



Essence Preparatory Public School  
Board of Directors Meeting  
September 27, 2023  
Minutes

<b>The following board members were in attendance:</b>		
Brian Dillard	Mike Frisbie	Henrietta Munoz
Kanwal Sumnani Lopez	Jackie Gorman	Lucinda Vigil
<b>Board members not in attendance:</b>		
Marques Mitchell		Mary Gradney
George Pedraza		
<b>Staff:</b>	Akeem Brown	Trishawn Clarke-Taylor
<b>Guests:</b>	Jennifer Barbeau - Highmark	Cynthia Warrick

The meeting was called to order at 5:08PM by **Chairman Brian Dillard**.

1. Potential Board Member Dr. Cynthia Warrick was introduced by **Chair Dillard**.
2. **Chair Dillard** noted that he will be convening the nominating committee, and they will report and recommend action at the next board meeting.
3. Mission Moment: Director of Programs, Trishawn Clarke-Taylor reported on our partnership with Pre-K 4SA. The missions of EPPS and Pre-K 4 SA have combined to form the mission of the partnership.

*Partnering together to cultivate “leading agents of change” that will change the educational trajectory of San Antonio in one generation.*

4. Facilities Subcommittee Report: **Mike Frisbie** reported that we are on track both on schedule and budget for the new building to get the Certificate of Occupancy in time for classes to start there in January.
  - a. Ribbon cutting is scheduled for Jan 20, 2024.
  - b. **Jennifer Barbeau** gave an overview of the project. Pricing on the TxDOT turnaround should be provided by Williams Brothers (the TxDOT contractor) by the end of next week. We fully expect to realize significant savings on reengineering the turnaround. We also do not have to put in the full sidewalk along the Loop 410 frontage road.
  - c. Interior work is proceeding according to schedule. Various trades are installing interior finishes.
  - d. Butler Cohen is pushing to have substantial completion by the end of November in order to complete punch lists and needed inspections before the Christmas holidays.

- e. **Frisbie** discussed the possibility of developing a hike and bike trail that would connect our campus to Copernicus Park. We would have to provide an easement for the trail but not incur any costs.
5. Superintendent's Report: **Brown**
- a. Written report will be sent out.
  - b. We have both the traditional school bus and the van doing student transportation.
  - c. We have to be more engaged in advocacy particularly as it relates to funds for facilities.
  - d. We hired Robin Barnett as our advocacy manager. The salary is being partially funded by the Texas Charter School Association (60,000). She is starting October 10.
  - e. We have been asked to identify an advocacy chair from our board to lead board involvement in advocacy.
  - f. Brown highlighted the Six Essential Questions. A detailed discussion is included in the written Superintendent's report.
  - g. Brown discussed Lone Star Governance and how that might improve the operations of the board.
  - h. Essence Prep won the award for the Freshman of the Year from the Texas Charter School Association.
  - i. Ribbon cutting and gala set for January 20<sup>th</sup>. Ribbon cutting at 10 am, gala will be at 6 pm. CE Group will be planning the event.
  - j.
1. Enrollment goal is 220 currently we are at 187. We have reached out to parents using various channels. There are 25 seats available Seats are only available in 2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> grades. Since the SAISD announcement we have 147 requests for information and availability of seats. October 21 is Census date. Current ADA is 94% our goal is 95%. Kinder and 5<sup>th</sup> grade are close to 100%. Brown discussed the relationship between enrollment/attendance
6. **Kanwal Sumnani Lopez** took the chair as **Chair Dillard** stepped away. **Gorman moved and seconded to approve the August board meeting minutes. The motion carried and the minutes are approved.**
7. **Chair Dillard** returned to the chair.
8. **Brown** led a discussion about the work of our back-office partner and the frequency of reports. The audit process has started.
9. **Brown** provided information on our food service contract which is an inter-local agreement with the School of Science and Technology. They are charging \$2.59 per meal (breakfast and lunch). The agreement is the same as last year with only dates changed. Price has not changed. **Gorman moved and Lopez seconded that the ILA with the School of Science and Technology be approved. The motion carried; the ILA is approved.**
10. **Brown** discussed a change to the employee handbook regarding PTO. It increases the number of days from 10 to 20 per year. The handbook also increases the number of days teachers are asked to be on campus to 195, and leadership team to 226. Unused days will be paid out at \$100 per day if employees leave on good terms. Hours of operation has changed from 7:30 until 3:30 to 7:30 to 4:30. **Gorman moved, and Munoz seconded that the changes to the employee handbook be approved. The motion carried. Changes to the employee handbook are approved.**

- 11. Brown** brought a resolution to modify our Non-Expansion Agreement Amendment to increase the number of students from 20 per classroom to 30. It is expected that this number will be reduced once we move into the new facility. **Munoz moved, Lopez seconded to accepted the Non-Expansion Agreement Amendment resolution. The motion carried. The Non-Expansion Agreement Amendment Resolution is approved.**
12. The board went into Executive Session at 6:41
13. Returned from Executive Session at 7:05
- 14. Moved by Lopez, seconded by Frisbie to adjourn. Meeting adjourned at 6:50 pm.**