

APPROVED



## Prelude Preparatory Board of Directors

### Minutes

#### Board Meeting

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##### Date and Time

Wednesday March 19, 2025 at 9:00 AM

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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 Taylor Paquette, John Sanchez, Kim Munoz

##### Directors Absent

Steve Viola

##### Guests Present

Lauren Lewis

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#### I. Opening Items

**A. Call the Meeting to Order**

Jennifer Taylor Paquette called a meeting of the board of directors of Prelude Preparatory Board of Directors to order on Wednesday Mar 19, 2025 at 9:00 AM.

**B. Pledge of Allegiance**

**C. Record Attendance**

**D. Public Comments**

**E. Approve Minutes**

Kim Munoz made a motion to approve the minutes from Board Meeting on 02-24-25.

John Sanchez seconded the motion.

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

**II. Reports and Updates**

**A. Committee Reports**

1. Student enrollment is increasing slightly due to transfers.
  1. Preparing to publish offer letters
  2. Truancy Program
    1. Program is positively impacting student attendance
    2. A very positive—though unexpected—benefit has been the impact on school culture. There has been an observed change in parent behaviors, with a greater sense of personal accountability and a more deliberate emphasis on their children's school attendance and academic performance. As a result, teachers report increased satisfaction, as students are more consistently present and engaged in lessons
    3. Data support that increased attendance rates have increased by tens of thousands of dollars our funding from the state.

**2. Development**

1. Met twice since the last meeting to discuss Prelude Prep's strategic plan development
  1. Focus is this plan to include the strategic development plan
  2. Very labor-intensive process which should include interviews and surveys of parents, faculty and all stake holders
  3. Parent Teacher Organization should be setup asap
    1. L Lewis expressed concern about the parents really being concerned about having a job.
    2. She does have a handful of parents that have been identified to lead the organization

3. J Taylor Paquette communicated that the PTO should be stood up formally now. She has templates and training that can be provided if L Lewis and team need additional labor to kick off the PTO
4. Budget development and review discussed with an emphasis on item detail and timing of budget development and review each year.
5. J Taylor Paquette emphasized the necessity that the budget and event planning must be address and approved the previous year or we won't have time to implement fundraising campaigns and events or mobilize PTO and other volunteers to help with fundraising initiatives.

2. L Lewis has setup Zeffy for Prelude Prep
3. Continue working on website to include getting an active donation link; one-pagers; new board member packets are online
4. J Taylor Paquette will develop and publish a board task/due out tracker. Event calendar will be developed and added to the website.

### **3. Finance**

1. CPA firm met with L Lewis and reviewed cash flow. We have accomplished 60- and 40-day cash flow.

For next year we have received a pledge of \$500k. We believe we will also achieve our enrollment goal for 2025-2026. We will request an advance of \$125k prior to June 30, 2025 will place Prelude in a very good position to meet our days of cash on hand to pass the 72 – 79 days of cash on hand requirement.

1. Board requested that CPA firm provides year to year comparisons. This will help communicate health of the organization to the entire board of director and to current and future funders, board of directors and advisors.

## **B. Board Training**

### **III. New Business**

#### **A. Internal Board Training & Board Retreat**

We currently have no sites for the required six hours of board training. TEA is said to have a free 3hour course on safety. Ms. Lewis will purchase the association membership and provide chairwoman access to the account. Board members will be able to utilize this association membership to finish training requirements. J Taylor Paquette plans to discuss a topic of board governance operations each board meeting. For example, timing of budgeting and timing event planning.

Discussed that we need to acknowledge when a board member has missed X of consecutive board meetings

**B. Consider and Approve the 2025-2026 Academic Calendar**

Kim Munoz made a motion to Approve the 2025-2026 Academic Calendar.

John Sanchez seconded the motion.

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

**C. Consider and Approve the Transition from Eureka Math Texas OER to Bluebonnet Math**

John Sanchez made a motion to Approve the Transition from Eureka Math Texas OER to Bluebonnet Math.

Kim Munoz seconded the motion.

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

**D. Consider and Approve the Certification of 2025-2026 Instructional Materials**

John Sanchez made a motion to Approve the Certification of 2025-2026 Instructional Materials.

Kim Munoz seconded the motion.

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

1. Curriculum has not changed much.
2. Curriculum has not been reviewed with Dr. Denise Miner Williams, but no significant changes have been made.
3. Will not be using Blue Bonnet Curriculum reading program.
4. Switching to Blue Bonnet Math curriculum. Per L. Lewis, the Blue Bonnet Math curriculum is basically the same math curriculum being used at Prelude Prep. The name change is more of a branding change then a curriculum change.

**IV. Closing Items**

**A. Call for Agenda Items**

Send any items for next month meeting to Ms. Paquette

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 AM.

Respectfully Submitted,  
Jennifer Taylor Paquette

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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.