 589,707</u>
NET INCREASE (DECREASE) IN CASH	<u>\$ (99,906)</u>
Cash at Beginning of Period	<u>\$ 277,461</u>
Cash at End of Period	<u>\$ 177,555</u>

** Unaudited preliminary subject to adjustments

Prelude Prep

FY2024-2025 Charter FIRST Forecast as of May 31, 2025

FIRST Rating Indicators	Expected Results	Points	Status	Notes
YTD Net Income	(52,933)	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 continuous losses; growth and new school exceptions do not apply.
#6 - Net assets over 3 years < 25% decrease Exception: >75days net assets	projected	n/a	R	89 pts = B max if fails
#7 - Days Cash on Hand (\$7,092 = 1 day)	20	2	R	Preferred benchmark > 60 days 10 pts > 60; 0 pts < 20
#8 - Current Assets / Current Liab.	2.18	10	G	Benchmark 1 thru 2, <1.0 = 0 pts; >2 = 10 pts
#9 - Net Earnings > 0 (Exception DCOH >40 days.)	191,959	5	G	revenues >= expenditures (excl. Depr.)
#10 - Budget vs Actual Revenue < 10% 3-yr variance	projected	10	Y	within 10% variance (90%-110%)
#11 - LT Liabilities / Total Assets	0.98	10	G	<0.6 = 10pts, >1.0 = 0pts
#12 - Debt Service Coverage Ratio	1.37	10	G	10 pts >1.2X; 0 pts < 1.0X
#13 - Debt to Capitalization %	103%	0	R	>95% = 0 pts; <95% = 5 pts
#14 - Administrative Ratio Function (21+41)/(6100-6499)	10.9%	10	G	Target <=11.65%
#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	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	79 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:

<https://texreg.sos.state.tx.us/fids/202402342-4.pdf>

Prelude Prep

FY2024-2025 Balance Sheet

as of May 31, 2025

	FYE 2024	FYTD Activity	As of May
Assets			
Current Assets			
Cash and Cash Equivalents	\$ 277,461	(137,665)	\$ 139,796
Restricted Cash	951,680	(419,606)	532,074
Due from State (FSP and Federal)	227,940	189,475	417,415
Other Receivables	-	30	30
Total Current Assets	1,457,081	(367,767)	1,089,314
Capital Assets, Net			
Land	1,641,940	(0)	1,641,940
Building	5,640,052	827,420	6,467,472
Furniture & Equipment	326,431	40,147	366,578
Accumulated Depreciation	(526,827)	(244,892)	(771,719)
Restricted Cash	382,851	16,760	399,611
Total Non-Current Assets	7,464,447	639,435	8,103,882
Total Assets	\$ 8,921,528	271,668	\$ 9,193,196
Liabilities and Net Assets			
Current Liabilities			
Accounts Payable	\$ 35,316	(24,712)	\$ 10,604
Payroll Liabilities	58,447	56,229	114,676
Accrued Interest	21,991	219,912	241,903
Current Portion, Debt	125,000	7,700	132,700
Total Current Liabilities	240,754	259,128	499,882
Long Term Debt			
Debt, Net of Issuance Costs	8,918,203	65,473	8,983,676
Total Long Term Debt	8,918,203	65,473	8,983,676
Total Liabilities	9,158,957	324,601	9,483,558
Net Assets	(237,429)	(52,933)	(290,362)
Total Liabilities and Net Assets	\$ 8,921,528.00	271,668	\$ 9,193,196

