Prelude Prep

Board Monthly Meeting

Date and Time

Wednesday September 24, 2025 at 9:00 AM CDT

Location

1707 Centennial Blvd. San Antonio, TX

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**9:00 AM**
A.	Pledge of allegience			1 m
B.	Record Attendance			1 m
C.	Call the Meeting to Order			
D.	Approve Minutes	Approve Minutes		1 m
	Approve minutes for Prelude Preparatory Board of Directors Meeting on April 24, 2024			
E.	Approve minutes	Approve Minutes		5 m
	Approve minutes for August Board Meeting on August 20, 2025			
II.	**Academic Excellence Committee**			**9:08 AM**

		Purpose	Presenter	Time
	A. Academic Committee	Discuss	Dr. Denise Miner-Williams	5 m
III.	**Development Committee**			
IV.	**Facilities**			**9:13 AM**
	A. Facilities Update	Discuss	Lauren Lewis	5 m
V.	**Governance**			
VI.	**Finance Committee**			**9:18 AM**
	A. June Financials	Discuss	Jennifer Paquette	10 m
VII.	**Other Business**			**9:28 AM**
	A. Board Candidates | Updates	Discuss	Jennifer Paquette	5 m
VIII.	**Closing Items**			**9:33 AM**
	A. Adjourn Meeting	Vote		

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Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Prelude Preparatory Board of Directors Meeting on April 24, 2024

PRELUDE PREP
PRELUDE TO POSSIBILITIES

Prelude Prep

Minutes

Prelude Preparatory Board of Directors Meeting

Date and Time
Wednesday April 24, 2024 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, John Sanchez, Kim Munoz, Steve Viola

Directors Absent
Jennifer Paquette

Guests Present
Lauren Lewis

I. Opening Items

A. Call the Meeting to Order

Kim Munoz called a meeting of the board of directors of Prelude Prep to order on Wednesday Apr 24, 2024 at 9:04 AM.

B. Pledge of Allegiance

Recited

C. Record Attendance

D. Public Comments

None

E. Approve Minutes

Steve Viola made a motion to approve the minutes from Board Meeting on 03-29-24.
Kim Munoz seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. New Business

A. Board discussions

1. The second family and teacher surveys will be sent out the second week of May.
2. The superintendent process will begin in June, with Ms. Lewis submitting her information. Dr. Miner-Williams will reformat the form. The evaluation will take place in August.

B. Discussion and Possible Action to Approve the 2024-2025 Academic Calendar

Dr. Denise Miner-Williams made a motion to approve the 2024-2025 Academic Calendar with discussed changes.
John Sanchez seconded the motion.
The dates for Easter holiday in April, and the Battle of Flowers holiday will be corrected.
The school year has an earlier start date, which is in keeping with local school districts.
Planning days are scheduled after major holidays, as attendance is lower on those days.
We have an overage of the required minutes (75,600) scheduled for a buffer for unseen changes

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

C. Discussion and Possible Action to Approve the 2024-2025 TEKS Certification Survey

Dr. Denise Miner-Williams made a motion to approve the TEKS 2024-25 Certification Survey.
Steve Viola seconded the motion.
After discussion and subsequent approval by the Board, the survey was signed by President Kim Munoz and Secretary Dr. Denise Miner-Williams
The board **VOTED** to approve the motion.

III. Reports and Updates

A. Committee Reports

1. Dr. Miner-Williams presented synopsis of Academic Committee meeting:
   a. Academic Achievement: TELPAS testing is completed. STARR testing is in progress. Most new students who have learning gaps benefit from the small group rotations to accelerate progress.
   b. Attendance at 93.7% is up from last cycle.
   c. Enrollment has continued in and out movement. We are having more tours, applications and registrations from this time last year. Enrollment is expected to meet the criteria for additional Title I funding this year.
   d. Staffing: Professional Development after spring break focused on influence on student achievement. Teachers are demonstrating alignment with Prelude culture and mission and overall feedback from the training was positive.
   e. Summer Boost grant request for funding was approved.
   f. Eclipse day was a positive event with parents being invited.
2. Dev and Finance Committee reports tabled as Ms. Paquette had a last-minute event preventing her from attending this meeting.
3. Charter Promises Document: Ms. Lewis distributed the draft in three separate documents. In reviewing all of the input, some reorganization needs to be made.
   a. Academic Committee will review the Academics section to put it under school design.
   b. Ms. Lewis suggested that the sections on Finance, Operations, and Talent Management and Development be moved to Leadership and Governance.
   c. Mr. Sanchez is to review Talent and Management.
   d. All Board members are to review draft for comments and discussion in July.
   e. Approval of document should take place NLT August and Board goals will be derived from this document.

