



INSTITUTE FOR  
SCHOOL AND  
COMMUNITY  
PARTNERSHIPS

**Institute For School and Community Partnerships**  
**Annual Board of Directors Meeting**  
**February 17, 2022**

# February 17, 2022, at 4:30 PM – Monthly Board Meeting

Based on recommended guidelines, we are taking all necessary steps to help contain the spread of the virus, COVID-19. A&M San Antonio Institute for School and Community Partnerships' Board meetings are open to the public but require face mask coverings and physical distancing.

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 534 Cordelia St (2<sup>nd</sup> Building) – The Burleson School for Innovation and Education. 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: 4:30 pm** – Director, Olga Moucoulis, called the meeting to order at 4:30 p.m.

### 1.A. Roll Call:

- **Shannon Allen-Board of Director**
- **Paola Gonzalez-Board of Director**
- **Hugo Hernandez-Board of Director**
- **Olga Moucoulis-Board of Director**
- **Leroy Vidales-Board of Director**
- **Kathy Funk-Baxter-not present**
- **Henrietta Munoz-Executive Director,**
- **Betty Jean Villegas- Texas A&M**
- **Michelle Janysek- Deputy Director, Institute for School and Community Partnerships**
- **Diana Wandix- White, Gus Garcia University School – Joined via Zoom**
- **Socorro Alvarado-Garcia- Winston Intermediate School of Excellence**
- **Julie Riedel-Cast Stem**

Director Moucoulis conducted the roll call and noted the absence of Kathy Funk Baxter. She noted that a quorum was present.

1.B. **Pledge of Allegiance to US and Texas Flag:** Director Moucoulis led the pledges to both the US and Texas Flags.

1.C. **Moment of Silence** – Director Moucoulis called for a moment of silence.

2. **Communication from Citizens:** Director Moucoulis asked ISCP Executive Director Munoz if there were any communications from citizens; there was no communication from citizens.

3. **Executive Director's Report:** Executive Director, Henrietta Munoz, welcomed all present and provided an update to the Board of Directors. She began by restating the Mission of the ISCP and introduced all ISCP faculty and staff members.

- **Update of current events, information, operations, and programs**
- **Grants Issued- Information/Contributions** – Director Munoz told the Board that many of the funding applications to private foundations requested to know to what extent the applicant Board of Directors has contributed financially to the organization.
- **501-C-3 non-profit Board of Directors contribution** – Director Munoz reminded the Board that as a 501(c)3, the ISCP could accept financial contributions from both the members of the Board of Directors as well as from the community. She stated that the ISCP Board would soon receive a request to solicit an annual contribution.
- **What sets us apart** – Director Munoz informed the Board of how the ISCP approach to managing schools differed from the efforts of other SB 1882 applicants and charters in that the plan for each school is customized for student need and to embrace student and community culture. Additionally, she noted the fact that more than 40 A&M-SA faculty had contributed to developing the school proposals and worked on the campuses to support our SB 1882 schools.
- **Social media brochure for marketing all our campuses in ISCP stand for with district partners** – Director Munoz provided an outline of the ISCP current social media efforts and shared the newly developed tri-fold brochure. She also discussed three Marketing Proposals developed in collaboration with Edgewood ISD intended to increase enrollment on ISCP managed campuses. She noted that enrollment was down in public schools across the district and the city.
- **Marketing proposals in the next three weeks, Edgewood ISD has agreed, street banners, billboards, social media should be around \$6000.00 or less.** – Director Munoz provided an overview of the Marketing proposal contents and timeline for implementation.
- **Transition to Campus Reports** – Director Munoz transitioned to the next part of the meeting, Campus Updates. She introduced Faculty in Residence (FIR) Dr. Diana Wandix-White.

3.A. Gus Garcia University School – Dr. White provided an update regarding the campus.

- **Testing and upcoming Feb 7-11-Map Testing** – Dr. White updated the board regarding recent and upcoming assessment on campus. MAP testing had occurred the prior week. She stated that staff would be trained the following week so that they fully understood how to interpret and use the results of the MAP results.
- **Feb 15- STAAR** – Dr. White shared that the 8<sup>th</sup> grade Social Studies stand-alone assessment were being administered this week.
- **Feb 21- Benchmark** – Dr. White noted that Benchmark Assessments in all core content areas would be administered the week of February 21<sup>st</sup>.
- **Professional Development** – Dr. White discussed professional development that had occurred at GUS. She discussed professional development that had occurred during Wednesday PLC meetings and the contributions of A&M-SA faculty to delivering training to the GUS staff. She also shared some qualitative responses that staff had submitted regarding professional development.
- **National Counselor Week- Oralia Gomez & Hilda Knight** – Dr. White noted that National School Counseling Week had been celebrated at GUS. The Counselors were hosted at a small celebration and enjoyed a cake. She discussed that it had been a particularly challenging year for them due to student absences and the subsequent integration of the district's new data system.