** Unaudited preliminary subject to adjustments

Prelude Prep
FY2024-2025 Statement of Activities as of May 31, 2025
Unaudited

	Approved Budget	92% YTD Budget	Year-to-Date	Variances	Var.(92%)
Local Revenue	\$ 591,000	\$ 541,750	\$ 340,613	\$ (201,137)	58%
State Program Revenue	1,751,804	1,605,820	1,598,926	(6,894)	91%
Other State Revenue	338,907	310,665	334,973	24,308	99%
Federal Program Revenues	333,820	306,002	293,267	(12,735)	88%
Total	\$ 3,015,531	\$ 2,764,237	\$ 2,567,780	\$ (196,457)	85%
11 - Instruction	\$ 1,175,931	\$ 1,077,937	\$ 1,122,666	\$ (44,730)	95%
13 - Curriculum & Staff Development	1,600	1,467	2,500	(1,033)	156%
23 - School Leadership	244,151	223,805	259,670	(35,865)	106%
31 - Counseling and Evaluation Services	51,400	47,117	-	47,117	0%
32 - Social Work	12,500	11,458	7,000	4,458	56%
33 - Health Services	7,784	7,135	5,688	1,447	73%
35 - Food Services	185,714	170,238	145,031	25,207	78%
41 - General Administration	156,038	143,035	173,645	(30,610)	111%
51 - Facilities Maintenance and Operations	143,924	131,930	100,232	31,699	70%
52 - Security and Monitoring Services	187,834	172,181	98,980	73,202	53%
53 - Data Processing Services	48,250	44,229	52,944	(8,715)	110%
71 - Debt Service	599,202	549,269	407,465	141,803	68%
Total	\$ 2,814,328	\$ 2,579,801	\$ 2,375,821	\$ 203,980	84%
Surplus (Deficits) before Depreciation	\$ 201,203	\$ 184,436	\$ 191,959	\$ 7,522	
Depreciation and Amortization	\$ 226,264	\$ 207,409	244,892	\$ (37,483)	108%
Net Surplus (Deficit)	\$ (25,061)	\$ (22,973)	\$ (52,933)	\$ (29,961)	

* Federal budgets were added to the board adopted 420/240 budgets

** Unaudited preliminary subject to adjustments

Prelude Prep

Statement of Cash Flows

for the period ended May 31, 2025

	<u>YTD FY 2025</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ (52,933)
Depreciation	\$ 244,892
Amortization of Bond Issue Costs	65,473
Decrease (Increase) in Due From State	(189,475)
Decrease (Increase) in Other Receivables	(30)
Increase (Decrease) in Accounts Payable	(24,712)
Increase (Decrease) in Payroll Liabilities	56,229
NET CASH FLOWS FROM OPERATING ACTIVITIES	<u>\$ 99,444</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Decrease (Increase) in Building & Improvements	\$ (827,420)
Decrease (Increase) in Furniture & Equipment	(40,147)
NET CASH FLOWS FROM INVESTING ACTIVITIES	<u>\$ (867,567)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Increase (Decrease) in Loans	\$ 7,700
Increase (Decrease) in Accrued Interest	219,911
Decrease (Increase) Restricted Cash (Constr.)	402,847
NET CASH FLOWS FROM FINANCING ACTIVITIES	<u>\$ 630,458</u>
NET INCREASE (DECREASE) IN CASH	<u>\$ (137,665)</u>
Cash at Beginning of Period	<u>\$ 277,461</u>
Cash at End of Period	<u>\$ 139,796</u>

** Unaudited preliminary subject to adjustments

Prelude Prep Finance Committee Meeting (use GMeet link below) - 2025/05/05 13:57 CDT - Transcript

Attendees

Jen Taylor-Paquette, kim munoz, Lauren Lewis

Transcript

Jen Taylor-Paquette: Yep.

Lauren Lewis: I was gonna say Good afternoon.

Jen Taylor-Paquette: Kim's here. She's just wrapping something up real quick. And I just jumped on just now, too. So, I'm recording it so I can do the transcript and...

Jen Taylor-Paquette: send out the so fast like lightning. I love AI.

Lauren Lewis: I know.

Lauren Lewis: I talked to Denise. She was like, "I don't understand what Jen's talking about." I said, "Don't worry about it." I said, "You're not an AI person." Yeah.

Jen Taylor-Paquette: But I did it for her and sent it over to her. Yeah.

Lauren Lewis: I was like, "You do it, then you copy and you paste it." She goes, "I'll just write it down and put it in." I said, "That's fine." No,...

kim munoz: Hi, Laura.

Jen Taylor-Paquette: I said, and I'm not asking her to do anything. I just was like, I'll do it and...

Lauren Lewis:

Lauren Lewis: she just didn't get it.

Jen Taylor-Paquette: send it to you.

Jen Taylor-Paquette: Yeah, It's pretty sweet. I like you still have to read everything,...

Lauren Lewis: It was just funny.

Lauren Lewis: Yeah. It's just so quick.

Jen Taylor-Paquette: Yeah, it's just But you don't have to sit there going, What did you know?" So, all right. Thanks, guys, for joining. And I wanted to make sure that I got a finance meeting scheduled. And I also need to get with John. I haven't talked to John. Lauren, can you just real quick I think I'm the development chair right now, but he's needs to be the person. I don't understand where everything is.

