

APPROVED



Prelude Preparatory Board of Directors

Minutes

Board of Directors Monthly Meeting

Date and Time

Monday August 3, 2026 at 8:00 AM

Location**NOTICE OF REGULAR MEETING OF THE GOVERNING BOARD****Prelude Preparatory Charter School**

Date: August 3, 2026

Time: 8:00 a.m.

Location: Prelude Preparatory Charter School

1707 Centennial Blvd.

San Antonio, TX 78211

The Governing Board of Prelude Preparatory Charter School will hold a Regular Meeting at the date, time, and location listed above. Members of the public are invited to attend and may address the Board during the designated public comment portion of the meeting in accordance with Board policy.

The subjects to be discussed or considered, or upon which any formal action may be taken, are listed on the attached agenda.

Posted:

Notice is hereby given that a regular meeting is scheduled at 8:00 AM.

Directors Present

Jennifer Taylor Paquette, John Sanchez, Kim Munoz, Laura Rangel, Laura Rhoades, Sonya Cardenas

Directors Absent

Dr. Denise Miner-Williams, Steve Viola

Guests Present

Lauren Lewis

I. Opening Items

A. Record Attendance

B. Recite Mission Statement

Through an emphasis on personal and academic excellence, Prelude Prep equips Prekindergarten through Grade 8 students with the foundation to succeed in school, live purposeful lives, and become leaders in their communities.

C. Recite the Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

D. Approval of Excused Absences

Jennifer Taylor Paquette made a motion to Excuse the absence of Dr. Denise Miner-Williams and Steve Viola.

Kim Munoz seconded the motion.

Vote: Motion carried unanimously.

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

E. 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 Monday Aug 3, 2026 at 8:07 AM.

F. Approve Minutes

Kim Munoz made a motion to Approve the minutes from July 2026 Board Meeting on 07-08-26.

Laura Rhoades seconded the motion.

Vote: Motion carried unanimously.

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

G. Public Comment

No members of the public were present. No public comments were received.

II. Development

A. General Update

- Development Committee Chair Sonya Cardenas was unable to convene the committee due to the passing of her father.
- Jennifer Taylor-Paquette requested that the committee reschedule its meeting.
- Lauren Lewis reminded the Board of the upcoming **Prelude Preparatory School Tour on August 25, 2026, at 9:00 a.m.**
 - Board members were encouraged to invite prospective donors, community partners, and individuals interested in Board service.

III. Board Chair Report

A. Due Outs Review

Board Chair Jennifer Taylor-Paquette reviewed outstanding action items from the July Board meeting.

Updates included:

- Newly elected Board officers were added to the monthly financial distribution list maintained by DSS, the School's accounting firm.
- Policy updates are available through Board OnTrack.
- The Texas Education Agency has been notified of the officer changes approved during the July 8, 2026, Board meeting.
- The visit to Jefferson Bank to add Steve Viola as an authorized signer has not yet occurred due to his absence. Steve Viola and Lauren Lewis must both be present to complete the paperwork. This will be completed before the September Board meeting.
- Lauren Lewis will assign the required Board training modules for the 2026–2027 school year.
- Laura Rhoades and Sonya Cardenas still need to complete the required Human Trafficking training module.
- All Board members are required to complete six hours of annual training by **June 30, 2027**.
- Lauren Lewis can provide each Board member with a list of completed training modules. Board members were asked to email Lauren a bulleted list of completed modules. Training certificates are not required. Lauren has the capability in the new system to pull board members completed modules.
- The Board meeting calendar for the 2026–2027 school year has been finalized.

- Denise Miner-Williams was tasked with distributing the CEO evaluation form. Due to the passing of her father, distribution has been delayed. CEO evaluation needs to be completed asap.

The Board extended its condolences to Denise Miner-Williams and Sonya Cardenas following the recent passing of their fathers.

B. Academic Excellence Committee

- Committee Chair Denise Miner-Williams was absent due to the death of her father; therefore, the Academic Excellence Committee did not meet.
- Lauren Lewis reported that enrollment for the start of the **2026–2027 school year is 172 students.**

C. Development Committee

- Development Committee Chair Sonya Cardenas was unable to convene the committee due to the passing of her father.
- Jennifer Taylor-Paquette requested that the committee reschedule its meeting.
- Lauren Lewis reminded the Board of the upcoming **Prelude Preparatory School Tour on August 25, 2026, at 9:00 a.m.**
- Board members were encouraged to invite prospective donors, community partners, and individuals interested in Board service.

D. Finance Committee

Jen Taylor Paquette reported that the Finance Committee met prior to the Board meeting. Committee members in attendance included Jennifer Taylor-Paquette, John Sanchez, Kim Munoz, and Lauren Lewis. Steve Viola was unable to attend. The committee reviewed the financial dashboard prepared by DSS.

- **Lauren Lewis** reported:
 - The school is currently **projected to receive an A FIRST Financial Accountability Rating (approximately 90%)**, exceeding earlier projections.
 - The improvement is largely due to unanticipated funding received during the fiscal year.
 - Fiscal Year 2025–2026 is projected to close with approximately **\$517,000** in excess revenues, substantially above original projections.
 - The school continues to carry a significant annual bond payment explaining “red” area on the dashboard.
 - Lauren Lewis explained how the administration ratio is calculated using TEA function codes and how administrative overhead is measured and the contributing factor to a lower ratio.
- Kim Munoz shared the Finance Committee meeting transcript with committee members.

- Jennifer Taylor-Paquette demonstrated how AI tools, including ChatGPT, can assist in preparing draft meeting minutes from meeting transcripts while emphasizing that Board approval remains required. Jen will organize the transcript and send back to the board and file on Board on Track.

- **Budget Update:**

- Kim Munoz reminded the Board that the 2026 operating budget will require Board approval.
- Lauren Lewis explained that the budget will be updated using current enrollment figures. Budget amendments are anticipated in September and October, with additional revisions likely following completion of the annual audit.

E. Annual Audit Engagement

Jennifer Taylor Paquette made a motion to Engage and retain with Calvettie Ferguson (formerly Randy Walker) as the School's independent audit firm for the 2025/2026 fiscal year's audit.

Kim Munoz seconded the motion.

Vote: Motion carried unanimously.

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

IV. Facilities

A. Review

There were no facilities updates.

V. Governance

A. Update

No Governance Committee report or additional governance business was presented.

VI. New Business

A. Board Training

Jennifer Taylor-Paquette reminded Board members not to procrastinate in completing their required annual governance training.

B. Discussion and Possible Action to Approve the Annual Texas Education Code §39.008 Compliance Certification.

Jennifer Taylor Paquette made a motion to Texas Education Code §39.008 Compliance Certification Submission.

John Sanchez seconded the motion.

- Lauren Lewis reviewed the Annual Texas Education Code §39.008 Compliance Certification, including the information previously presented during the July 8, 2026, Board meeting. She confirmed that all required supporting documentation had been provided to the Board and stated that the completed certification package will be submitted to the Texas Education Agency by **September 30, 2026**.
- **Vote:** Motion carried unanimously.

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

VII. Closing Items

A. Adjourn Meeting

Jennifer Taylor Paquette made a motion to Adjourn meeting at 0832.

John Sanchez seconded the motion.

The next Regular Meeting of the Board of Directors is scheduled for:

- **Date:** Monday, September 14, 2026 (Monday September 7, 2026, is a federal holiday)
- **Time:** 8:00 a.m.
- **Location:** Prelude Prep 1707 Centennial Blvd San Antonio, TX 78211

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:32 AM.

Respectfully Submitted,
Jennifer Taylor Paquette

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.