



INSTITUTE FOR
SCHOOL AND
COMMUNITY
PARTNERSHIPS

Institute For School and Community Partnerships
Annual Board of Directors Meeting
January 20, 2022

January 20, 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 to receive the zoom link and passwords to join virtually. 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: 4:30 pm

1.A. Roll Call

- **Olga Moucoulis-Board Chair**
- **Kathy Funk-Baxter- Board Member**
- **Hugo Hernandez- Board Member**
- **Shannon Allen- Board Member**
- **Leroy Vidales- Board Member**
- **Paola Gonzalez-Board Member Student Representative-Absent**
- **Henrietta Munoz- Institute for School and Community Partnerships, Executive Director**
- **Betty Jean Villegas- Administrative Coordinator**
- **Michelle Janysek- Institute for School and Community Partnerships, Deputy Director**
- **Socorro Garcia-Alvarado- Winston Intermediate School of Excellence**
- **Diana Wandix-White-Gus Garcia University School**
- **Julie Riedel- Cast Stem**
- **Denise Pierce-Attorney**

The meeting was called to order at 4:30 p.m. by Board Chair, Olga Moucoulis. Ms. Moucoulis called the roll. Paola Gonzalez was absent. A quorum was established.

1.B. Pledge of Allegiance to US and Texas Flag: by Board Chair

Board Chair, Olga Moucoulis, let the group in the Pledges of Allegiance to both the US and Texas Flags.

1.C. Moment of Silence: by Board Chair

Ms. Moucoulis called for a moment of silence.

2. Communication from Citizens: None

Ms. Moucoulis noted that there were no comments from Citizens.

3. Executive Director's Report:

- **Mission, update of current events, information, operations, and programs**
- **December & July are our off months for Board members to regroup for new year**
- **Last meeting in November we had a board workshop was sent to you and all school board work sessions there was a few items from Dr. Loyde our Lone Star governs coach**
- **Mission statement read by Dr. Munoz**
- **Our team listed to specify each campuses listed and much of our A&M College of Education faculty participates at this campuses**
- **What campuses do we have, the Institute partnerships was from the senate bill 1882 and partnering campuses, in district charters, Gus, Burleson, Winston partnering with school district, Cast Stem with SWISD and CAST Lead with ECISD.**
- **The Truist Foundation has also supported two out of the three campuses, we are also working with Gardopia Gardens which is a small nonprofit that works on garden work for school campuses their expert in that operate in that field and then of course YWCA and Family Services Association which have been long standing nonprofits that we have worked with EISD.**
- **What sets us apart from other partners that are doing similar work, we actually have a great relationship with UTSA that is doing this type of work with SAISD**
- **The other three big points we would to share is partnerships, connecting campuses with faculty, representation**

Dr. Munoz provided an update on the status of the ISCP, ISCP projects, and notable events and activities. Dr. Munoz stated that the Faculty in Residence (FIR) for each ISCP Campus would provide an update for their campus. She began by introducing Dr. Diana Wandix-White.

3.A. Gus Garcia University School:

- **Dr. Diana Wandix-White shared information about Gus Garcia University School she talked about AY2 goals for professional development**
- **Mindfulness, Responsive Classroom, Literacy Based Design, High Leverage practices**

Dr. Wandix-White provided information about the AY2 and professional development goals. She discussed the use of Mindfulness, Responsive Classroom, Literacy-Based Design, and High Leverage Practices. She noted the status of professional development for each and how A&M-SA faculty were working to support the school staff in implementation of these programs and practices.

3.B. Winston Elementary/Winston Intermediate School of Excellence (WISE)

- **Dr. Socorro Garcia-Alvarado shared information about Winston Intermediate School of Excellence she talked about project based learning and New Tech goals**

- **Collaboration and student agency our concert in December a WISE Christmas students' performance lead by students, teachers, and parents, art and music teacher collaborated. Parents donated goodies for the reception, one student was the mc at the concert**
- **WISE Literacy- Based Design had more professional development with two specific literacies for two full days**
- **Practice Mindfulness in our AY1 goals a consultant was provided for teachers with activities for mind, body and spirit also using nature into instructional practices**
- **A video recording of Mindfulness from a teacher perspective**

Dr. Garcia-Alvarado discussed the work at WISE. She updated the Board on the status of projects and programs such as New Tech Network, Literacy-Based Design, and Mindfulness. She spoke about the WISE Christmas concert and shared a video made by a teacher at WISE following training in Mindfulness practices.