Jen Taylor-Paquette: You guys,...

Lauren Lewis: I mean,...

Lauren Lewis: Because you show up. I think he has a lot of expertise. I'm not sure that we could rely on him to do something.

Jen Taylor-Paquette: okay, I got it.

Lauren Lewis: You don't need that way. Yeah.

Jen Taylor-Paquette: No, these aren't it's just like stating facts and that's fine. I'm still working on It's hard getting people to commit to boards, and the people that I'm going after, these are professors and stuff. They need to have this type of experience and they have to do it every year. But I'm going to keep going. let's get started. for the finance committee meeting, when was the last time we met? January. No, February. Okay.

Lauren Lewis: March. Yes.

kim munoz: which last month,...

Jen Taylor-Paquette: March. Yep.

kim munoz: but it might have been the

Jen Taylor-Paquette: I think it was March. So, if we can I sent out the most recent financials, and we kind of went over them in the last meeting, but if you can take those and just kind of walk us through them.

Lauren Lewis: Hold on. Let me grab a Okay,...

Jen Taylor-Paquette: And for attendance, we have Kim Moz, Lauren Lewis, and Jen Pucket. Yes. Maybe I picked up the wrong one. Sorry.

Lauren Lewis: let's see. these are Marches. Hold on. I should have April's. You want me to do April's? Okay, hold on. No, that's fine.

kim munoz: Jen, real quick,...

kim munoz: I don't know if we did or not. Did we highlight I know Steve won some award last month, I think We could highlight him on our prelude.

Jen Taylor-Paquette: the social media and...

Jen Taylor-Paquette: stuff. Okay.

kim munoz: I think he was through Bear County or...

Lauren Lewis: Sorry,...

kim munoz: was someone for his company.

Jen Taylor-Paquette: Okay. Yeah. Yeah, we absolutely need to do that.

Lauren Lewis: You were right. Their marches because April's will come to me shortly.

Jen Taylor-Paquette: Yeah, I don't think they're ready yet.

Lauren Lewis: Sorry, that's on me.

Lauren Lewis: How do I share this? Sorry. Okay.

Jen Taylor-Paquette: Good point.

Jen Taylor-Paquette: I'll make sure that we get something on that.

Lauren Lewis: Can you see it?

Jen Taylor-Paquette: Yes. probably bigger,...

Lauren Lewis: They need to be bigger.

Jen Taylor-Paquette: but I can pull it up myself, too. But yeah,...

Lauren Lewis: Do you see it bigger now?

Jen Taylor-Paquette: a little bit bigger. Yeah.

Lauren Lewis: Hold on I bet you I can.

Jen Taylor-Paquette: Yes.

Lauren Lewis: Me just Is that better? Okay. So this is where we were projected to last time was a 79 and Brian had sent me an email. I think you were included on it too that said one of these based on growth and actually let me just pull that right now. that it should be an 83 but they kept it at 79 because of the growth indic indicator that we have to grow 7% or more in student membership. So I went with Brian over that. We actually grew 40% so we are not capped.

00:05:00

kim munoz: Good.

Lauren Lewis: So as of we aren't.

Jen Taylor-Paquette: You said we grew 40% so we are or are not capped.

Lauren Lewis: So in your first five years of operation even if let me see what line item that was let me make sure. number five. So right here, hold on, there is an indicator that it basically says was your net balance greater than zero, but if you're a new school, if your membership has increased 7% or more, you're automatically going to pass that indicator. And so he had capped it saying, "Hey, we didn't meet that." Because indicators one through five are pass fail.

Lauren Lewis: and he said you'll be capped at a 79 even though right now you're tracking for an 83. but we went and we pulled the numbers and that year grew 40%. So we hit the 7% so we're not capped at a 79. So even though this says 79 that's where you had capped it. It does add up to an 83 just so we got the

points for that indicator. and so, this is kind of where we're at. we do have the money in from Breen Ridge. we're pulling in all of our reimburseable expenses so we can be on track to hit minimum days cash on hand.

Lauren Lewis: And then there was what if that they gave us at our last region meeting if some of the school finance goes through. and so we'll get a little bit more. if that were the case for this year, we probably would have had a 100,000 more. So if any of the school finance does pass, it'll positively impact us. So, we have more cash in the bank right now than we've had recently because our payments, we got more upfront and then we got less because we had more upfront and...

