

APPROVED



## Prelude Prep

### Minutes

#### Academic Excellence Committee Meeting

---

##### **Date and Time**

Tuesday January 9, 2024 at 12:00 PM

---

##### **Committee Members Present**

Dr. Denise Miner-Williams (remote), Lauren Lewis

##### **Committee Members Absent**

*None*

##### **Guests Present**

MaryAnne Malicki (remote)

---

#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

Dr. Denise Miner-Williams called a meeting of the Academic Excellence Committee of Prelude Prep to order on Tuesday Jan 9, 2024 at 12:15 PM.

##### **C. Approve Minutes**

Lauren Lewis made a motion to approve the minutes from Academic Excellence Committee Meeting on 11-07-23.

Dr. Denise Miner-Williams seconded the motion.

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

#### **D. Approve Minutes Dec 2023**

Lauren Lewis made a motion to approve the minutes from Academic Excellence Committee Meeting on 12-05-23.

Dr. Denise Miner-Williams seconded the motion.

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

### **II. Academic Excellence**

#### **A. Academic achievement**

1. No testing undertaken this month.
2. 3rd and 4th grades have been broken into groups for Reading and Math rotating among five teachers until state testing to bridge learning gaps.
3. 2nd grade continues in groups and this is working out well.

#### **B. Attendance**

1. 93.007% this quarter (93.13% last quarter). More sickness noted this quarter. Ms. Lewis will look at data to determine and report trending of attendance rates per quarter over the years. State attendance runs about 90%, which is down from previous times.
2. Warnings were sent out to multiple families that if they have one more absence/tardy they will be referred to Truancy Prevention Program.

### **III. Other Business**

#### **A. Enrollment and Recruitment**

1. Enrollment: 135 total (109 K-4); up two students since last quarter with two exits and four entries (Pre-K, 2 K, 1st).
2. Recruitment:
  - a. Applications coming in this time of year don't usually convert to enrollment; more serious ones are later in the year. Tours are being requested.
  - b. Organization to help with recruitment (Verdant EDU) provided a number of leads to contact, but most of them didn't convert to enrollment. This resourced was covered by a grant last year (so cost is unknown), but there would have to be stipulations to determine whether we would use their services again.

#### **B. Staffing**

Professional Development (PD) for teaching staff at Thanksgiving addressed a stronger academic push as behavior was coming under better control. In January, it addressed the concerns the (mostly little experienced) teachers had, and how to address them. This included describing what a Title I school is, as many didn't know, and how we are in the

lowest-performing school district in the city. Data was distributed showing, however, the growth the students have experienced, demonstrating their potential.

### **C. CEO comments**

1. Surveys: teacher surveys are due Wednesday. There will be one more request out with this week's newsletter for parent surveys to be submitted.
2. On Wednesday, there will be report card meetings for students who require them. They are not required for everyone.

## **IV. 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 12:55 PM.

Respectfully Submitted,  
Dr. Denise Miner-Williams

---

### **Documents used during the meeting**

- State of School 1.09.24.xlsx

---

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.