3. C. CAST Network

- **Julie Riedel as celebrity judge at the SUSO speak up speak out much like what they do on the campus for PPL**
- **Arielle Hetrick as clinical teacher spotlight assist students in need for special education, monitoring students work.**
- **CAST Lead Updates- Tiffany Balderas giving students feedback in a gallery walk they are reading a Long Walk to Water. Also students at CAST Lead with mentor Timothy Bishop field resident and Tiffany Balderas students carving soap skulls for an ofrenda for Dia de los Muertos**
- **Ms. Riedel working with Ms. Shafer on an article coming out soon with principles network**
- **Andrea Gallo CAST applied science & Tech professional development seminar**
- **Julie Riedel has a blog with CAST Network inform the public on this partnerships**

Ms. Riedel provided an update on the two campus in the CAST Network at which she provides support. Ms. Riedel discussed the accomplishments of A&M-SA students who are completing Field Residency and Clinical Teaching at the CAST campuses. She also discussed an article that she is working on with CAST as well as the blog that she has created to inform the public about the partnership.

3.D. SB1882 & Grant Proposal Updates

- **Dr. Michelle Janysek shared information on special project funding for GUS and WISE gardens**
- **Gardens are playing a huge part of the work that we're doing in our SB1882 schools, not just in terms of what you would normally think in terms of teaching children about healthy eating and nutrition and live a healthy lifestyle**
- **We have two different projects going on right now; some have received funding. We have a check presentation next week for a project at WISE to redevelop and expand the gardens and the outdoor learning space. This came to us thru Dr. Munoz' relationships with United Way. The TORO Foundation and the American Rental Association (ARA) are having their national conference in San Antonio; they like to do service projects in the community. WISE was selected for the service project; it comes with both a financial gift and skilled labor; volunteers come in with the machinery to get the community garden work completed. In addition to the TORO Foundation and American Rental Association this partnership includes the United Way, the district and Gardopia Gardens**
- **The GUS SMART Garden (Stress-free Mindfulness Art Garden will add new elements to our work on the garden related to Social and Emotional Learning (SEL). If funded, this grant will add the element of an outdoor learning space and gardens. We have sizeable piece of property at the school that they've given us permission to develop. Currently, there is nothing in that space. In November, the Board was notified that we had submitted a letter of intent to apply to the Charity Ball Association. The ISCP was invited to submit a full proposal. Dr. Janysek provided a brief overview of how the Charity Ball Association grant process works. Attend an informational overview and submit a letter of interest. If CBA has an interest, based on your letter of interest, they may invite you back to submit a full proposal. They contacted the ISCP before we left for Christmas and invited the ISCP to submit a full proposal. Dr. Janysek stated that the proposal was submitted on Thursday of the prior week and that now the ISCP is waiting to hear back. The garden will include a combination of outdoor display space for student art work, raised beds, where**

they can do vegetable gardening, perennials, pollinator borders around the garden, a fruit orchard, shade pergola, a space for people to sit with some benches, and an outdoor learning space. If the CBA moves the project forward, the next step is for CBA to contact us in March to do site visit. If selected, we would be notified in May. Funding would be available in September.

Dr. Janysek Provided an overview of funding for two specific projects. Both projects were related to the development of outdoor learning spaces and gardens at WISE and GUS. Dr. Janysek discussed the funders, scope of work, and intended purpose of each project.

3. E. ISCP Board Recognition

Dr. Munoz noted that the Month of January was School Board Recognition month. She acknowledged the support that the ISCP received from the Board and thanked the Board members for their work.

4. Consent: (All items may be acted upon at the same time by the School Board)

- Quarterly Board Tracker

4. A. [Quarterly Board Tracker](#)

- Leroy Vidales-Board Member made a motion to approve
- Kathy Funk-Baxter- Board Member seconded the motion to approve the consent agenda item
- Olga Moucoulis-Board Chair called asked in discussion on consent item A
- Olga Moucoulis-Board Chair asked all those in favor say A/all those opposed say nay
- Olga Moucoulis-Board Chair states motion passes

Ms. Moucoulis, Board Chair, introduced the Consent Agenda item, the Quarterly Board Tracker. A motion and second to the motion were made, there was a call for discussion and a vote. All Board members voted to pass the motion.

