



INSTITUTE FOR
SCHOOL AND
COMMUNITY
PARTNERSHIPS

Institute For School and Community Partnerships

Board of Directors Meeting

August 15, 2024

August 15, 2024, at 4:00 PM – Monthly Board Meeting

Members of the Public may participate, please RSVP to TheInstituteSA@tamusa.edu to receive the zoom link and passwords to join virtually or join us in person at The Bureson School for Innovation and Education, **534 Cordelia St. San Antonio, TX 78237, Building #2**. 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 at any time prior to the board meeting, public comments should pertain to the agenda items only.

Agenda

1. **Call Meeting to Order:** 4:05pm

1.A. **Roll Call**

- Juan Jasso, Board Member - Present
- Olga Moucoulis, Board Chair (attended virtually)
- Leroy Vidales, Board Member – Present
- Carolina Gonzales, Board Member – Not Present

ISCP

- Henrietta Munoz, CEO, Institute for School and Community Partnerships
- Betty Jean Villegas, Administrative Coordinator, Institute for School and Community Partnerships
- Mark Larson, Executive Director, Early Matters SA
- Todd Landry, Senior Director, Operations and Systems Alignment, Early Matters SA

1.B. **Pledge of Allegiance to US and Texas Flag:** Board Member, Leroy Vidales

1.C. **Moment of Silence:** Board Member, Leroy Vidales

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

- Leroy Vidales, Board Member stated before we go into the Chief Executive Officers report we are going to move up all consent agenda items.
- Motion 1st- Juan Jasso

- Motion 2nd- Olga Moucoulis
- No discussion
- All in favor say “aye”
- All opposed say “no “
- Motion passes

- Leroy Vidales, Board Member stated is there a motion to approve consent agendas items as listed.
- Motion 1st- Juan Jasso
- Motion 2nd- Olga Moucoulis
- No discussion
- All in favor say “aye”
- All opposed say “no”
- Motion passes

3. Chief Executive Officer’s Report:

- Update of current events, information, operations, and programs

- Dr. Munoz will read the ISCP Mission Statement

- Dr. Munoz welcomed Joe Montalvo, the new project search teacher and shared updates about the Institute’s activities.

- Dr. Munoz stated we had our ISCP Educator Summit on A&M campus on August 5, 2024, which was well attended. Two schools attended, Gus Garcia University School and Burleson School for Innovation of Education. We had a keynote speech by Dr. Ellen Rojas Clark who is an Emeritus from UTSA, and a long-time educator and longtime supporter of teacher preparation. Dr. Socorro Garcia delivered the speech for Dr. Munoz, talked about some celebrations we had this past year, offered the state partnerships for the schools. She spoke about Gus Garcia and the performance outcomes. Burleson Project Search a national apprenticeship program. And at Winston Intermediate establishing a family and community center along with a building wide mural connecting community.

3.A. Fund Development:

- Dr. Janysek will give us an update on all the fund development
- Cosa Community Sustainability Grant awarded \$18,000 focus promote biodiversity and healthy ecosystems, purpose for urban farm/mastering gardening classes for Burleson School for Innovation and Education.
- Mockingbird Foundation awarded \$10,000 purpose for band instruments at Gus Garcia University School.
- Whole Kids (Whole Foods) awarded \$3,000 for Burleson School of Innovation and Education purpose garden equipment/materials.
- Local Toyota Plant awarded \$25,000 purpose for science explorations and experiences for Gus Garcia University School.
- United Way Successful students due August 30, 2024, opportunity youth align with our Adult Early College Highs School requires 25% co-investment (New School Funds)
- Slides that were not included on presentation for fund development are:
- USAA- Early Matters awarded \$150,000 purpose for expanding partnerships between business and early childhood center.
- Butt Foundation awarded \$600,000 promise funding from Charles Butt Foundation that will be \$150,000 a year for four years, and the purpose of those funds are to help cover early matters operations.

- United Way Successful Students due August 30, 2024, for fifth/seventh grade math for Gus Garcia University School requires 25% co-investment (New School Funds)
- Promise Neighborhoods still working on due in September 10, this would be for planning grant for \$500,000 with partners UP Partners and United Way of SA Bexar Co.