B. Superintendent's Report

1. Fiesta float parade with the Rey Feo court was very successful with much family involvement.
2. An program celebrating Academic Progress will be held this year. All involvement is voluntary on the students' parts.

3. Teacher Appreciation week is 6-10 May. Possible activities/events for Board Participation were discussed.
4. **Ms. Lewis will send dates out for Pre-K step up and K graduation ceremonies.**

C. Board Training

Annual training requirements are due NLT 30 June. **Mr. Sanchez and Mr. Viola have outstanding training.**
Certificates are sent to Ms. Lewis at the school, and everyone is to notate their training on the shared Google doc site to meet the requirements of the Secretary maintaining these records.

IV. Closing Items

A. Call for Agenda Items

Send to Ms. Munoz NLT the second week of May.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:47 AM.

Respectfully Submitted,
Dr. Denise Miner-Williams

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Coversheet

Approve minutes

Section:	I. Opening Items
Item:	E. Approve minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for August Board Meeting on August 20, 2025

APPROVED

Prelude Prep

Minutes

August Board Meeting

Date and Time
Wednesday August 20, 2025 at 9:00 AM

Location
Prelude Prep August 2025 Board Meeting
Wednesday, August 20 · 9:00 – 10:00am
Time zone: America/Chicago
Google Meet joining info
Video call link: https://meet.google.com/isf-ithm-wkn
Or dial: (US) +1 470-236-6455 PIN: 913 026 903#

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.

Directors Present
Dr. Denise Miner-Williams, Jennifer Paquette, John Sanchez, Kim Munoz

Directors Absent
Steve Viola

Directors who left before the meeting adjourned
John Sanchez

Guests Present

Lauren Lewis

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Jennifer Paquette called a meeting of the board of directors of Prelude Prep to order on Wednesday Aug 20, 2025 at 9:23 AM.

C. Approve Minutes

Jennifer Paquette made a motion to approve the minutes from July Board Meeting on 07-16-25.
Kim Munoz seconded the motion.
The board **VOTED** to approve the motion.

II. Academic Excellence Committee

A. Academic Committee

Dr. Miner-Williams:
1. STAAR school accountability rating is a B with a scaled score of 80, up from the previous two years of C (74) in 2024 and D (2023, our first year of testing).
Student achievement rating is C (72),
School progress B (81)
Academic Growth B (81),
Relative Performance (Economically disadvantaged 91.4%) B (80)
Closing the Gaps C (78). [% of students on grade level]
In addition, Prelude received five out six possible distinctions.
2. Texas Aquatic Science grant/workshops have not yet been address with new science teacher. Will be evaluated as to how it can fit in with curriculum.
2. Staffing: all positions filled. Salary increases and stipends funded by grants are improving teach retention.
3. Gr 2 is in two sections.
4. Gr 3-6 departmentalized, and administrative staff will have some classroom teaching time.
5. Teachers seem to be excited to be here.
6. Current enrollment is around 170 (projected 195) but fluctuates a good deal until mid September. As of now it but we expect it to go up. Ms. Lewis will be creating a "Retention Report" on students to track why students leave Prelude. The two biggest reasons seem to be students moving and accountability with Truancy Prevention Program or discipline measures.
7 First day of school smoothest opening yet.

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8. Already multiple SpEd referrals.
9. Gr 6 music class is group piano lessons, 25 keyboards have been purchased with EMAT funds. Also keyboards for students to take home.
10. Lockers are provided for 6th graders.
11. Sports started this year: Gr 4-6 flag football and girls volleyball, K-Gr3 pep squad. code of conduct stressing academics and behavior over athletics presented to parents. Includes guidelines for parent behavior.
12. SA Composting organization helping out composting program and provided mulch for school grounds. This has upgraded the playground and also should help to kickstart Garden for Giving, helping to make soil prepped.

John Sanchez left at 9:53 AM.

