

**South Valley Preparatory School
Governing Council Meeting Agenda**

January 25, 2018 ~ 4:30 pm

South Valley Preparatory School Campus

2813 Gun Club Rd SW, Albuquerque, NM 87105 Room to be determined

Type of meeting: Monthly

Chair: Bernadette Fietze

- Invited to Attend:**
1. Bernadette Fietze
Present
 2. Monica Aguilar **Absent**
 3. Jess Wiltamuth **Present**
 4. Michaela Trujillo
Present
 5. Bill Reed **Present**
 6. Charlotte Trujillo -
non-voting member present
 7. Rhonda Cordova -
non-voting member present

Scheduled Guest(s): Various Staff , Etta Cavalier

Scheduled Absence: **Monica Aguilar**

----- **Agenda** -----

1. Call to Order, Roll Call (Quorum?? voting members)..... Chair.
Meeting called to order @ 4:37 by BFietze. In accordance with the Open Meetings Act. 4 out of 5 members present. MAguilar, scheduled absence. Quorum is met.
2. Welcome and Introductions Chair
Welcome to Etta Cavalier, invited guest as potential member.
3. Approval of Agenda **ACTION ITEM*** All
BFietze asks members for questions, clarifications on the Agenda for 1.25.18. Hearing none, BFietze asks for a motion to approve the Agenda for 1.25.18. BReed motions to approve the 1.25.18 Agenda. JWiltamuth 2nds. Motion carries unanimously
4. Approval of Previous Meeting Minutes **ACTION ITEM*** All
BFietze asks members for questions, clarifications regarding the Meeting Minutes from 11.30.17. Hearing none, BFietze asks for a motion to approve the Meeting Minutes from 11.30.17. MTrujillo motions to approve the Meeting Minutes from 11.30.17. BReed 2nds. Motion carries unanimously
5. Action Items.....
 - a. Financial Reports*.....Rhonda
Rhonda reviews the January Finance report. Cash carry over balance big improvements does not include the anticipated SEG adjustment as well as the adjusted SSEA Grant that will cover a portion of Joaquin as a Health and Wellness Coach. CTrujillo provides info on the SSEA grant that will drive the work that JArguello does and will expand that work to include facilitating and documenting the collaborative work between SVP, La Plazita, Sanchez Farms, Food Corp, and other health and wellness programming. Connecting all programs into a single curriculum. SSAE grant \$29,000. Work to be carried over into the summer. BFietze asks members for questions, clarifications regarding the January Finance Report. Hearing none, BFietze asks for a motion to approve the January Finance Report. BReed motions to approve the January Finance Report. JWiltamuth 2nds. Motion carries unanimously
 - b. BARs*Rhonda
BAR DOC ID # 515-000-1718-0014-IB creates an initial budget for the SSAE grant for \$29,000. BFietze asks for questions, clarifications? Hearing none BFietze asks for a motion to approve BAR ending in 0014-IB. JWiltamuth motions to approve BAR ending in 0014-IB. BReed 2nds. Motions carries 4-0

BAR DOC ID #515-0001718-0015-IB creates an initial budget for the Breakfast After the Bell

Grant for \$1014. . BFrietze asks for questions, clarifications? Hearing none BFrietze asks for a motion to approve BAR ending in 0015-IB. BReed motions to approve BAR ending in 0015-IB. JWiltamuth 2nds. Motions carries 4-0

BAR DOC ID#515-000-1718-0016-I to increase the activities account for actual receipts received in the amount of \$6058. YES program fundraising. . BFrietze asks for questions, clarifications? Hearing none BFrietze asks for a motion to approve BAR ending in 0016-I. MTrujillo motions to approve BAR ending in 0016-I. JWiltamuth 2nds. Motions carries 4-0

BAR DOC ID# 515-000-1718-0017-I to increase the Medicaid account by \$2584 from reimbursement from Medicaid billing. BFrietze asks for questions, clarifications? Hearing none BFrietze asks for a motion to approve BAR ending in 0017-I. BReed motions to approve BAR ending in 0017-I. MTrujillo 2nds. Motions carries 4-0

c. Travel Request for Robyn Greenley*.....Charlotte

ThinkCerca has provided free registration to their annual Teacher Leader Conference for 2 of our teachers this year. SVP needs a Teacher in the leader role for this program to be fully utilized. ThinkCerca is a research-based approach for teaching argumentative writing across subjects. The online program tracks real-time reading and writing progress with differentiated, self-paced lessons in all core content areas. SVP uses ThinkCerca in all content areas. Travel cost is cheap and registration is free. See Travel Request Form. BFrietze asks members for questions, clarifications regarding the Travel Request for Robyn Greenley. Hearing none, BFrietze asks for a motion to approve the Travel Request for Robyn Greenley. MTrujillo motions to approve the Travel Request for Robyn Greenley. JWiltamuth 2nds. Motion carries unanimously

d. Annual GC Report Amendment* – GC Member # increase...Charlotte

CTrujillo asks to table the action item until - legal counsel asked to review the annual GC membership requirement so to increase the number of GC members that are sit on the board. SFOX stated that SVP would need only to have a vote to amend the number of members from the original vote (5) that was done previously in the year. Etta Cavalier would like to serve as a family / parent representative. CTrujillo asks that the vote be tabled until next month so that she has time to approach a second potential member. BFrietze tables the action item until next month

6. Discussion Items.....Charlotte

- a. Facility Update - SVP will meet with the non-profit organization from the potential site at 2551 Karsten Rd S.E.
- b. Parent Facility Meeting – SVP has had a morning (1.18.18) and evening (1.24.18) parent input and informational meeting regarding a potential move to 2551 Karsten. Approximately 35 families attended. 100% of the families that attended supported the move.
- c. GC Self Evaluation Surveymonkey – 3 out of 5 members completed the survey. CTrujillo will send it out again
- d. Update on Letter of Concern to PEC – no response from the PEC.

7. Executive Director Report.....Charlotte

- a. CSD Site Visit Report & Scheduled 2nd visit – All documentation in response to the “concerns” in the CSD report from the first visit is due for upload on Feb 19th. CSD scheduled the 2nd visit for April 23rd.

8. Open Public Comment.....Open

None

9. Announcements/Set Next Meeting..... Chair

4th Thursday of February – 22nd @ 4:30 @ SVP

10. Adjourn..... Chair

Meeting adjourned @ 5:50 p.m.

---- Statement on Open Forum for Public Comment ----

The Governing Council welcomes public comments during the “Public Comment” portion of the governing council meeting agenda. Individuals wishing to make public comments shall complete a Public Comment form and submit it to the Council President prior to the "Public Comment" section of the meeting. Individual oral presentations will be limited to 5 minutes, unless extended by the Council President.

----- Statement of Non Discrimination -----

South Valley Preparatory School does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Persons requiring special accommodations should contact the administrative office at 222-5642 at least 24 hours prior to the meeting.

----- Additional Information -----

Regular monthly meetings 4:30p.m., Third Thursday of every month on the SVP Campus (unless indicated otherwise).

Finance Committee – Bernadette Frieze, Monica Aguilar, Charlotte Trujillo, Rhonda Cordova, Andrew Cavalier, Etta Cavalier

Facilities Committee – Bill Reed

Policy Committee – Jess Wiltamuth, Michaela Trujillo

Audit Committee – Bernadette Frieze, Monica Aguilar, Andrew Cavalier, Etta Cavalier, Charlotte Trujillo, Rhonda Cordova