



## Prelude Prep

### Minutes

#### Special Board Meeting

New Board Candidate Review and Vote

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#### Date and Time

Monday September 29, 2025 at 10:30 AM

#### Location

Prelude Prep Special Meeting | Board Candidate Vote

Monday, September 29 · 10:30 – 11:00am

Time zone: America/Chicago

Google Meet joining info

Video call link: <https://meet.google.com/bym-gcxw-srr>

Or dial: (US) +1 518-635-7175 PIN: 836 320 781#

More phone numbers: <https://tel.meet/bym-gcxw-srr?pin=9891990180691>

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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 (remote), Jennifer Paquette (remote), Kim Munoz (remote), Steve Viola (remote)

#### Directors Absent

John Sanchez

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## Guests Present

Lauren Lewis (remote)

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

Jennifer Paquette called a meeting to order on Monday Sep 29, 2025 at 10:41 AM.

### C. Vote on Board Candidates

Dr. Denise Miner-Williams made a motion to Add Sonya Cardenas to the Board of Directors.

Jennifer Paquette seconded the motion.

Board Unanimously voted to elect Sonya Cardenas to the board of directors

The team **VOTED** unanimously to approve the motion.

Jennifer Paquette made a motion to Add Laura Rhoades to the Board of Directors.

Dr. Denise Miner-Williams seconded the motion.

Board Unanimously voted to elect Laura Rhoades to the board of directors

The team **VOTED** unanimously to approve the motion.

## II. Closing Items

### A. Adjourn Meeting

#### 5. Onboarding Process Discussion

Board members discussed the onboarding process for newly elected members, including:

- Issuance of formal acceptance letters
- Completion of background checks for new and existing members
- Compliance with information-sharing requirements and reporting obligations to TEA

#### 6. Action Items / Next Steps

- Lauren Lewis will report the new board members to TEA within the required timeframe and will send out background check forms for new and existing board members.

- Jen Taylor-Paquette will:

- Send formal acceptance letters to new board members (same day)
- Follow up with Sonia Cardenz via email, including a one-page instruction letter,

copying all board members

- Create and review the onboarding checklist for new members
- Ensure new board members receive links to the shared drive (charter and historical documents) upon acceptance

- Distribute the meeting recording and transcript to the Board

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:55 AM.

Respectfully Submitted,  
Jennifer Paquette

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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.