



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

INSTITUTE FOR  
SCHOOL AND  
COMMUNITY  
PARTNERSHIPS

**Institute For School and Community Partnerships**  
**Monthly Board of Directors Meeting**  
**October 17, 2024**

# October 17, 2024, at 4:00 PM – Monthly Board Meeting

Members of the Public may participate, please RSVP to [TheInstituteSA@tamusa.edu](mailto:TheInstituteSA@tamusa.edu) to receive the zoom link and passwords to join virtually or join us in person at **The Burleson School for Innovation and Education, 534 Cordelia St. Building #2, San Antonio, Texas 78237**. Additionally, all Board of Director meetings are recorded, and the recording is posted to our website to view later.

Public comments and to receive the passcode to the public meeting please send an email to [TheInstituteSA@tamusa.edu](mailto:TheInstituteSA@tamusa.edu) at any time prior to the board meeting. public comments should pertain to the agenda items only.

## Agenda

### 1. **Call Meeting to Order:** 4:02 pm

#### 1.A. **Roll Call**

- Dr. Carolina Gonzales, Board Member
- Dr. Juan Jasso, Board Member
- Olga Moucoulis, Board Chair not present
- Dr. Catherine O'Brien, Board Member, (attended virtually)
- Leroy Vidales, Board Member, not present

#### **ISCP**

- Dr. Henrietta Munoz, CEO, Institute for School and Community Partnerships
- Betty Jean Villegas, Administrative Coordinator, Institute for School and Community Partnerships
- Dr. Sonia Sanchez, Chief Academic Officer, Institute for School and Community Partnerships
- Mark Larson, Executive Director, Early Matters SA
- Dr. Todd Landry, Senior Director, Operations and Systems Alignment, Early Matters SA
- Joe Montalvo, Project Search Instructor, Institute for School and Community Partnerships
- Ms. Sylvia Benavidez, Transitional Coordinator, Burleson School for Innovation and Education

### 1.B. **Pledge of Allegiance to US and Texas Flag:** Board Member, Dr. Carolina Gonzalez

### 1.C. **Moment of Silence:** Board Member, Dr. Carolina Gonzalez

2. **Communication from Citizens:** Dr. Munoz stated we have no communications from citizens.

3. **Chief Executive Officer's Report:**

- Update of current events, information, operations, and programs
- Dr. Munoz started out with the ISCP Mission statement
- Dr. Munoz stated you will hear some updates on Burleson School for Innovation and Education
- Dr. Munoz mentioned our work with other school districts, the work with HISD Makers Space and three individuals help along with Dr. Munoz working with local Toyota plant were able to provide some funds to help establish portions of the Maker Space in Harlandale, ISD, and so this past month KSAT2 came out to do some work around a larger project that's happening in the city called Bexar Fest, and Harlandale is a recipient. Bexar Fest is an opportunity to have high school media groups, like media centers in different high schools to be paired up with programs to help develop a marketing brand and collateral for that initiative, or for that nonprofit.
- Dr. Munoz mentioned the Whole Kids Grant which is part of Whole Foods Central Market we received for \$3000.00 is for Burleson School for gardening and being able to provide additional gardening classes and support for their garden. We do intend to make the Burleson School of Innovation and Education's Garden a best-in-class garden, both community and having the ability to really build out some of that ideal is supported by whole kids and the Whole Foods Foundation.

3.A. Multi Assistant Center (MAC) – Sara Patton:

- Sara Patton stated they are a sister entity to Morgan's Wonderland, so the MAC Center is the fifth entity they have opened in 2022. The purpose is to help support individuals with disabilities and special needs and their families get coordinated care in an efficient way. All our partners now including Burleson School of Innovation and Education is going to be accessing that member data in our system and help tell the story of that member's journey through their life.

