



TEXAS A&M UNIVERSITY
SAN ANTONIO

INSTITUTE FOR
SCHOOL AND
COMMUNITY
PARTNERSHIPS

Institute For School and Community Partnerships
Regular Monthly Board of Directors Meeting MINUTES
June 26, 2025

June 26, 2025, at 4:00 PM – Monthly Board Meeting

Members of the Public may participate, please join us in person at **The Burleson School for Innovation and Education, 534 Cordelia St. Building #2, San Antonio, Texas 78237.**

Public comments should pertain to the agenda items only and must be turned in prior to the start of the board meeting.

Agenda

1. **Call Meeting to Order:** 4:00pm

1.A. **Roll Call**

- Dr. Carolina Gonzalez, Board Member- present via zoom
- Dr. Juan Jasso, Board Member- present
- Dr. Catherine O' Brien, Board Member-present via zoom
- Leroy Vidales, Board Chair- present

ISCP

- Dr. Henrietta Munoz, CEO, Institute for School and Community Partnerships
- Betty Jean Villegas, Administrative Coordinator, Institute for School and Community Partnerships
- Dr. Todd Landry, Senior Director, Operations and Systems Alignment Early Matters SA, ISCP
- Dr. Sonia Sanchez, Chief Academy Officer, Institute for School and Community Partnerships
- Dr. Michelle Janysek, Academic Strategy Consultant, Institute for School and Community Partnerships- present via zoom
- Ms. Gabriella Villegas, Project Search Manager, Institute for School and Community Partnerships
- Dr. Salma Boyd, Faculty in Residence, Gus Garcia University School, ISCP- present via zoom

1.B. **Pledge of Allegiance to US and Texas Flag:** Leroy Vidales, Board Chair, can we please stand for the Pledge of Alliance

1.C. **Moment of Silence:** Leroy Vidales, Board Chair stated can we have a moment of silence

2. **Communication from Citizens:** Dr. Henrietta Munoz informed Leroy Vidales, Board Chair there are no communication from citizens

3. Chief **Executive Officer's Report:** Dr. Henrietta Munoz started out with Mission Statement for Institute for School and Community Partnerships

- Update of current events, information, operations, and programs
- Dr. Henrietta Munoz asked that we move Agenda item 3C- ISCP FY23 Audit Presentation and Acceptance to Board Chair, Leroy Vidales he stated to have a motion
- 1st Motion- Dr. Juan Jasso
- 2nd Motion- Dr. Carolina Gonzalez
- No discussion
- All in favor say “aye
- All opposed say “nay”
- Motion passes
- Dr. Henrietta Munoz highlighted the mission of supporting students through innovative practices and equitable policies. She mentioned increased enrollment at SB 1882 campuses, the launch of Project Search with Baptist Medical Center, and policy wins for children under Early Matters San Antonio. The board was invited to visit Baptist Medical Center to see the partnership with Project Search.
- Dr. Henrietta Munoz, reported that the organization raised over \$7 million, including \$6.5 million from Toyota and \$1 million from Brozovich Family, for the coming fiscal year and the following 3-5 years. She discussed the possibility of establishing an endowment or investment vehicle to earn interest on the funds, as well as the likelihood of the university increasing their monthly fee due to the organization's growing fundraising capabilities. Muñoz shared photos highlighting various achievements, including Project Search graduates, new partnerships, and early childhood impact initiatives, before introducing Dr. Sonia Sanchez for a school transformation update.
- Muñoz shared updates on recent celebrations for students and graduates from Burleson and Project Search, highlighting successful job placements and partnerships with Baptist Health. She emphasized the importance of continuous improvement and outlined plans to develop applicant criteria, strengthen PLCs, and maintain high-quality IEPs. Muñoz also discussed the organization's efforts to define and operationalize excellence through a SWOT analysis and the development of improvement plans for each program.

3.A. EOY School Transformation Update – Dr. Sonia Sanchez:

- Dr. Sonia Sanchez, stated the updates on EOY- Performance Measures #1 Attendance, targeting 85% students
- Performance Measure #2, IEP Student Progress target 90% EOY 100%
- Performance Measure #3 Student Led IEP's, target 75% EOY 100%

