

APPROVED



## Prelude Prep

### Minutes

#### Board Meeting

---

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

Wednesday August 21, 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, Jennifer Paquette, Kim Munoz, Steve Viola

##### **Directors Absent**

John Sanchez

##### **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 Aug 21, 2024 at 9:07 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 07-17-24.

Steve Viola seconded the motion.

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

**II. New Business**

**A. Board discussions**

Dr. Denise Miner-Williams made a motion to approve renewal of contract for Board on Track.

Steve Viola seconded the motion.

Pros and cons of Board on Track were discussed

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

**2. Surveys:**

a. Only three parent surveys were returned. They had been texted weekly and put in monthly newsletter. One requested bilingual classes, another more homework. Bilingual classes are required when 20 or more students in a class would benefit. Ms. Taylor-Paquette suggested that these topics be addressed in the monthly newsletter. so parents know that the surveys are considered. (They are anonymous,) Discussion ensued on ways to increase responsivity.

b. Teachers have completed theirs (using JotForm). Ms. Lewis will email the results to the Board, as this is needed for the Superintendent evaluation.

3. Prelude is on the list for renewal of contract next year. Contract is for five years and, once renewed, will be good for 10 years. We have not been given yet on what this will involve other than the Board president will be interviewed.

**4. Board meeting time**

Ms. Munoz requested a different meeting day. Mondays and Fridays are optimal. No decision made at this time.

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

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

##### **1. Governance:**

a. Superintendent evaluation: the current form includes criteria that are no longer applicable. It was decided to use the current form addressing changes in the comments section. We will update the form for next year.

b. Ms. Munoz expressed concern about enrollment and that Prelude is not represented at many community events for recruitment and where contacts can be made. Ms. Lewis explained that she does not currently have the staff (who needed to be trained and able to address questions) to man these events. Her primary focus was on preparing children, many of whom were not academically ready to do so, to pass the STAAR tests. The operations tempo is such that time cannot be spared to train a low-paying intern to do this. It was decided that Ms. Taylor-Paquette will volunteer to come in and learn what is needed to help out at these events.

c. Next month a vote will be taken on who will assume Board leadership.

##### **2. Academic Achievement: Dr. Miner-Williams**

a. Goals for this year are being developed: We will keep the current first two (group comparison) goals for State testing and will amend the third to be 10% higher than the current STAAR scores for both math and reading. For diagnostic testing, goals will be based on beginning of year scores, and will include both growth and achievement.

b. Attendance: tardiness will be easier to track with new procedure in place of closing gates at 0745, requiring student to be brought into office.

c. Enrollment: 158 (goal 195). This will be enough to be awarded Title I funding. The amount is unknown.

d. Afterschool care continues. SpEd care is not required to be provided for afterschool care. It has been provided in the past but we do not have the resources to offer this.

e. No issues with staffing. A new science teacher has been hired and she will start the garden this year.

f. The first days of school have been the smoothest yet.

3. Finance: We are seeking a contract for a CPA that acts in the role of a CFO, rather than simple accounting. Ms. Taylor-Paquette will send the results of interviews with three companies to board member and a zoom meeting will be called for a vote.

#### **B. Board Training**

Not addressed due to time constraints.

### **IV. Closing Items**

#### **A.**

### **Call for Agenda Items**

Send agenda items to Board president one week before next meeting,

### **B. Due-outs**

### **C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:18 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.