- **SEL Counselors- Valerie Mendoza** – Dr. White included Ms. Mendoza in the general statements above regarding counselors.

3.B. Burleson School for Innovation and Education: Director Munoz introduced Sarah Miner, the acting principal at Burleson.

- **Burleson Blooms- Valentine Blooms Florist between Feb 1-Feb 14- sales at \$2,614.00 profit of \$500.00. Blossom Blooms was created as the result of grant funding received from TAMU** – Ms. Miner introduced the newest Burleson micro-business venture, Burleson Blooms. She explained how the ordering system and work ticket system used by the students worked.
- **Social Media enterprise-subscription weekly for Burleson Blooms** – Ms. Miner discussed the recent social media push for Burleson Blooms and the option for customers to subscribe to Burleson Blooms in order to create standing orders that could be filled on a weekly basis.
- **Grants from College Station and internships** – Ms. Minor discussed how Burleson Blooms was created through a grant from TAMU; she expressed her desire to write an additional grant that would allow for the expansion of the program and to provide internships for the Burleson students to either work for Burleson Blooms or with other local florists.
- **Donating vases from flower partners for Burleson Blooms** – Ms. Miner shared that one of the largest expenses for Burleson Blooms was the purchase of vases in which to arrange flowers; she plans to create a process for individuals and business to donate new and gently used vases and containers.

3.C. Winston Elementary/Winston Intermediate School of Excellence (WISE) – Director Munoz introduced Dr. Socorro Garcia, Faculty in Residence at WISE and Ana Cantu the new principal at WISE.

- **Welcoming our new principal and vice principal Ana Cantu & Presley** – Dr. Garcia restated that Ms. Cantu, former assistant principal at WISE, had been promoted to principal following the transfer of former principal, Claudia Sanchez, to another EISD campus. Additionally, she introduced Ms. Presley as the new assistant principal and noted that Ms. Presley had previously been the principal intern at the school.
- **Toro & ARA and United Way garden grant** – Dr. Garcia provided the Board of Directors with an overview of recent work on the community garden and outdoor learning space at WISE. She detailed the generous gift and two-day work project sponsored by the Toro Foundation and the American Rental Association. The project was facilitated by the United Way. Dr. Garcia shared photos from the project.
- **SAMSAT Program** – Dr. Garcia provided an overview of the SAMSAT Program. The program provided a twelve week long after school STEM camp for WISE students that was sponsored and provided by Boeing. Dr. Garcia shared photos of the graduation ceremony that was hosted for students and their families and noted that each of the 37 students who completed the program received a refurbished laptop computer from Boeing.
- **Campus data** – Principal Cantu provided an overview of the recently administered MAP assessments. She provided a breakdown by grade level for both Mathematics and Reading. She also provided growth measures by grade level and 3<sup>rd</sup> grade MClass and IDEL Reading data.
- **National Counselor Week- Ms. Hernandez** – Dr. Garcia noted that the campus celebrated Ms. Hernandez, the WISE counselor during National School Counseling week.

3. D. CAST Network – Director Munoz introduced the Faculty in Residence for the CAST Network campuses, Ms. Julie Riedel.

- **Mentor Breakfast** – Ms. Riedel discussed a mentor breakfast that the A&M-SA field residency and clinical teachers held to thank their mentor (host) teachers for working with them as they complete their field work for teacher certification.
- **Speak up and Speak out-Cast Lead/Cast Stem** – Ms. Riedel shared that she had been asked to serve as a judge at the Speak up-Speak out event.

- **Teacher of the Year- East Central** – Ms. Riedel noted that the East Central ISD teacher of the year was a former A&M-SA student who had completed a teacher residency through A&M-SA.
- **Future Goals** – Ms. Riedel shared a conversation that occurred on Valentine’s Day between the A&M-SA students, Ms. Riedel and the Principal, Ravae Shaeffer. The purpose of the conversation was to discuss future goals for the partnership; the conversation was aired on CAST Live!
- **Cast Lead- New placements** – Ms. Riedel noted that two new A&M-SA students had been placed at CAST Lead. Laura Riojas (Social Studies) & Matthew Gibson (English Language Arts). She also noted that Dr. Fuller would be joining CAST Lead to assist in using teacher and student data during PLCs.