Lauren Lewis: now we're going back to getting more payments in. And then also, we haven't had to pay our bond payment for the last two months because it's already credited from some of the extra what's it called? The surplus that we had in the construction account. So that's been very helpful.

Jen Taylor-Paquette: Does this include the check that you were said you were holding?

Lauren Lewis: No, no, no, that came after this.

Jen Taylor-Paquette: Okay, thanks.

Lauren Lewis: So this was before that check was in there. and we should have his new one for us pretty soon because it's a fifth. So I imagine he'll have us with that within the next few days so we can see what the difference is. So It's where we're at on that front.

kim munoz: What's our student enrollment now? Okay.

Lauren Lewis: About 162. I will say we've lost some students for truency and other moving but it's about 162.

Lauren Lewis: And then on here,...

Lauren Lewis: I do want to point out if you do click that link, it'll take you how to calculate all of what these are.

Jen Taylor-Paquette: Okay.

Jen Taylor-Paquette: That's good.

Lauren Lewis: And the only other thing is Brian checked in with me this morning because Randy Walker had filed an extension for our 990 and it's due on the 15th. So, he wants to make sure that we get that. And I said, "The board has never approved that. We'll just present it." and then he asked if we've gotten an engagement letter from them yet. And I said, "No, we haven't, but as soon as we do, the board, it'll go to the board and we'll let him know." I guess they just wanted to file it later.

Jen Taylor-Paquette: Why is it extended?

Lauren Lewis: So, they put in Okay.

Jen Taylor-Paquette: We need to know why. We like it's a good idea. Sometimes if we just do it just to give us time or whatever, but why?

Lauren Lewis: Ask them "Hey, why did you need more time?" Okay.

Jen Taylor-Paquette: But Help us understand why.

Lauren Lewis: I'll have Brian reach out to them and ask him "Hey, board wants to know why we needed an extension." No,...

kim munoz: Yeah, just to see we miss submitting something to them or...

Jen Taylor-Paquette: Yeah, just so we're asking the questions.

kim munoz: were they just needing more just Yeah,...

00:10:00

Lauren Lewis: I think they just needed more time.

kim munoz: just to see if anything else came through or something. I don't know.

kim munoz: It be.

Lauren Lewis: Okay, I'll reach out to Brian...

Lauren Lewis: because he was touching base with me on that this morning because he didn't know if you needed to approve the 990 and I said, " we've never approved the 990 before." Right.

Jen Taylor-Paquette: We do need to look at it and usually you should to be honest with you,...

Lauren Lewis: I said they'll look at it, but Okay.

Jen Taylor-Paquette: you should approve You should actually review it and vote on it because it is a public it is like we need to go through it and vote on it. Yeah.

Lauren Lewis: So, I'll tell him "Hey, the board wants it ASAP, so we can vote on it." No,...

Jen Taylor-Paquette: And I'd hate to make more work for me for you, but I guess I've just kind of wrote ran over it before.

Lauren Lewis: no, because I feel like Randy Walker, I think because Brian has been pushing them to move faster on some things. and so I think what he sees is other schools have theirs already and he's like, "Where's yours?" ...

Jen Taylor-Paquette: Yeah, we absolutely need it.

Lauren Lewis: so no,...

Jen Taylor-Paquette: Maybe they have a valid reason but it's not because of us. I bet you they're just backlogged.

Lauren Lewis: no, we haven't done anything. So it should be based on all of our information from the audit.

Jen Taylor-Paquette: Who knows why? But we need to know why. And so we can document it.

Lauren Lewis: Okay. Yeah,...

Jen Taylor-Paquette: And then we do need to look at the 990.

Jen Taylor-Paquette: I wouldn't mind, I'm taking a few minutes each meeting to discuss what it is and kind of like a mini training kind of thing and...

kim munoz: or that can't be missed.

Jen Taylor-Paquette: yeah, for the board and...

Lauren Lewis: Okay,...

Jen Taylor-Paquette: talk about things.

kim munoz: I know even our Rotary Club years ago for whatever reason our treasurer missed submitting it and he was like a panic kid.

