

APPROVED



Prelude Prep

Minutes

Board Meeting

Date and Time

Wednesday January 17, 2024 at 9:00 AM

Location

Prelude Prep Public School
1707 Centennial Blvd
San Antonio, TX 78211

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

Directors Absent

Steve Viola

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 Jan 17, 2024 at 9:03 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 12-20-23.

Kim Munoz seconded the motion.

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

II. New Business

A. Board discussions: New Board Members, Charter Promises Document & Onboarding Manual

1. New board members are actively being sought. Our goal is to have two new members by the end of the year. A one-page recruitment flyer is nearly finished, needing only the FIRST information on it. J. Paquette will complete. The primary skillset being sought is as a developer, with a lawyer also being a needed. A person with skills in creation/management of a business would also be an asset. The emphasis is on Board (governance) skills, as opposed to those in education.

A flyer is also needed for recruitment. L. Lewis will have one ready for next Board meeting.

2. The onboarding checklist for new Board members is on Board on Track. Everyone is asked to review it.

3. The "due-outs" checklist (list of things the Board needs to track) is also on Board on Track in the Governance folder. Please review.

4. Charter promises document: Draft is due next month; final document to be complete by March. This will help to set goals and keep organized.

III. Reports and Updates

A. Committee Reports

1. Academic Excellence: see attached minutes.
2. Finance: Statement just received on Monday. Meeting to be scheduled by J. Paquette.
3. Development: J. Paquette will develop a skeleton budget for meeting to be held after Finance Committee. Sponsorship packet is on Board on Track.

B. Superintendent's Report

1. Police are following up on theft of copper wiring. Rather extensive work needs to be done now to get electricity to new building. The pole has been put up.
2. The property for sale next door was visited and determined to be not suitable for our school's needs.

C. Board Training

Mandated training for Board is available on Charter School Success website. After completing six hours, print out certificate for on-site record-keeping (give to L. Lewis) and enter data on Google spreadsheet. Must be completed by 30 June each year.

IV. Closing Items

A. Call for Agenda Items

Please send any agenda items to K. Munoz one week before the 21 Feb Board meeting.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:54 AM.

Respectfully Submitted,
Dr. Denise Miner-Williams

Documents used during the meeting

- 2024_01_09_academic_excellence_committee_meeting_minutes.pdf

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.