

APPROVED



## Prelude Prep

# Minutes

## Board Meeting

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### Date and Time

Wednesday February 21, 2024 at 9:00 AM

### Location

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

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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:

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### Directors Present

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

### Directors Absent

Steve Viola

### Guests Present

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Lauren Lewis

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## **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 Feb 21, 2024 at 9:05 AM.

### **B. Pledge of Allegiance**

Recited

### **C. Record Attendance**

### **D. Public Comments**

None

### **E. Approve Minutes**

John Sanchez made a motion to approve the minutes from Board Meeting on 01-17-24.

Kim Munoz seconded the motion.

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

## **II. New Business**

### **A. Board discussions**

1. Secretary Dr. Miner-Williams asked board members to please respond to Board on Track reminders emails as to whether they are attending so as to ensure we have a quorum.

2. Charter Promises drafts are to be drawn up and sent out to Board members and Ms. Lewis in two weeks so that the document can be approved at the March Board meeting.

3. Approaching potential new Board members will be tabled until the On Boarding Packet with the redeveloped finance procedure is completed.

### **B. Resolution of the Board of Prelude Preparatory, Inc. to approve attendance waivers**

Dr. Denise Miner-Williams made a motion to Approve request for Attendance Waiver from the state for the day in January when there was a severe cold front and attendance was at 49%.

John Sanchez seconded the motion.

This will assist us in keeping on track with our attendance goal.

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

### **III. Reports and Updates**

#### **A. Committee Reports**

1. Finance committee has met twice reviewing budget forecast and actual documents line by line for reviewing and explaining our financial status.
2. Development committee recommends a fundraiser in May as a Casino night. Details forthcoming.
3. Academic committee did not meet this month, but Ms. Lewis presented
  - a. the results of the Faculty/Staff survey. The primary purpose was to assess needs of the faculty and staff and the overall staff culture and climate.
  - b. Attendance has been lower since break. Families have been referred to the Truancy Prevention Program, which parents seem to respond better to than the warnings from the school. This program is deemed to be very effective. Ms. Munoz suggested the school reach out to nonprofits such as Catholic Charities for free parenting programs.
4. Governance: Ms. Paquette will produce a list of all the Board's monthly, quarterly, annual requirements for the next Board meeting.

#### **B. Superintendent's Report**

none at this time

#### **C. Board Training**

Dr. Miner-Wms asked Board members to document their training on the Prelude Training google doc spreadsheet, as she is directed by our charter to maintain these records. The actual certificates of training are sent to Ms. Lewis. So far only Ms. Paquette and Dr. Miner-Williams have completed the required annual six hours.

### **IV. Closing Items**

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

Please send all agenda items to Ms. Munoz one week before the March 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 10:05 PM.

Respectfully Submitted,  
Dr. Denise Miner-Williams

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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.