Jen Taylor-Paquette: It happens. Yeah, it's but Yeah.

kim munoz: Then he had to follow all kinds of other reports to our district why he hadn't done

Jen Taylor-Paquette: So, we need to know the reason why and then we want the 990 so I can actually talk about it in a training. Okay. Thanks.

Lauren Lewis: I'll ask them for that.

Jen Taylor-Paquette: Do we have? Anything else significant? because I don't want to have a meeting to have a meeting. I've looked over them. I didn't see anything. My main thing was that check involved...

Jen Taylor-Paquette: because I don't want you to hold on to it.

Jen Taylor-Paquette: Was it included in this report?

Lauren Lewis: No. Mhm.

Jen Taylor-Paquette: You answer my question. I was going to bring up the 990 just because May 15's the deadline and I think November is the extension. That's as far as you can extend. and then we need a copy of the 990.

Jen Taylor-Paquette: And I wanted some doesn't have to do with the finances, but I just wanted to get clarification from you both about John and his role because I'm going to schedule a meeting. So, I got anything else we need to really cover

Lauren Lewis: I don't think so.

Lauren Lewis: Not at the moment. That come

kim munoz: My question would just as far as for Lauren,...

kim munoz: have you had anything new as far as any new grants or...

kim munoz: anything where there may be more opportunities for us to get more money through some groups? Okay.

Lauren Lewis: The only thing that we have or...

Lauren Lewis: we'll be getting some money in is the summer boost grant. which will help with the cash on hand at the end of the day because that'll be more money flowing in. and so we're looking at that. And then I would say, Breenidge gave us the 125 to put in the bank and that was just an early payment because throughout the rest of the year they'll pay us out the rest of the 500 they were going to give us.

kim munoz: Mhm.

Lauren Lewis: So I think we're on good track for that and I think that people are waiting to kind of see where test scores fall with that and I think that'll be our chance to get some additional funds. But we have 500 pledged to us for this upcoming school year.

Jen Taylor-Paquette: That's great.

Jen Taylor-Paquette: And I bring this up all the time and it's not because I want to get down in the weeds. How's the launching the PTO going? Okay. I thought I had to go back to my notes.

Lauren Lewis: We'll have people to be able to run that and...

Lauren Lewis: I think we're going to start with a \$5,000 goal and hopefully exceed that.

Jen Taylor-Paquette: I was actually thinking 2500, but 5,000 I think it's doable.

Lauren Lewis: Yeah. Yeah. I think that's a target that we can hit for the entire year.

Jen Taylor-Paquette: Yeah, I think that's great.

Jen Taylor-Paquette: All right, that's great. Okay, any other questions?

Jen Taylor-Paquette: The firm is doing great. I love this

kim munoz: Yeah, it's helpful.

Lauren Lewis: Yeah, sure.

Jen Taylor-Paquette: very helpful. I love seeing it drop in the inbox, and it is good. So, let them know we're really happy with them.

00:15:00

Lauren Lewis: And then I also want to say I saw I don't know if it's Facebook or something about your son breaking some kind of school record. So, congrats He was lifting weights or something.

Jen Taylor-Paquette: He did. He tries so hard.

Jen Taylor-Paquette: What was it? It wasn't a deadlift. It's a jerk.

Jen Taylor-Paquette: I think yeah he did 490 and he's trying really hard and he's like mom and he is skilled he wants to play football for college and...

kim munoz: My god.

kim munoz: Okay. Wow.

Jen Taylor-Paquette: my husband did too but he's like I want to do it on my own mom I want to so he's like some of these kids they don't even have to try they're skilled and I said son but a lot of times they get kind of complacent because they do have the skill show up to practice every workout, I don't necessarily want him playing, just because of some of the work I've done with the NFL and stuff and I still do,...

kim munoz: Wow.

Jen Taylor-Paquette: I'm like, the TBI and stuff like that, but I just kind of put in God's hands but I'm proud of him. I mean, he does really well in school. He's the most lowmaintenance human. I am just like, he never sasses.

Jen Taylor-Paquette: He wants to, I'm sure, but I'm like, so thanks for bringing it up. He's ...

Lauren Lewis: Yeah, I saw that.

Lauren Lewis: I thought that was real cute. And then it's like, he's your child because of the red hair. So, yes.

