

APPROVED



Prelude Prep

Minutes

Board Monthly Meeting

Date and Time

Friday November 21, 2025 at 8:45 AM

Location

1707 Centennial Blvd. San Antonio, TX

Directors Present

Dr. Denise Miner-Williams, Jennifer Paquette, John Sanchez, Kim Munoz, Laura Rhoades, Sonya Cardenas

Directors Absent

Steve Viola

Guests Present

Lauren Lewis

I. Opening Items**A. Pledge of Allegiance and Statement of Prelude Mission and Values****B. Record Attendance**

Mr. Viola's absence is recognized as excused.

C. Call the Meeting to Order

Jennifer Paquette called a meeting of the board of directors of Prelude Prep to order on Friday Nov 21, 2025 at 8:59 AM.

D. Approve Minutes

Laura Rhoades made a motion to approve the minutes from Board Monthly Meeting on 09-24-25.

Kim Munoz seconded the motion.

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

II. Academic Excellence Committee

A. Academic Committee

1. Dr. Miner-Williams reviewed the November Academic Committee meeting information as presented in the attached minutes.

2. Clarification was made by Ms. Lewis on the sports program: We currently have volleyball, flag football, and pep squad. We are not UIL, but belong to the Texas School Athletic League (TScAL). We will have soccer in the spring. There is very good participation with the students, and the coaches are teachers who receive stipends for this extra work. Next year, when we we start our middle school, there will be a separate pep squad to distinguish middle schoolers.

B. Academic 2025-2026 Goals Review

Ms. Lewis presented and explained the 2025-2026 academic goals (see attached). These were accepted verbally by the board members.

III. Development Committee

A. 90 Day Fundraising Plan

1. Mr. Sanchez stated that the Development Committee meeting this month sketched out some initial plans which begin with obtaining a list of companies that parents work for. Ms. Lewis will provide this list. We will use this for soliciting funds. The next meeting is 8 Jan 2026.

2. Most of the board members' bios are now on-line. Ms. Lewis will finish posting the newest board members. A comment was made that press releases should be frequent about events regarding Prelude, such as the impending award recognition by Choose to Succeed on 4 Dec.

3. Ms. Taylor Paquette requested Development Committee to make press releases concerning the two new Board members.

IV. Facilities

A.

Facilities Update

There are no current concerns or new updates with the facilities.

V. Governance

A. Officer Election

Jennifer Paquette made a motion to nominate Kim Munoz for Treasurer and head of Finance committee.

Sonya Cardenas seconded the motion.

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

Sonya Cardenas made a motion to nominate Dr. Denise Miner-Williams as secretary.

Laura Rhoades seconded the motion.

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

Dr. Denise Miner-Williams made a motion to nominate Jennifer Taylor Paquette as Chair of the Board.

Kim Munoz seconded the motion.

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

Jennifer Paquette made a motion to nominate John Sanchez for Vice-Chair.

Dr. Denise Miner-Williams seconded the motion.

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

B. Superintendent emergency succession SOP with communications plan and legal counsel involvement

1. Ms. Lewis presented the Superintendent Succession Plan which encompasses immediate steps to be taken, the delegation of duties during the interim, the Board's role during the interim, selecting a permanent Superintendent (at which point the Board obtains legal counsel), the transition to new Superintendent, and if the Superintendent returns.

2. Dr.. Miner-Williams asked for clarification of an emergent situation (when the current Superintendent would not be able to give input). Ms Lewis states the interim would default to the Head of School.

3. The plan was verbally accepted by the Board without further questions.

C. Board Training

1. A reminder of Board training requirement: 12 hours for new Board members and six for returning due by 30 June.

2. Dr Miner-Williams recommended that the first training new Board members take should concern the Open Meeting Act.

3. Ms. Lewis will send out the new link for Board to access training on-line.

VI. Finance Committee

A.

September and October Financials

The October financial statement statements are not available yet. Ms. Lewis clarified that this is not misconduct on the part of the company preparing them, but rather a miscommunication. They will be available by end of day today.

B. Audit Update

Audit must be approved and uploaded before Thanksgiving; however, a state system update prevents uploads until February. The audit will be presented to the Board in December for vote.

C. Financial Accountability Rating

Prelude received its FIRST rating, which was a 79 (C). We scored out to a 82 (B) rating but were capped to 79 due to the error committed by our prior back-office company two years ago. Such a cap is maintained until the 5th year of operation of a new charter school. The situation was that the state retracted over-paid funds (which the back-office company didn't advise us about) just as we were paying bills, which resulted in what appeared to be inadequate cash on hand.

VII. Other Business

A. Lauren Lewis' Award on 12.04.2025

Prelude and Ms. Lewis will be recognized by the Choose to Succeed annual dinner as one of three school recipients with the Extraordinary Academic Improvement Award.

Ms. Taylor-Paquette requested press releases and social media content be produced.

Mr. Sanchez to assist and coordinate communications

VIII. Closing Items

A. Adjourn Meeting

Next meeting will take place on Monday, 15 December at 0900.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:03 AM.

Respectfully Submitted,
Dr. Denise Miner-Williams

Documents used during the meeting

None

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.