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3.B. Burleson School for Innovation and Education – Dr. Sonia Sanchez, Sylvia Benavidez

- Ms. Benavidez stated there are excited things going on at Burleson School and our partnership with MAC Center
- Ms. Benavidez stated the AY'S Progress updated on Measure 1, Burleson average daily attendance target set at 85%, currently Burleson's ADA is 78% of our 38-
- Measure 2, 85% of students are making progress or have mastered their individualized Education Program (IEP) goals, currently 88% are making progress towards Their IEP Goals. One student has excessive absences, and another student has high behavioral needs
- Dr. Munoz stated that Board Member, Dr. Gonzales has a question on the performance measure with the attendance team, what are some things being done? You mentioned two students but what amount are the rest of the students, is there something you are all doing. Yes, Ms. Benavidez stated they have been working with various organizations to help recruit more students. We attended a resource fair. On September 21 we attended a cooperative military resources fair, and on October 12 we attended a Math Resource Fair, that was a great opportunity. We also do home visits in addition to phone calls. Our jobs coaches are responsible for entering all the attendance into our software and providing me with a daily attendance sheet so I can see at-a-glance where we've had some issues so I can address that. Dr. Jasso wants to comment on that, especially with Snapshot. Dr. Munoz commented that perhaps we can help with the attendance rate to ensure that we reach the target
- Measures 3, 61% of students have had the opportunity to utilize the student-Led IEP Model during their ARDS, currently 2 of the 38 students (32%) are utilizing the student-LED IEP model during ARDS. Burleson has 14-year students who had placement ARDS where the student-led IEP was not implemented. Their ARDS will be scheduled in the spring, allowing student adequate time to prepare to lead their ARD.
- Measure 4, 75% of students will be signed up with Government and/or Community Agencies to utilize all services and resources available to them  
99% of Burleson students are signed up with services and/or resources through AACOG, Via Tran, Catholic Charities, Vocational Rehabilitation TWC, ARC of San Antonio, Day Habilitation Programs, FAFSA & College applications, medical transfer to adult services, SSI, etc. We continue to explore additional supports for our students

- Measures 5, 85% of Staff Respond to District Survey on Climate, Professional Learning, & School Leadership and School Safety Audit Submitted by EISD to TEA and 75% of Staff respond to the Staff Survey  
Fall 2024 Survey- 100% of Staff completed the Fall survey on Climate, Professional Learning, & School Leadership.
- Measure 6, 75% of Parents Respond to District Survey on School Safety, School Climate, Family Support, Barriers to Engagement.
- Question from Board Member, Dr. Gonzalez, what is done with survey data internally when you receive it? Ms. Benavidez commented on what the district does is they turn around and review all the information, turn around and give it back to us, and then we look to see where maybe our shortfalls are, what is it that we need. Where are we falling short, and what are we doing really. What can we do to continue to build on that.
- Dr. Sonia Sanchez commented some of question our about instruction, about support, about leadership, so there are several questions that address different things that speak to the culture from what I understand right now, the district is compiling that data because it has been very recent, so pretty soon they'll release it to all the principals, 1<sup>st</sup> during one of the leadership meetings and then they'll have that data individually for their campuses.
- Dr. Juan Jasso commented, "I wonder if those results ever end up changing the campus improvement plan and the district improvement plans? Ms. Benavidez commented that is a good point exactly, regarding what are our needs right? What else should we need? How do we need? Since our CIP is a live document, then we can just go in and make the update as needed. Board Member, Dr. Gonzalez asked a question any anticipation when the parents survey is going to go out? Do you all have a timeline? Ms. Benavidez responded no ma'am I would have to check with the district, because that comes out through the district. That usually comes out in the springtime.
- No Data Yet- Survey has not be sent yet
- Ms. Benavidez mentioned we have our Instructor at Baptist System internship where we have 8 students enrolled. They did have 4-day boot camp that was 20 hours of engagement that included home visits, socials things like that for the provider to get to know the intern and gather as much information as possible, so that hopefully they would have an easy, positive transition into the Baptist for the internship that was completed by our vocational employment specialist, Ms. Crystal and before students can become can begin the rotations they have to complete 20 hours that way they ensure that the kids are that much more ready readiness, so to speak before they go out into the Baptist Hospital. This collaborative effort with the project search which offers a 1-year employment preparation program with classroom instruction and career exploration through hands on training, students do rotate different 3 different department sin the hospital, and that are 8-week increment.
- Mr. Montalvo- Project Search Instructor mentioned the unique experience being the 1<sup>st</sup> Year of this on-site business, which is the Baptist Medical Center and them many organizations that are involved to help our young adults have a competitive job and the end of the year. One of things that's been exciting is working with parents because one of things that we are seeing from businesses, they are welcoming to our students, so cooperative. Mr. Montalvo mentioned we can wait for graduation, which will be on May 29<sup>th</sup>
- Questions from board Member, Dr. Gonzalez asked how students are selected? Do they apply to the program. Ms. Benavidez commented on the 1<sup>st</sup> year we made recommendation, and there was a steering committee, and we presented 12 students. We had their portfolio in front of them, attendance, work ethic etc. They were reviewed, and together we chose the 1<sup>st</sup> 8 for next year.

