

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

Board Meeting Minutes

The Board of Governors of the Amigos Por Vida-Friends for Life Public Charter School met at the school at 5503 El Camino del Rey St., Houston TX, 77081 on Tuesday, December 16, 2025, at 5:30 p.m. In addition, a video Teams link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGI3YTUyOGUtZjc0NC00Njc3LWI0YzEtOWYzZDE0MzI0ZWRh%40thread.v2/0?context=%7b%22Tid%22%3a%22d323cab2-041d-4980-ba2b-817d8b207019%22%2c%22Oid%22%3a%22882926d8-07b4-4e8a-b5a6-db19f0f3178e%22%7d

It was presided over by the Board Member Ms. Rose Mary Valencia.

1. Call to Order

- a. Ms. Rose Mary Valencia called the meeting to order at 5:44 p.m. The following individuals were present:

Michael Griswold – Board Member
Sandra Lopez – Board Member
Monica Capella – Board Member
Rose Mary Valencia – Board Member

Kakoli Mukerji – Interim Superintendent/Principal
Samuel Johnson – Director of Finance
Michael Roberson - Director of Operations
Jaime Romero - Assistant Principal
Zac Atwood – IT
Maria Ramirez - Secretary

- b. These individuals were present via Teams:

Linda Ibrahim – Board Member	Aida M. Chamorro - Maldonado - Parent
APV Camera (Unverified) – IT Department	Yohana Villalta - Parent
APV Technical Support – IT Department	Mayela Cruz - Parent
Susana Alhassan– Instructional Coach	

2. Hearing of Citizens:

- a. None.

3. School Updates:

a. Ms. Mukerji presented updates for Family Engagement Activities

- Ms. Mukerji informed the board members of the success of the Winter Concert that had occurred the night before, Monday, December 15, 300 tickets were sold. Concert was so successful that ticket sales had to stop due to the great turnout.
- Ms. Mukerji pointed out that the investment in purchasing new instruments is shown in the improvement of all the levels of band, Junior, Intermediate, an Advanced Band.
- Ms. Mukerji also communicated to the board that choir teacher experience is really showing in action.
- Ms. Mukerji let the board members know that Literacy Night held December 5th was packed.
- Ms. Mukerji broke down on the last day before students and staff goes on Winter Break.
- Ms. Mukerji went over the January calendar and all events that will be happening for the month.
 - January 5th– Staff comes back to work.
 - January 6th– Students come back to school
 - January 5th – 9th – Human Trafficking Awareness Week
 - January 9th – Last day of the third six weeks
 - January 15th - Report Cards go home with 1st to 8th grade students.
 - January 12th – Vaccine Clinic (Only for APV students, not the community)
 - January 14th – Meeting with the Principal
 - January 19th – MLK Holiday. No School
 - January 20th – Board Meeting
 - January 25th – January 31st – National School Choice Week
 - January 23rd – Math & Science Night
 - January 30th – 100 Days of School (If there is no weather emergency that will force the school to close.)

b. Academic updates:

- Ms. Mukerji updated the board that there are no written academic updates. The interim test was taken but doesn't give much data as the curriculum hasn't been covered yet.
- Ms. Mukerji let the board know that some areas look good, but others are concerning but a plan is being worked on by the Instructional team. Third grade and Sixth grade show signs of struggle and Fifth grade science is showing signs of concern.
- Ms. Mukerji informed the board that resources have been purchased for English K-12 Summit. Which follows the four domains of TELPAS, reading, writing, listening, and speaking. Recommended materials have been purchased for science. School has quality materials for math from Kinder all the way to Middle school students.

c. Enrollment Update:

- Ms. Mukerji reported to the board the student enrollment numbers for each grade level.
 - TOTAL STUDENTS: 793
 - Pre-K: 101
 - Kindergarten: 85
 - 1st Grade: 84
 - 2nd Grade: 68
 - 3rd Grade: 74
 - 4th Grade: 70
 - 5th Grade: 69
 - 6th Grade: 94
 - 7th Grade: 77
 - 8th Grade: 71
- Ms. Mukerji replied to Ms. Ibrahim's question about excessive student absences and how attendance hasn't been back to normal since the cancellation of the fall festival. Also, the hand, foot, mouth disease being contagious had a lot of students missing school.

d. Business Office updates:

e. Audit update:

- Mr. Johnson updated the board members about the audit. Ms. Ibrahim and Mr. Johnson met with the auditor the past Friday.
- Mr. Johnson communicated to the board members the expectations and timelines for the completion of the audit. How the business office has been working with them to provide all the outstanding items to them.
- Mr. Johnson also informed the board that the auditors will meet with the Finance Committee, then the Finance Committee will decide whether they need to be present on January 16, 2026, board meeting.
- Mr. Johnson also noted that if there's any additional changes and revisions that the board would like to make, they'll take those changes and, on February 17th, 2026, board meeting they'll have final audit for approval. Then submit final audit on February 27th which is the TEA deadline.
- Mr. Johnson pointed out that there is an extension for the month because TEA went to a new system and they've extended the deadline for all schools.

4. Action Items:

a. Discuss and consider November Board Meeting Minutes

- Mr. Griswold noticed that Mr. Johnson's name was misspelled.
- Ms. Ibrahim noted that the header on the document is difficult to understand, that it needs to state board meeting minutes and not agenda. Those changes need to be made.
- Ms. Capella pointed out that there needed to be a space after November 18th comma.
- Ms. Lopez motioned to approve the November Board Meeting Minutes once the corrections are made, Mr. Griswold seconded the motion.

5. Closed Session:

- Ms. Valencia moved to Closed Session at 6:11 p.m.
- Ms. Valencia moved to Open Session at 7:08 p.m.

a. Personnel – Pursuant to TEC 551.074, deliberation of personal matters to include teachers, staff, Interim superintendent, and or superintendent.

- Ms. Valencia had immense pleasure in announcing that the search committee has done a phenomenal job identifying three final finalists that will be interviewed in late January and February.

6. Information Items:

Mr. Johnson presented the following financial updates.

a. Review Actual vs Budget Report

- Ms. Capella inquired about Actual vs Budget Report and #81 next to it states fundraising.
- Ms. Johnson informed the board that a budget is allocated to certain activities or events. For example, some of the fundraising funds that were used at the grand opening were not under fundraising due to having donors and sponsors.
- Ms. Capella stated that it has to be recorded as an expense.

b. Review Cash Balance Report

c. Accounts & Investments Reports

d. Review Check Register Report

7. Adjourn

- Mr. Griswold moved the meeting to be adjourned; Ms. Capella second, the motion to adjourn the meeting was agreed upon by the Board at 7:16 p.m.

Ms. Rose Mary Valencia, *Board President*

Ms. Sandra Lopez, *Board Secretary*