3. E. SB1882 & Grant Proposal Updates – Director Munoz introduced Deputy Director, Dr. Michelle Janysek who provided an overview of funding opportunities in progress or under consideration.

- **Borealis Philanthropy TBD** – Dr. Janysek explained that the ISCP hoped to approach Borealis at some point as they had an interest in supporting individuals with differing abilities with their Disability Inclusion Fund. She noted the lack of information regarding an application process on their website and stated that the ISCP would make inquiries as to the process.
- **Truist Foundation** – Dr. Janysek discussed the Truist Foundation call for proposals and the ISCP intent to apply under the funding stream of Building Pathways to Economic Mobility. The intent is to secure funding to implement Project SEARCH at Burleson. The proposal is due March 31 and the ISCP will request \$ 30,000.
- **Landscape Analysis for 18+ Transition Programs** – Dr. Janysek provided an overview of this request for proposals issued by the Texas Council for Developmental Disabilities. The grant has a March 22<sup>nd</sup> due date. The total award would be \$ 100,000. However, it does require a 10% match from the awardee. This would be a joint submission with the College of Education and Human Development. \*\*\*Note: TCDD later pulled this RFP and stated that no award would be made.
- **Baptist Health Foundation Responsive Grants** – Dr. Janysek stated the ISCP intent to apply for a grant from the Baptist Health Foundation. The focus would be educational efforts to improve community health. The proposal will allow for the expansion of the community gardens at both GUS and WISE and would introduce educational programs for both students and their families to improve their understanding of nutrition, healthy lifestyle choices, home gardening and healthy cooking. She noted that when Dr. Garcia asked local families what they would like to see offered on the campus for families, many of them asked for cooking classes. Dr. Janysek will submit the Letter of Intent to apply on February 18.
- **NoVo Foundation SEL Grants** – Dr. Janysek noted that GUS had applied for and received an SEL in Action Grant from the NoVo Foundation the prior year. She shared the ISCP intent to assist WISE in their application for the grant this year. Dr. Garcia and Ms. Cantu will work on the grant and Dr. Janysek will provide support. This grant is due March 14.

3.F. [Personnel Policies/Handbook](#) - ISCP Attorney, Denise Pierce joined via Zoom. Ms. Pierce provided an overview of the draft Employee Handbook. [Additional Personnel Files](#)

- **Employee Handbook Draft** – Ms. Pierce noted that there were 7 primary parts to the handbook. Further, she discussed the color-coding in the draft and noted that many of the items were required by law and could not be altered. However, she did indicate which items within the handbook could be altered or removed by the ISCP Board.
- **Benefits** – Ms. Pierce noted that the Board had the option to offer benefits, vacation and other forms of leave time that are different than what had been included in the handbook.
- **Board Obligations and Protections** – Ms. Pierce noted that many of the items in the handbook were included for the protection of the Board such as conducting criminal backgrounds checks, establishing criteria for employment and a grievance policy. This is vital to provide the Board a chance to resolve employee complaints before they can escalate to complaints to the EEOC or the Texas Human Resources Commission.
- **Board Next Steps** - Board Chair- Olga Moucoulis asked questions regarding holiday pay. Ms. Pierce suggested that the Board take time between this ISCP meeting and the next to review the draft policies and come back with all their questions and/or suggestions for revisions. Dr. Munoz addressed the need to adopt policies for transferring A&M-SA faculty or staff to the ISCP in the future as the ISCP grows.

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4. **Consent: (All items may be acted upon at the same time by the School Board)** – Board Chair Moucoulis called for a motion to approve all the items on the consent agenda. The motion passed with no opposition. Ms. Pierce noted that if the Board executed the MOU today, that it could be transferred to the University for signature.

- **Tamusa-ISCP MOU**
- **Motion-1<sup>st</sup>- Mr. Vidales**
- **Motion 2<sup>nd</sup>- Mr. Hernandez**

4. A. [TAMUSA and ISCP MOU](#)

5. **Information Items:**

5.A. [Monthly Financials](#)

6. **Adjournment:** Board Chair Moucoulis called for a motion to adjourn the meeting. The meeting adjourned at 5:23 p.m.

- **Motion-1<sup>st</sup>- Mr. Hernandez**
- **Motion 2<sup>nd</sup>- Mr. Vidales**