4. ISCP By-Laws, Certificate of Formation, and IRS 5768 Revision/Update – Discussion and Action

- Leroy Vidales, stated next item on the agenda is number four
- Mark Larson stated we have three actions items for the Board today
- 1st is the certificate of formation we are not changing the vision, the mission or the purpose of the organization we are just updating the records with the secretary of State of Texas. So, in the redline version that you have as well as a clean version, after that what you will see in there is the continued commitment to do all the work that is has and been going on and it also expands the language to be inclusive of early childhood work and policy work as well as the some of the coaching facilitation work that Dr. Munoz has been doing with the other nonprofits around, we have now expanded our geography which was Bexar County, and we were not particularly authorized to be bound to work outside of Bexar County.
- Mark Larson stated I have included language for potential motion for accepting the amendment to the certificate of formation
- Leroy Vidales, Board Member, Thank you, do have a motion
- Olga Moucoulis Board Chair, 1st motioned
- Juan Jasso Board member questioned what impact does this have on addition? The children don't go the verbiage to the amendment. Mark Larson stated no I don't think of it, so this work has already been done. The work that Early Matters is doing, and Dr. Munoz has been doing, there is nothing new.
- Juan Jasso, Board Member, Board Chairman, I move that the board approve the filing of the IRS 5768 form information, I apologize it should be the one that follows attention.
- Juan Jasso, Board Member, Board Chairman, I move that the board approve amendment of and filing of form 424 in the packet.
- 1st Motion- Juan Jasso
- 2nd Motion- Olga Moucoulis
- No discussion
- All in favor say "aye"
- All opposed say "nay"
- Motion passes
- Mark Larson next item is the IRS Form 5768 in line with what nonprofits are allowed to do is there is a measure of login that, and advocacy work and nonprofits are allowed in some cases encouraged to engage in and that the IRS is aware of what we are doing. There are two forms of which you can notify the IRS about that. One is the substantial part test and the 501 (h) expenditure test. We would like to recommend going with the IRS form 5768, we would provide training to the board about that to make sure that we are all very clear on what that means, how to execute that. It is just a time and effort which most of you have done before. We should also make sure that all our staff and our partners, as well as the board, are very scrubbed in on exactly how to execute and fulfill our obligations.
- Mark Larson we would also update this in partnership with when we send in our 990 to make sure that in other way that we let the IRS know that we are involved in lobbying activity now and this again is an update on work that is already taking place. So, our recommendation for the Board is now the same one as before.
- Juan Jasso, Board Member states Board Chairman, I move that the board approve the filing of the IRS 5768 in line with section 501 in each of the federal text code in charge start with ensuring full compliance with election.
- 1st Motion- Juan Jasso
- 2nd Motion- Olga Moucoulis
- No discussion
- All in favor say "aye"
- All opposed say "nay"
- Motion passes

- Mark Larson stated the bylaws, I want to note that we are not updating the bylaws today, though we did update the certificate of formation, when we got with legal counsel regarding bylaws, we found the bylaws were all good.
- Mark Larson on the third item that we would like to recommend a motion on is a resolution to add an additional signer on a corporate nonprofit account. There are two things that they can do, one is they can make financial transactions and the second is they can commit the organization to activities and contracts. Our recommendation is that we are, that in my role as direct report to Dr. Munoz and executive director of Early Matters that I be added as a second signer for financial transactions which also then would open us and give us the possibility to make some adjustments on its fault for that some point, they recommend a second signers. The other piece is that in the absence of the CEO, that I would be able to sign Mou’s contracts either with written permission from Dr. Munoz or if she was on leave, or if the CEO seemed to be vacant that provides us a little bit of backstop to protect against things that may be out of our control, or to make sure that the organization is not hampered by the limitation of all of that being in the sole individual.
- Mark, that is our second recommendation. The language is in front of you, any questions I would be happy to answer.
- Leroy Vidales stated we have already approved that on the consent agenda.
- Dr. Munoz that does conclude item number four. We also have an update on item number 5 on our audit, and we call up Dr. Landry for that.
- Dr. Munoz stated Thank you, Board Chair Olga Moucoulis for joining us for our meeting.

5. ISCP Audit and 990 Timelines Update – Information only

- Dr. Landry updated on the progress for the 990 audit we are currently in the process and hopefully closing and wrapping up the fiscal year FY22.
- File preliminary 990 early in September and RFQ auditor for 8/24 and audit complete in Fall 2024 board approval/990 revision 24.
- File 990 extension request by 11/15/24 audit begins late Fall 24/ Winter 25 audit complete spring, board acceptance/990 filed Spring 25.
- File audit begins Fall 25 audit complete by 11/25, board acceptance/990 filed by 11/15/25 or file extension a then file by deadline.

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

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

6.B. New ISCP Board Member for the ISCP Board of Directors - [Dr. Catherine O’Brien](#)

6.C. Additional signature authority for ISCP

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.

8. Information Items:

[Monthly Financial Report](#)

9. Adjournment: 4:37pm

- Motion 1-Juan Jasso
- Motion 2nd- Leroy Vidales
- No discussion
- All in favor say “aye”

- All in favor say “nay
- Motion passes