Prelude Preparatory Board of Directors

Minutes

Board Monthly Meeting

Date and Time
Wednesday May 20, 2026 at 3:00 PM

Location
1707 Centennial Blvd. San Antonio, TX

Notice is hereby given that a regular meeting is scheduled at 3:00 PM.

Directors Present
Dr. Denise Miner-Williams, Jennifer Taylor Paquette, John Sanchez, Kim Munoz, Laura Rhoades, Sonya Cardenas, Steve Viola

Directors Absent
None

Guests Present
Lauren Lewis

I. Opening Items

A. Record Attendance

B. Recite Mission Statement

Recited, as was the Pledge of Allegiance

C. 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 May 20, 2026 at 3:01 PM.

D. Approve Minutes

John Sanchez made a motion to approve the minutes from Board Monthly Meeting on 04-15-26.
Jennifer Taylor Paquette seconded the motion.
The board **VOTED** to approve the motion.

II. Academic Excellence

A. Academic Committee

Enrollment & Attendance:
164 Students
Six Weeks 5 Attendance Rate: 94.921%; Total Attendance Rate To-Date: 94.992%
Staffing: One vacancy remains and will continue to remain vacant at this time •
Testing & Assessments:
STAAR Testing has been completed successfully across all tested grade levels
• End-of-year MAP and mCLASS testing is currently being completed
• Formal end-of-year achievement data is still being finalized through MAP and mCLASS
Family & Community Engagement:
• Pirates the Musical – May 13 went very well
End-of-Year Ceremonies – May 22; 26 is last day for teachers
Summer school: 1-30 June

III. Development

A. Status Update

Ms. Cardenas reported on 19 May Committee meeting:
1. Discussion about using school Zephy link donation system to be shared on social media and school's website.
2. Proposal to organize wine tasting fundraiser at Total Wine, charging $25 entry for wine tasting and hors d'oeuvres; get sponsors/donors for gift baskets and door prizes; brief presentation to be given by Board member or principal. Set a goal and select a specific cause (e.g. Italy trip, back-to-school backpacks); would require 2 months preparation. Postcards/emails/short letters shall be sent out to identified vendors for potential sponsorship.
3. Ms. Lewis encouraged Board members to invite potential donors for tours in anticipation of Giving Day.

B.

Media Kit

Will be focus of retreat.

IV. Finance

A. March and April 2026 Financial Review

Meeting not held.
Ms. Lewis discussed some issues with back office, Dynamic Support Solutions:
1. She discovered that PEIMS data is not accurately being reported. CEO of DSS has contracted out for new company to provide HR support for the rest of the year. Ms. Lewis will find a new HR company for next year.
2. DSS provided incorrect financial projections to funders without first going through Ms. Lewis, indicating the FIRST rating would not be passing. She had to prepare the correct FIRST projections herself which is a passing grade. Funders accepted the corrected version, and approved funding to assist with recruitment of students
3. Payout for an employee who was leaving (which must be done within days of leaving) was not prepared correctly and had to be redone.
4. Ms. Lewis stated she found that because of incorrect coding staff were being overpaid in the last 6 months by $14,000. She stated she would not require the staff to repay the amount and is seeking restitution with DSS. Ms. Lewis States the problem involved the DSS person who is directly supporting our school but insists that DSS is the best company to work with. This is the company the funders recommended, and the CEO is very highly regarded. A good deal of discussion ensued.

V. Governance

A. Review of Recent Security Incident and Administrative Response

Ms. Lewis related an incident that occurred on 5 May in which the school security guard had an altercation with a parent in the pickup line who refused to show her car tag. It resulted in the security officer drawing his weapon on her claiming she tried to run him over. He was quickly disarmed by staff, and SAPD arrived within two minutes. Ms. Lewis stated that when staff in the school got the word they immediately locked down all students inside until cleared by police. Ms. Lewis stated she used her Crisis protocol in keeping all parents up to date as the situation evolved. No physical harm to anyone took place.
Ms. Taylor-Paquette emphasized the absolute necessity for the Crisis Plan to have included immediate notification of Board of crisis incidents that includes guidance on how to handle media. Thus far, no media requests have been made.

B. Action Item: Approval of the 2026–2027 School Calendar

Tabled as the calendar was not available.

C.

Action Item: Certification of Provision of Instructional Materials Survey for 2026–2027

Steve Viola made a motion to approve the Certification of Provision of Instructional Materials Survey.
John Sanchez seconded the motion.
The board **VOTED** to approve the motion.

VI. New Business

A. Date for June Board Meeting

9 June 2026 at 0900 at Prelude.

B. Board Training

Due date for all training: 30 June
New members have 12 required hours, which has been started.
Some Board members stated the link to the training expired. **Ms. Lewis will resend Board training link.**

C. Date for Board Retreat

8 July 2026 at 2:00 at Mr. Sanchez's office. Mr. Sanchez will send the address.

VII. 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 4:18 PM.

Respectfully Submitted,
Dr. Denise Miner-Williams

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.