APPROVED

# Prelude Prep

## Minutes

### Board Monthly Meeting

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**Date and Time**
Wednesday September 24, 2025 at 9:00 AM

**Location**
1707 Centennial Blvd. San Antonio, TX

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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. Pledge of allegience**

Recited

**B. Record Attendance**

John Sanchez excused absence.

**C. Call the Meeting to Order**

Jennifer Paquette called a meeting of the board of directors of Prelude Prep to order on Wednesday Sep 24, 2025 at 9:05 AM.

### D. Approve Minutes

Jennifer Paquette made a motion to approve the minutes from Prelude Preparatory Board of Directors Meeting on 04-24-24.
Steve Viola seconded the motion.
The board **VOTED** to approve the motion.

### E. Approve minutes

Steve Viola made a motion to approve the minutes from August Board Meeting on 08-20-25.
Jennifer Paquette seconded the motion.
The board **VOTED** to approve the motion.

## II. Academic Excellence Committee

### A. Academic Committee

Dr. Miner-Williams:
1. Enrollment 170; 6 new, 4 withdrawals.      Attendance thus far: 95.04%
2. Truancy Prevention Program held on 17 Sep with 3 families enrolled.
3. Testing is currently underway.
4.  Lavinia consulting group has had four visits since school started to assess and assist with implementation of curricula. They meet with both teaching and administrative staff.
5. Student Support: students are being evaluated for ARD (admission Review and Dismissal)
6. Family Engagement: Grandparents Day was celebrated with a well-attended picnic
7. Compliance: the Chare Authorizing Office has a new document out that assesses each Charter School in its status towards their next renewal. (Ours is in 2035.) We are in good standing.

## III. Development Committee

### A. Progress:

Documents for potential funders ("one-pagers") are being updated with new information on school progress. John Sanchez is Point of contact.

## IV. Facilities

### A. Facilities Update

Ms. Lewis:
1. Repairs to piping are completed.

2. The portables had to be releveled due to soil shifting (doors had not been closing properly).
3. Ms. Paquette raised question about dried out grass on campus. Ms. Lewis states that there is an irrigation system in the new section of the property but it is very expensive to run.

## V. Governance

### A. Committee update

1. Priority is o Board expansion. We will interview two new candidates.
2. Fundraising ideas being explored.

## VI. Finance Committee

### A. June Financials

1. 53 days cash on Hand. 10 points for assets to liabilities. Debt to capitalization remains high at 102%, above 95% target, which is driven by building costs. This can come down with more income (fundraising or increased enrollment.)
2. On Charter FIRST Forecast, the budget variance is flagged as yellow status. The is because  it covers a three-year variance and two years ago Prelude's accounting office had a miscalculation issue which resulted in a failure in this area. Our rebuttal to get this corrected was refused. At present, however, we are on track.
3. Our current financial rating improved from a C to C+, with goal to reach at least a B rating.
4. Audit is ongoing with Calvetti Ferguson.
5. A requirement for Board "give/get" contributions was brought up but no decision made on amount
6. Succession Planning: The Board on Track recommendation that the superintendent go line-by-line responsibility assignment to different roles in the school would not work for Prelude as school admin staff are not involved in Superintendent responsibilities. The Principal would have to take over and a deputy wouled be required to handle the workload.

## VII. Other Business

### A. Board Candidates | Updates

Interviews after Board meeting.

### B. State of School due next month by Ms. Lewis

### C. Reminder that Board training (6 hours) be completed ASAP. Due in June 2026

## VIII. Closed session to discuss potential Board candidates.

### A. Details

Opened at 09:35 and closed at 09:41

## IX. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:42 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.