

APPROVED



## Prelude Prep

# Minutes

## October Board Meeting

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### Date and Time

Friday October 11, 2024 at 9:00 AM

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Notice is hereby given that a regular meeting is scheduled at 6:30 PM.

This Meeting will be conducted by telephone conference in accordance with the Governor's authorization concerning the suspension of certain open meeting law requirements for COVID-19.

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### Directors Present

Dr. Denise Miner-Williams, Jennifer Paquette, Kim Munoz, Steve Viola

### Directors Absent

John Sanchez

### Guests Present

Lauren Lewis

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

Jennifer Paquette called a meeting of the board of directors of Prelude Prep to order on Friday Oct 11, 2024 at 9:06 AM.

### **C. Approve Minutes**

Steve Viola made a motion to approve the minutes from Board Meeting on 08-21-24.

Dr. Denise Miner-Williams seconded the motion.

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

## **II. Academic Excellence**

### **A. Attendance**

Cycle 1 95.04% Last year ranged from 93 (Cycle 3)- 94.79% (Cycle 1)

### **B. Enrollment**

Enrollment is rather fluid this time of year. We began with 154 and currently have 157 students.

### **C. Personnel**

There were two resignations: a teacher, who would not have been asked to return, and an Aide, who was a relative of the teacher.

We hired a first-year teacher who is giving good evidence of fitting in and being coachable, as well a new Aide.

We are in need of a Special Education Teacher

We are using the platform "I Walk Observation", which allows the instructional coach to observe classroom teaching, which is helpful for coaching sessions,

### **D. San Antonio STAAR Data Report (Prepared by City Education Partners)**

This report provides an overview of the reading and math proficiencies of San Antonio students Grades 3-8 by district compared to state data for 2022-2023

Reading proficiency, which is on grade level or better, for the state is 53%, for San Antonio 46%, for District 5 29%, the lowest in the city. (We are considered district 5.) The highest is 72%, which is District 9 in north San Antonio.

Math: State 41%, City 31%, District 5 18%. District 9 tops the list at 55%. Math proficiency is marked by the 3rd consecutive level of decline, lower than pre-COVID levels.

There are 43 schools in District 5.

Reading proficiency in District 5 ranges 52% - 8%. Prelude ranked 18th at 29%, below two KIPP academies, but ahead of 3 other charter schools. This year we are using a new reading curriculum and are seeking a coaching company, funded by funders, to assist teachers to a high level of competency in implementing the program.

Math proficiency in District 5 ranges from 58% - 1%. Prelude ranks 2nd at 50%, surpassed only by Robert Green Elementary.

In a data breakout identifying school with percentage of students correlating economically disadvantaged students with math proficiency, Prelude is considered 2nd of the six schools considered "Bright Spots."

Funders have acknowledged the remarkable progress Prelude is making, especially in light of being provided some of the least amount of funding.

Next month we will provide the academic goals for the year as well as a breakout of data concerning achievement and growth of "legacy" Prelude students vs. newer students.

### **III. CEO Support And Eval**

#### **A. Board members will convene in closed session after the meeting to discuss upcoming evaluation.**

Meeting with Ms. Lewis to present evaluation with take place on 21 Oct 2024 at 4pm.

### **IV. Development**

#### **A. Funding**

Ms. Lewis states funding received from Ewing Halsell Foundation Was \$125,000 last June, and \$150,000 is expected from Brackenridge in January. These monies are mostly applied to budget codes 199.

Ms. Taylor-Paquette is working on marketing.

### **V. Facility**

#### **A. Updates**

1. Safety funds are being used to remove the dilapidated brick wall and erect new 8-foot fencing, which will completely surround the campus.
2. Landscaping: We have 8 acres. With our current company, landscape work is done on call. It currently costs \$1,200 to do the entire campus, which is done 3-4x/year. Work on the front and edges of campus is more frequent and considerably less (exact figure not available).

Ms. Taylor-Paquette is meeting with a landscape company today.

### **VI. Finance**

#### **A. Status**

1. Backoffice services with Charter School Success ended end-of-month Sep, and contract with DSS, charging \$7,00/month, began 1Oct. It has been a smooth transition. They will provide full service, including a fractional CFO, which we did not have before,

2. We are using Bamboo HR, the fee for which is very reasonable and is based on number of employees.
3. Ms. Lewis is exploring Tx Charter School Association, among other sources, for Board mandatory training.
4. We have not yet received a response for a reconsideration of FIRST rating.
5. Finance Committee will meet on 14 Oct in AM, and Board will vote on budget that afternoon.

## **VII. Governance**

### **A. Board Training**

Ms. Lewis is exploring Tx Charter School Association and other sources for training, as that had been with Charter School Success.

### **B. Board calendar: Dr. Miner-Williams will draw one up**

### **C. New board members**

Onboarding packet is in place. Ms. Taylor-Paquette will provide a one-page school description to approach potential members.

Procedure was clarified:

1. A prospect is identified by a board member, who tests for interest and then meets to discuss role and presents one-page description.
2. If interested, the candidate submits a resume.
3. The board reviews resume and if deemed appropriate invites candidate to board meeting and tour of school.
4. After a Board discussion, an offer is made for the candidate to join the board or a thank you is sent.
5. For people reluctant to apply for a Board member position, an Advisory board can be offered.

## **VIII. Other Business**

### **A. CEO comments**

1. Charter renewal is due EOM November.
2. Security: PA system is installed in back building.

## **IX. Closing Items**

### **A. Adjourn Meeting**

The next meeting will be 15 Nov 2024 at 0900 on Prelude campus.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:01 AM.

Respectfully Submitted,  
Dr. Denise Miner-Williams

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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.