### 3.C. Fund Development

- Dr. Munoz gave updates on fund development:
- Dallas Federal Reserve-Advance Together, due October 17, 2024, over \$100k annually up to 3 years, focus-education to workforce transition-Burleson Project Search
- Methodist Healthcare Ministries, due October 11, 2024, for \$250k, focus-education t workforce transition-Burleson Project Search
- EMSA submitted a proposal to Methodist Healthcare Ministries as well, hopefully we will grant both proposals.
- Question from Board Member, Dr Juan Jasso how lengthy are these submissions? Dr. Munoz responded they all vary some of them are require lots of length, and some Of them just a few like 250 words. But there might be 5 questions. The Federal Reserve, Dr Janysek and Dr. Munoz went through it yesterday, and it wasn't very lengthy But that is also tough, right? Because you must be able to succinctly say what the need is and what the project is, and what the outcomes might be.

- Question from Board Member, Dr. Juan Jasso, is there a particular type of data that is commonly asked for? Dr. Munoz responded there is demographic data is typically the Data that's often asked for and outcome data. So, funders will want to know, who are you? Who are we going to serve with the money? And then also, what are your intended.

#### **4. ISCP Audit and 990 Timelines Update – Information only-**

- Todd Landry gave an update on the FY22 audit, Milo Martinez is the lead on this one, Dr. Munoz and Todd Landry met with him last week he is waiting for 2 pieces of information from Edgewood ISD, which we hope we're able to facilitate in the next couple of weeks to get that data to Milo so we can wrap up the fiscal year 22 audit. Then we will present to the Board, as soon as FY22 audit is done we will roll into FY23 Audit. The preliminary filling of the FY23 990, we have a final copy in which requires Board approval. The 990 documents will be emailed to all Board Members for review and approval.
- Question from Board Member, Dr. Juan Jasso, what would you say are the major pieces of that particular? Of the 990, the elements that we should pay close attention to. Dr. Todd Landry stated you should pay close to attention Page 1 & 2 what the consider parts one, parts 2, and part 3 contain a very high- level summary of the financials For the previous year and current year.

#### **6. Consent: (All items may be acted upon at the same time by the School Board and have been discussed in prior Work Session)**

- One item on the consent agenda September Meeting minutes, 6A
- Motion 1<sup>st</sup>- Juan Jasso
- Motion 2<sup>nd</sup>- Catherine O'Brien
- No discussion
- All in favor say "aye"
- All in favor say "nay"
- Motion passes

#### **6.A. [September ISCP Board Meeting Minutes](#)**

#### **7. Closed Session – Texas A&M San Antonio Institute School board will go into closed session as authorized by the Texas Open Meetings Act, Texas Government Code 551.071/551.074.**

ISCP Board closed session at 4:46pm

#### **7.A. Personnel Updates**

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7.B. Funding Updates

**8. Information Items:**

Monthly Financial Report - [September Draft](#)

**9. Adjournment: 5:20pm**

- Motion 1<sup>st</sup>- Juan Jasso Motion
- Motion 2<sup>nd</sup>- Catherine O'Brien,
  - No discussion
  - All in favor say “aye”
  - All opposed say “nay”
  - Motion passes