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- Performance Measure #4 Access to services target 75, TWC, AACOG, Catholic Charities, Via Trans, MAC, SSI.
 - Project Search Summary of Daily Logs-
 - Updates on Enrollment for 2025-2026-42 students enrolled, 9 students with Project Search,
 - Dos Calles Bike Shop, 48 children's bikes were assembled through Ghisallo Cycling
 - Burleson & Project Search Celebrations, seven interns graduate from "Project Search".
 - Dr. Sanchez, stated key areas of focus for 2025-2026, aligned with effective schools' framework, develop system for applications criteria & success profile development, strengthening PLCS, high quality IEP development & implementation, and reinforcing high impact strategies.
 - ISCP School Transformation Team's theme is "What does excellence look like in our ecosystem and how do we build it together"
 - 1. Goal- Define & Operationalizing excellence
 - 2. Conduct a SWOT Analysis
 - 3. SWOT to Action Plan
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- Dr. Boyd reported that the school reached 99% completion on master scheduling for next year and is working to fill 4 teacher and 1 administrator vacancies by the end of July, with a goal of being fully staffed before the August 12th start date. The school exceeded enrollment targets, reaching 789 students, and achieved 88.1% attendance, slightly below but close to the 89% target. Dr. Boyd presented academic achievement data showing that Gus exceeded district performance in 15 out of 21 areas, with particular strength in algebra and some areas of concern in 8th grade reading, leading to teacher reassignments. Preliminary star rating data showed an overall rating of D, though this was based on incomplete data sets and final ratings would not be available until the following week.
 - Dr. Henrietta Munoz discussed the challenges faced by the school and outlined plans for improvement, including the onboarding of a new principal with extensive experience in school turnaround. She highlighted key areas of focus for the upcoming year, such as instructional coaching, professional learning communities, and high-impact strategies. The team plans to adjust processes, leverage after-school time for intensive support, and improve data collection and monitoring. Suggestions were made to include the principal in future presentations and to recognize teachers and students for their hard work.
 - Dr. Henrietta Munoz, presented performance data for Burleson, highlighting that all students met or exceeded targets for attendance, IEP progress, student participation in goal setting, and access to services. She noted that maintaining 100% performance in these areas is crucial for student independence and preparation for post-secondary life. Henrietta also shared Project Search data collected by Mr. Montalvo, which showed positive trends in student engagement, well-being, and communication skills. She reported that 42 students are enrolled for the upcoming year, with 9 participating in Project Search Boot Camp, and mentioned plans to develop certificates listing skills learned for potential job applications.
 - Dr. Henrietta Munoz, presented performance data for Burleson, highlighting that all students met or exceeded targets for attendance, IEP progress, student participation in goal-setting, and access to services. She noted that maintaining 100% performance in these areas is crucial for student independence and preparation for post-secondary life. Henrietta also shared Project Search data collected by Mr. Montalvo, which showed positive trends in student engagement, well-being, and communication skills. She reported that 42 students are enrolled for the upcoming year, with 9 participating in Project Search Boot Camp, and mentioned plans to develop certificates listing skills learned for potential job applications.
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3.B. Fund Development – Information Only

- The meeting covered updates on various grant applications and projects. Muñoz introduced the Fund Development reports, and Dr. Janysek provided details on several ongoing and upcoming grant submissions. These included an SB 1882 application for Harlandale's dropout recovery program, a Texas A&M University work-based learning grant, and a UTSA grant focused on employability outcomes for individuals with disabilities. Janysek also mentioned a

small Heb trees for communities grant in conjunction with Pecan Valley, a community-based organization grant for urban heat island reduction, and a \$75,000 request to the San Antonio Area Foundation for Project Search, aiming to expand the program and provide additional training opportunities.

- The board received updates on two major grant initiatives: the Impact SA project, which has moved to full review through September, and the Early Matters impact plan, which requires \$20 million over three years and has secured \$6.8 million in committed funds. Muñoz presented several recent donations, including a \$1.5 million grant from the Brozovic family for family engagement work, a \$600,000 grant from the Moody Foundation for professional pathways implementation and early intervention support, and a \$50,000 grant from Methodist Health Ministries for policy advocacy. The board approved Dr. Henrietta's evaluation, with Dr. Gonzalez noting her leadership and appreciation for the team's efforts, and the conversation ended with the approval of the consent agenda and financial reports.

3.C. ISCP FY23 Audit Presentation – Presentation and Acceptance

- 1st Motion- Dr. Carolina Gonzalez, Board Member
 - 2nd Motion- Dr. Catherine O' Brien, Board Member
 - No discussion
 - All in favor say “aye”
 - All opposed say “nay”
 - Motion passes
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- The Institute for School and Community Partnership's fiscal year 2023 audit was presented by Marza Gonzalez and associates, who reported an unmodified opinion on the financial statements. The audit showed total assets of \$1,000,591, an increase in cash of \$566,000, and a net asset increase of \$538,035. Revenues increased by 20% due to the inclusion of the early matters program, with contract services revenue from Edgewood ISD accounting for \$1,000,005. Total expenses increased by 40.5%, with early matters, program services expenses representing 53% of that increase.
 - Dr. Henrietta Munoz, presented the audit communication letter, highlighting that no difficulties were encountered during the audit process, though there were delays in receiving requested information. She noted that all proposed audit adjustments were accepted and included in the financial statements. Henrietta also mentioned an internal control matter, recommending that the Institute maintain its own balances to reconcile with A&M's records, and discussed the challenges of tracking funds due to shared bank accounts. Carolina inquired about the possibility of setting up separate line items for budget tracking, to which Muñoz clarified that while separate accounts exist within the university's budget system, a dedicated bank account is not available. Muñoz concluded by explaining that internal changes have been made to ensure better tracking of contributions and grants, with Zulema handling budget adjustments for indirect costs.

4. Closed Session (If Needed) – 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.

5. ISCP CEO FY25 Evaluation - Discussion and Action

6. Consent Agenda – Texas A&M San Antonio Institute School board reviewed and discussed any consent agenda items prior to any decision.

6.A. [ISCP FY26 Budget](#)

Budget Passed

7. Information Items:

[Monthly Financial Report](#)

8. Adjournment: 5:47pm

- 1st Motion- Dr. Catherine O’Brien, Board Member
- 2nd Motion- Dr. Juan Jasso, Board Member
- No discussion
- All in favor say “aye”
- All opposed say “nay”
- Motion passes