

Amigos Por Vida-Friends for Life Public Charter School
Amigos Por Vida- Friends for Life Housing and Education Corporation School

Regular Board Meeting

Board of Governors

1/22/2019

The Board of Governors of the Amigos Por Vida-Friends for Life Charter School met in a Regular Meeting 1/22/2019 at the school, 5503 El Camino del Rey Street, Houston, TX 77081. The meeting notice was posted in accordance with the Texas Open Meeting Act.

The Following Board Members were present:

- Silvia Graves, Board President
- Rose Mary Valencia, Board Member
- Lydia Tamez, Secretary

Also present were:

- Quynh Tran, Business Manager
- Bill Dinkel, CFO
- Glenda Villatoro, District PEIMS Coordinator
- Ailen Comple-Whitley Penn
- Robert Heniff-Whitley Penn

1. Call to Order

Mrs. Graves called the meeting to order at 7:10 p.m.

2. Hearing of citizens:

- There were no hearing of citizens.

3. School updates:

January:

- 07 First day back from the Holiday Break
- 14-18 Benchmark Testing
- 16 -Breakfast with Principal/PTO Meeting
- 17-Parent Education Session (HIV Awareness and Prevention)
- 24-Math & Science Night

Upcoming events:

February:

- 7- School Health Advisory Committee (SHAC) Meeting
- 13-Breakfast with the Principal/PTO Meetings
- 19-Board Meeting
- 20-Professional Development Day (school closed for students)
- 21-Parent Education Session Heart Disease Prevention
- 27-Share Decision Making Committee Meeting

Mrs. Graves asked when the PTO meetings were held; Ms. Villatoro informed the board members they were held after Breakfast with the Principal meetings.

Mrs. Tamez asked why teachers do not come to the board meetings. Stated that the school needs to make a better effort to get the teachers involved. Mr. Tran suggested emailing the teachers the agenda prior to the meeting.

4. Discuss and consider Board Minutes from 12/14/2018:

Ms. Graves advised the minutes need to be revised. The minutes were tabled pending revision and wording inclusion for the following items on the agenda.

#4 The minutes need to include that after the closed session the board passed a motion that Halloween festivities along with costumes will be allowed for all grade levels.

#6 After the closed session the board passed a motion that Halloween festivities along with costumes will be allowed for all grade levels.

#10 Mr. Velez moved to have Cigna as the school health plan. Ms. Tamez seconded the motion. Mrs. Valencia abstained from voting. The other board members passed motion.

5. Discuss and consider Facility Use and Rental Policy:

Mrs. Graves suggested a proposal be presented to the board members regarding rental policy for the usage of the school facilities before they are able to discuss and consider adopting policies. Item was tabled for next board meeting pending proposal.

6. Discuss and consider 2017-2018 Financial Audit:

The auditors Ailene Cmpple and Robert Heniff presented the financial audit. The purpose of the audit to look over financials and provide opinions on the standings of the National School Lunch Program and School Breakfast Program in addition to school operation budget. The opinions that were formulated are that there is a clean report. The unmodified opinion is that the financial statements are fairly stated in all material respects. The modified opinion is that the financials are fairly stated in all material respects. The statements reflect everything the school

owns and and owes. Ms. Valencia moved to approved the audit, Ms. Tamez seconded the motion all were in favor. The 2017-18 Financial Audit was approved. Subject to missing signatures.

7. Discuss and Consider Dental and Vision Insurance

Mr. Tran presented the new proposals for dental and vision plans with the new insurance of Lincoln Financial Group. Below are comparisons of the premium rates

Dental:

Premium	Guardian DMO Current	Lincoln Financial Group DHMO	Guardian PPO	Lincoln Financial Group PPO Current
EE	14.91	13.91	\$49.68	45.75
EE+spouse	23.60	27.12	95.91	88.72
EE+children	32.35	29.33	113.40	103.27
Family	38.41	42.41	159.61	146.07

Vision:

Premium	Reliance Standard Current Plan	Lincoln Financial Group
EE Only	17.16	7.07
EE+Spouse	33.04	13.41
EE+Children	27.92	15.72
Family	43.80	22.12

Both plans have better coverage overall in addition have lower rates. Ms. Valencia moved to approve the dental and vision insurance. Mrs. Tamez seconded. Motion was passed.

8. Discuss, consider and adopt APV-FFL bylaws:

The item was tabled. The board members requested administrators be present for item to be discussed and considered. The administrators were not present due to an expansion meeting in San Antonio. In addition, the board members would like samples of other bylaws to look over and have reference of such.

9. Discuss and consider Board Policies as followed:

- **Module 100-Financial Operation**
- **Module 200-Charter School Governance**
- **Module 300-Charter School Operations**
- **Module 400-Students**
- **Module 500-Open Government**

. The item was tabled to allow all the school leaders to be present for discussion.

Information Items

10. Financial update as of 12/31/18:

Mr. Dinkel explained financial update:

Unrestricted and Temporarily Restricted Funds

Month Ending Cash Balances-Trailing 18 months

As of 12/31/18 \$2,967,922

Combined State & Federal Expenses Budgeted \$5,630,653.00

Daily Expenses (Including debt service) \$15,426.45

Number of Days Reserve 192

Actual VS. Budget Comparison

YTD as of December 31, 2018

Cash Basis

Revenue	2018-19 Budget Approved 6/19/18	2018-19 Budget as of 12/31/18	Actual as of 12/31/18	Variance(under)/over budget
Total Budgeted Operating Revenue	\$5,289,873	\$1,761,100	\$1,695,440	(65,660)
Total Operating Expenditures	\$4,885,108	\$1,778,855	\$1,641,956	(136,900)
Net Cash Flow Excess/(Deficit)	\$56,821	(120,403)	(69,929)	50,475
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Footnotes:

- (State Sources) Enrollment is approximately 3% below forecasts.
- (Federal Sources)(food service) Reimbursement claim for \$33K not received until 1/3/19
- Positions budgeted, not filled: 1 6th grade position; MS Teacher moved to SPED , position not filled
- Instructional Leadership-SpEd contractor exceeding budgeted time frame & federal grant budget
- Audit Fee \$25,000 not budgeted (Proposal not received until after budget approval)
- Final charge, estimated at \$40K-\$80K, for Mold Mitigation is in negotiation. Partial payment of \$40k made in December not included in current budget.
- Budget prepared using original amortization schedule, which was amended after the Jobs and Tax Cut Act.

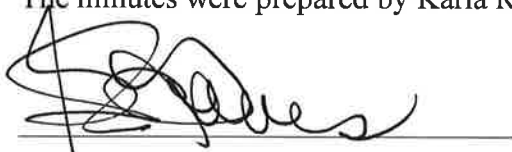
11. Adjourn:

Ms. Tamez moved to adjourn the board meeting. Mr. Valencia seconded. All were in favor. The meeting was adjourned 8:38 pm. The next meeting will be Tuesday, February 19, 2019, at 6:30 pm.

Mrs. Graves asked for the following items to be placed on the agenda for the next Board meeting

- 1.) Recruitment of Open Positions
- 2.) Special Education Department
- 3.) Personnel Discussion
- 4.) Teacher Certification Policy
- 5.) Student Enrollment/Recruitment

The minutes were prepared by Karla Reyes.

A handwritten signature in black ink, appearing to read 'Silvia Graves', written over a horizontal line.

Silvia Graves, Board President

A handwritten signature in black ink, appearing to read 'Lydia Tamez', written over a horizontal line.

Lydia Tamez, Board Secretary