Jen Taylor-Paquette: yeah. Absolutely. This big old, they do this thing. We make fun of him all the time. my kids have had the gone through this hair phase. Emo, then Jonah has this broccoli boy. It's like all the kids have it. You know what I'm talking about? It's ridiculous. And Jonah definitely has his hair is curly. It's natural. So he definitely looks like a broccoli. But thanks for that.

Lauren Lewis: No problem.

Jen Taylor-Paquette: So I think I'll just kind of touch base with John. we're so small. I'm really working to get more board members. we really do need them for work reasons.

Jen Taylor-Paquette: I mean, showing up to the meetings is one thing and having that attendance and the quorum,...

Lauren Lewis: Yeah. Yeah.

Jen Taylor-Paquette: of course, but we got to I probably will be here a couple more years. Maybe I'll be here forever, but maybe we won't. Do you know what I mean? And I'm not saying I'm doing all the stuff and you guys need me, but we do need the number. we need to be doing this as a board. It's like board neglect if we don't start teeing them up. So, just keep trying to get this done. and so part of me saying all that is,...

Jen Taylor-Paquette: Kim, do you want to meet with the development committee with me and John? I mean, it's always me and you and Lauren but for...

kim munoz: be three of us though.

kim munoz: I think it can only be two or you have I don't know. I forget how that works...

Jen Taylor-Paquette: what for a committee?

kim munoz: because then you have to post it and do all that good stuff or whatever, don't you? If it's more than Yeah.

Jen Taylor-Paquette: I don't know. yeah, I

Lauren Lewis: a committee meeting.

Lauren Lewis: If it's a quorum. Yes.

kim munoz: Yeah, I know.

Jen Taylor-Paquette: which I don't really care about to be honest with you...

Jen Taylor-Paquette: because it's going to get that way anyway.

kim munoz: That's what makes to me...

Jen Taylor-Paquette: It's just I Yeah,...

kim munoz: because it's like, we have I say put it together and...

Jen Taylor-Paquette: I don't really care. That's why I've been trying to find ways to do meeting minutes and make sure that things are because it can't be an obstacle for us meeting. We just got to get it done. Yeah. Yep.

kim munoz: I'm more than happy to join in because I think with John, he has a huge skill set. we're just not sometimes maybe we need to just say hey John this is what to do for us and then yeah we know for now we have to do that so no worries at But yeah,...

Jen Taylor-Paquette: And we're just keep being aggressive with the board members, getting the board members.

Lauren Lewis: Mhm. Okay.

Jen Taylor-Paquette: So, I'm working on it. All right. I just wanted to ask you, Kim, because I know I'm always like Kim and Lauren, Kim and Lauren, Kim and Lauren, but for now, it's just what it is. But it won't always be like that.

kim munoz: we put that together. I'm happy to join in and see how we can get that going. Hi

Lauren Lewis: Okay, awesome.

Jen Taylor-Paquette: Okay, wonderful.

Lauren Lewis: Thank you.

Jen Taylor-Paquette: right, sounds good. Thanks, ladies.

Lauren Lewis: Have a good one. Okay. Bye.

Jen Taylor-Paquette: All right.

Meeting ended after 00:19:24 

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Coversheet

Website | Board Member Bios and Images

Section:	IX. Other Business
Item:	B. Website Board Member Bios and Images
Purpose:	Discuss
Submitted by:	
Related Material:	Prelude Prep Board Member Bios.docx

Prelude Prep Board Member Bios

Jennifer Paquette, MBA, MPA is the **Chairwoman of the Board** at Prelude Preparatory School, having assumed the role in September 2024. A founding board member, Jen also serves as Treasurer and Chair of both the Finance and Development Committees. With a 25-year career spanning executive leadership, nonprofit development, and strategic operations, Jen has been instrumental in guiding Prelude's financial sustainability, operational growth, and long-term planning. She led the development of the school's strategic plan, supported operations and marketing efforts, and provided the board with critical training in governance responsibilities, organizational budgeting, and interpreting 990 forms. Jen holds an Executive MBA from Rice University, a Master of Public Administration from St. Mary's University, and a B.S. in Business Administration from Arizona State University.

^[1]
SEP

Jen is also the founder and CEO of The JPaq Group, a consulting firm specializing in compliance, capacity-building, and leadership development for nonprofits and small businesses. A recognized national leader, she is the former CEO of the Green Beret Foundation and a Forbes Nonprofit Council member. Jen has received multiple honors for her work supporting military and veteran communities, including the USSOCOM Patriot Award and recognition by the Special Forces Association. Her deep expertise in board governance, fundraising, and organizational strategy continues to elevate Prelude Prep's mission and vision.