5. Information Items:

- Monthly Financial Reports
- Memorandum of Understanding
- The Memorandum of Understanding is a MOU between the ISCP and Texas A&M-San Antonio. ISCP attorney, Denise Pierce, was in attendance to walk through the MOU, answer any questions with regards to the MOU, describe the status of that and where we stand the purpose of which is to memorialize the work and support that Texas A&M University-San Antonio provides to ISCP Board in their legal and separate capacity as the Texas A&M Institute for School and Community Partnerships. The ISCP is 501 (C) (3) nonprofit Board which has these contracts with the school districts, to help support and run the partnerships and in that capacity as board members of this nonprofit corporation. The ISCP Board has a responsibility every year to maintain your tax-exempt status by filing a 990 with the IRS and is a separate nonprofit corporation from the university
- Ms. Pierce provided an overview of the MOU, a nine page agreement that covers the following large areas first relates to grants this section that we set out says the university itself at time to time make grants to the Institute and the university secure grants on behalf of the Institute and in doing so the university may set up rules and grant management standards and the Institute agrees to comply with whatever those brands stipulations are in addition to the grants the MOU addresses that the collaboration between the Institute and the university and there we call out the A&M

faculty and residents, that you have for each one of the campuses and the university is proud to just articulate that it's going to make those faculty in residents available to the Institute for deployment at the 1882 campuses.

- Ms. Pierce described the services the Institute receives from the university, and noted that the university acts as the fiscal agent, so one its' chief services, then, to the Institute is to manage funding and to account for those and to provide for payroll services and human resource support. The university helps the Institute, for example, prepare and file the annual 990 and prepared these monthly financial reports that you see in addition to those services, the university provides it support to the Institute and its staff
- Ms. Pierce further detailed services provided by the university. The university provides office space for the Institute and as consideration for the office space, that it supports the accounting support the fiscal agents, or then the Institute remits what we're calling reimbursement for compensation at a flat rate each month of \$4,000.00 per month, that is very generous rate, in my view given the scope for services that university is providing to the Institute, and that is a flat fee and there's no other fee that the university will be charging to the institute so that \$4,000.00 is a way to offset to some extent, but certainly not cover all of the fees that the University has in providing the services under the agreement to the Institute we agree agreement goes on, then to talk finally about the representation that the university has on the board of directors. And because of the its significant investments in the creation and in the grant making and the support of the Institute the university wants to have 50% of the seats on the board to be nominated by the university and the goal here is not exceed 50% of the university appointed board members, so that university interest and concerns can be met out the lens of the persons that are representing the university on the board. This agreement also grant the license for the Institute to use the university's name and, of course, to borrow it's goodwill, for purposes of executing on the agreements that it has with the partners and whatever other programming that the Institute determines to do the initial term and the agreement for at the end of the initial five year period, and then either party can terminate this agreement if they give 180 days' written notice so essentially six months if this board determines that it wants to break from or separate from the services and support that the university has given and vice versa, the university would have that opportunity as well, it is not anticipated that we would ever separate or terminate or non-renew the agreement, but we do have those provisions in the MOU you in the event that this board determines it's appropriate, that last thing that this MOU does is it. Has the university promising that it will keep all of our information confidential that we too will keep university information confidential and that more importantly, the student level information that the Institute and the faculty and residents receive from local school district and campuses that we're all being mindful of the confidential nature of that student information and that we as the Institute board are holding our employees, as well, as all the persons assigned to these campuses holding them responsible for keeping the student information confidential that essential covers the big rocks, if you will of the MOU what questions do any of you have?
- Ms. Pierce stated that she was not asking the ISCP Board to execute disagreement tonight, rather was presenting it as an information item. She encouraged Board to review the agreement, as proposed, and then be prepared to adopt it as it presented, or perhaps as its as it amended at the next Board meeting
- Board Chair Olga Moucoulis asked a question regarding the provision that 50% of ISCP Board Members being A&M employees. Currently, there is only one A&M employee on the Board. She wanted to know what impact, if any, does that have on the current Board. Denise Pierce responded that the intent was not to have at least half of the Board members be A&M employees, rather that 50% of Board members were appointed by the university
- Executive Director, Dr. Munoz, stated to Board Chair Moucoulis that current Board member, Kathy Funk-Baxter, is both an official employee and appointed by the university to the Board and that Hugo Hernandez an employee of the university representing Autism lifeline links, which is a program under the university itself and we certainly there should be six total board members. She noted that there is one more seat to fill, likely with the university selecting the member. Ms. Pierce stated that the language was to ensure representation of a university perspective, Ms. Pierce stated, "a person that is nominated to serve by the University so presumably the university will pick a person to nominate for consideration that it believes will you know, take the viewpoint, or the lens of the university, as they are adjudication matters that come before this board"
- Board Member- Hugo Hernandez asked the question to Ms. Pierce about the \$4,000 a month and how it might increase or decrease. Ms. Pierce noted that there could be an increase or decrease, but is that the only way that it might change is if there were changes to the level of support the ISCP needed from the university
- Ms. Pierce know we tried to say there are 5.3 that if there's any renegotiated fee that it has to be established in writing by the parties prior to the effective date of the change so we've drafted this to make sure that this board is insulated from any unilateral fee increases that the university might make. She stated increasing the fee without our knowledge and without our assistant
- Board Member- Hugo Hernandez clarified that he was really asking about increases linked to cost of living or other reason
- Ms. Pierce asking Dr. Munoz do you have a sense of that what their expectations are as time goes on in regard to Board Member- Hugo Hernandez concern, Dr. Munoz stated, "I don't want to put Kathy Funk-Baxter on the spot here, but I will say Hugo, one of the things to remember is that, as we have the privilege to manage additional 1882 schools, so the difference is I showed earlier in the presentation, under my report there's a difference between an 1882 school and a partnership school right like Cast Stem our Cast Lead when we don't manage the entire school. So if we gained another 1882 campus either with Edgewood ISD or another school district that adds additional burden to the university because it's we manage the budget of that campus and therefore I can imagine that the university will want to renegotiate that flat \$4,000.00 fee to adjust to additional funding coming in to manage budget so that's what I would also that, and then second point I would make is Dr. Janysek and I last year, and again this year will do the same that will be applying for federal grants and sometimes those federal grants, as you know. Hugo really well can come with a lot of burden around making sure that the financial pieces are aligned with omb circulars and so on an so forth right so if we won, and we fully anticipate winning in the next few years, a large federal grant and if we did so, we do expect to have to renegotiate that fee with the university so those are the two instances that we've discussed before. If we have added additional schools, if we had the great privilege of managing and other 1882 or more and we want to really large federal grant the grant that was spoken of with the big presentation that is actually there's real money being exchanged, it is actually not coming to the Institute, it all for building that back garden an it's a small dollar grant but anything of real substantial amounts we can expect to renegotiate that fee with the university again. I hate to put on Kathy on the line here, but I don't know if you have anything more to add. Kathy Funk-Baxter said no it's exactly as Dr. Munoz explained it's the volume of activity and also the complexity and those are the two things that we'd have to consider, because we have part just part of a person that is devoted to