III. Development Committee

A. Website | Email Addresses Update

1. Board officers now have Prelude emails. Ms. Taylor Paquette will develop SOP for official email/ChaptGPT usage. Prelude business must get off personal/work emails.
2. Ms. Lewis will post Board members and their bios on website.
3. Ms. Lewis will update social media.
4. Ms. TaylorPaquette will update committee role and responsibilities to separate the committee into fundraising and marketing/communications roles.

IV. Facilities

A. Facilities Update

1. On the advice of legal counsel, we are waiting to respond to CPS offer of $1 for easement rights on school property.
2. The flooring in the lunchroom is complete.
3. Tree trimming has been done.
4. Plumbing pipes in the main building foundation have been replaced.

V. Governance

A. SOP and Policy Development

1. Ms. TaylorPaquette will update will update "one-pager" Prelude bio include new STAAR results as well as Board roles and responsibilities.
3. Governance committee meeting will be called to develop semi-structured interview to use for meeting with prospective board members.

VI. Finance

A.

11 of 45

July Financials

1. End of year financials were reviewed by the committee and are in good order. We did pass our last Charter FIRST with having 53 days cash on hand. Our goal is to have 60 days cash on hand.
2. July financials have not yet been received as the CPA company is currently working on the audit preparation which we can expect to receive in a more timely manner this year.

VII. Other Business

A. Board Candidates | Updates

The board meeting was closed for discussion on board candidates from 10:14 to 10:21.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:25 AM.

Respectfully Submitted,
Dr. Denise Miner-Williams

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Coversheet

June Financials

Section: VI. Finance Committee
Item: A. June Financials
Purpose: Discuss
Submitted by:
Related Material: September192025PreludePrepFinanceCommitteeMtgMinutes.docx

Finance Committee Meeting Minutes

Date: Friday, September 19, 2025

Time: 2:30 – 3:15 PM CDT

Location: Google Meet – link provided in agenda

I. Opening Items

A. Record Attendance

Committee Members Present:

- **Kim Munoz**
- **Lauren Lewis**
- **Jen Taylor-Paquette**

B. Call the Meeting to Order

The meeting was called to order at 2:30 PM.

C. Approve Minutes

The minutes from the previous Finance Committee meeting were reviewed and approved.

II. Finance

A. Review of June 2025 Financials

Presenter: Lauren Lewis

Key Metrics:

- **53 days cash on hand**
- **10 points for assets-to-liabilities**
- **Debt to capitalization remains high at 102%, above the 95% target (driven by building costs).**

Budget Variance:

- **Variance flagged as a “yellow” concern. Clarification needed from Brian regarding three-year variance.**
- **Current financial rating improved from C to C+, with a goal to reach B rating.**

Board Understanding:

- **Jen emphasized the need to explain red/yellow financial indicators to the board for accountability.**

Audit:

- **Ongoing audit with Calvetti Ferguson.**
  Kim noted financial strain is due to revenue/student numbers, not overspending.

Revenue & Development:

- **Jen stressed diversifying revenue streams via board engagement, development planning, and recruitment of fundraising-focused members.**

Board Contributions:

- **Proposal for all new board members to commit to a $5,000 annual “give/get” contribution.**
- **Agreement to include this in a future board member agreement.**

III. Other Business

Superintendent Succession Planning:

- **Discussion held regarding leadership continuity. Lauren identified Laura as her successor but noted a deputy would be required due to workload.**
- **Jen offered to draft an operational succession plan to ensure continuity.**

Board Recruitment Process:

- **Kim and Lauren expressed concern about delays in recruiting.**
- **Jen will streamline the process by separating interviews from board meetings, creating a one-page SOP for new member interviews, and building a JotForm application for candidates**

IV. Closing Items

A. Adjournment

The meeting adjourned at 3:15 PM.

Action Items / Next Steps

☐ Jen Taylor-Paquette to review all red and yellow financial indicators at the next board meeting and draft a succession plan + SOP for new board candidate interviews.

☐ Lauren Lewis to clarify with Brian the meaning of “not applicable” for net assets, confirm three-year variance, and send activity plan to Jen.

☐ Jen to update the one-pager with new infographics from Lauren’s data, call Steve regarding interview scheduling, and develop a board candidate application via JotForm.