Kim Muñoz, Chairwoman Emeritus^[1]
SEP

Finance Committee | Development Committee

Kim Muñoz is a founding board member of Prelude Preparatory School and served as the school's first Chairwoman. With more than 20 years of experience in business operations, event management, and public transit outreach, Kim helped guide Prelude from vision to reality, shaping the school's early policies and community partnerships. She currently serves on both the Finance and Development Committees, continuing to play an active role in the school's sustainability and growth. Kim holds both a BBA and MBA from the University of the Incarnate Word and currently serves as a Rideshare Administrator with VIA Metropolitan Transit, where she supports employer-based transportation solutions across the San Antonio region.



Kim's leadership at Prelude Prep has extended far beyond her board titles. She has contributed to enrollment efforts, school operations, and early family engagement strategies. Her community-centered approach and unwavering belief in education equity have been instrumental in laying the foundation for Prelude's student success. As Chairwoman Emeritus, she remains a trusted advisor and passionate advocate for the school's mission, ensuring that every student has access to a strong academic foundation and opportunity-filled future.



Steve Viola, Founding Board Member

Governance Committee | School Safety & Facilities Advisor


Steve Viola is a founding board member of Prelude Preparatory School, bringing over 25 years of leadership experience in military operations, emergency medicine, and crisis response. A decorated U.S. Navy veteran and former Command Master Chief, Steve has served in senior advisory roles with the Department of Defense and Homeland Security. His expertise in safety, logistics, and team development has made him an invaluable part of Prelude Prep's early operations. In 2025, Steve was honored with a Community Leadership Award by San Antonio Councilwoman Marina Alderete Gavito in recognition of his outstanding contributions to public safety and education.



At Prelude Prep, Steve has gone beyond governance to directly enhance school operations and safety. He has personally trained the entire staff in active shooter response, Stop the Bleed, CPR, and First Aid. He also donated playground equipment to improve the student environment. A strong believer in preparedness, mentorship, and mission-driven leadership, Steve continues to serve as a trusted advisor on safety and facilities while championing a secure and empowering school environment for all students.


John D. Sanchez, MBA

Founding Board Member | Development Committee | Advancement Advisor

John Sanchez is a founding board member of Prelude Preparatory School and a seasoned advancement professional with more than two decades of experience in fundraising, alumni engagement, and donor development. Currently serving as Executive Director for Advancement at Texas A&M University–San Antonio, John leads efforts to grow the university's philanthropic partnerships and elevate student success through strategic giving. He holds both a Master of Business Administration and a Bachelor of Business Administration in Human Resources Management from Our Lady of the Lake University.

At Prelude Prep, John has played a vital role in shaping the school's development strategy and ensuring the financial foundation necessary for long-term success. With deep roots in San Antonio's higher education and nonprofit sectors, John brings a valuable perspective to the board's efforts in outreach, advancement, and relationship building. His commitment to educational access and opportunity continues to fuel his service to the students and families of Prelude Prep.

Dr. Denise Miner-Williams, PhD, MSN, BSN, RN

Founding Board Member | Board Secretary | Academic Excellence Committee Chair 

Dr. Denise Miner-Williams is a founding board member of Prelude Preparatory School and currently serves as Board Secretary and Chair of the Academic Excellence Committee. A retired U.S. Army Nurse Corps officer and accomplished educator, Denise has dedicated her life to advancing healthcare, education, and community service. She holds a PhD in Nursing and a Postdoctoral Fellowship in Palliative Care from the University of Texas Health Science Center at San Antonio, where she also served as a professor and federally funded researcher. Throughout her distinguished military career, she led medical units globally and mentored clinical teams as Chief Nurse of a field hospital and Nursing Education leader.



At Prelude Prep, Denise brings deep expertise in academic rigor, curriculum review, and instructional excellence. Her commitment to quality education and community service is evident in her extensive nonprofit board involvement, university teaching, and healthcare leadership. In addition to her work with the school, she remains active in hospice care, wildlife conservation, and spiritual ministries. Denise's thoughtful leadership and servant-hearted dedication continue to shape Prelude's high academic standards and inclusive learning environment.