helping the Institute for particularly with financial matters and as the volume grows that person doesn't have the capacity potentially to continue that so it would all depend upon volume and complexity and think the contract covers that fairly well with the language that says really it's at the mutual agreement of both parties to negotiate.

- **Board Member- Hugo Hernandez, thanked Kathy Funk Baxter and Dr. Munoz for explaining the process.**
- **Ms. Pierce reminded the Board members that they would be asked to adopt the MOU at the next board meeting. She stated that they could contact her if they had any questions or wanted revisions before the next meeting.**

5.A. [Monthly Financials](#)

Dr. Munoz shared an update on the current financial status of the ISCP.

5.B. [Memorandum of Understanding for TAMUSA and ISCP](#) Clean Version

Dr. Munoz stated a point of privilege to thank the ISCP Board members reminding everyone again that it is School Board Recognition Month. She noted the social media posts that had been made to honor the Board. She thanked each Board member by name (Olga Moucoulis, Kathy Funk-Baxter, Shannon Allen, Leroy Vidales, Paola Gonzalez and Hugo Hernandez).

6. Adjournment : 5:26 pm

- **Board Chair Olga Moucoulis called for a motion to adjourn the meeting**
- **Leroy Vidales-Board Member made a motion to adjourn**
- **Hugo Hernandez seconded the motion**
- **Board Chair- Olga Moucoulis do we have any discussion**
- **Board Chair- Olga Moucoulis all those in favor say Aye/ All those opposed say nay**
- **Motion passes**

A motion was made, seconded, and a vote was held to adjourn the meeting at 5:26 p.m.