

APPROVED



## Prelude Prep

### Minutes

#### Board Meeting

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

Tuesday May 20, 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, John Sanchez, Steve Viola

##### **Directors Absent**

Jennifer Paquette, Kim Munoz

##### **Guests Present**

Lauren Lewis

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

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

Dr. Denise Miner-Williams called a meeting of the board of directors of Prelude Prep to order on Tuesday May 20, 2025 at 9:00 AM.

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

Recited

#### **C. Record Attendance**

#### **D. Approve Minutes**

John Sanchez made a motion to approve the minutes from Board Meeting on 04-16-25.

Steve Viola seconded the motion.

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

#### **E. Public Comments**

### **II. Reports and Updates**

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

##### **1. Academic (Dr, Miner-Williams)**

a. State, MCLASS, Map testing all done this month. No results yet.

b. Curriculum programs being used: Writing Revolution, Number stories.

c. Lavinia group finished up for this cycle, but will be used for summer boost program.

d. Attendance has fluctuated between 95.044 - 92.043% during year. Last cycle expected to bring final rate up.

e. Enrollment: 150. 8 recent losses due to Truancy consequences, discipline issues (parents refused to comply), relocations

f. Staffing: No changes. Current sub has applied for Science position next year. All Teacher Aides doing very well and are/will be attaining highest level of career progression.

g. Truancy Prevention program: Ms. Lewis presented data to show the efficacy of having the program for increasing attendance and therefore funding, well beyond the cost of the program.

h. Sports are being added next year: Investigation into which leagues to join will help determine which sports will be offered. Meeting attendance, behavior, and academic standards required for participation.

i. Annual field trip to Legoland and Rain Forest Cafe was a success. Attendance requirement must be met for participation. One child was absent on testing day and not allowed to attend.

##### **2. Finance (Ms. Lewis)**

a. Cash flow: stronger than in recent months due to frontloaded payments and a credit from construction account.

- b. IRS Form 990 has been filed by auditors with approval from Brian at DSS.
- c. PTO has set fundraising goal of \$5,000
- 3. Development: Mr. Sanchez states he is unable to be part of the Development Committee due to conflict of interest. He is able to offer some guidance when needed.

## **B. Board Training**

- 1. Deadline of 30 June for Board training requirements. Only Ms. Paquette has thus far completed all training hours.
- 2. Ms. Lewis will check into issue of why link has not been sent out for courses available from Texas Public Charter School Association.
- 3. There may be a new requirement coming out for Board training to be "interactive." Further clarification is forthcoming.

## **III. New Business**

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

tabled until return of other Board members

### **B. Vote on Auditor Selection: tabled**

### **C. District Vulnerability Assessment**

Ms. Lewis reviewed the Vulnerability Assessment summary from TEA with suggested improvements and all corrective actions taken. There were no serious findings. She also displayed the online platform Sentinel used to store all safety documents and records of actions taken (e.g, documentation of weekly door sweeps).

## **IV. Closing Items**

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

Please send agenda items to Ms. Paquette for next 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 9:59 AM.

Respectfully Submitted,  
Dr. Denise Miner-Williams

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## **Documents used during the meeting**

*None*

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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.