

APPROVED



## 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

---

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.