

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

November 30, 2017 ~ 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 Frietze - Present

- Invited to Attend:**
1. Monica Aguilar - Present
 2. Jess Wiltamuth - Absent
 3. Michaela Trujillo - Absent
 4. Bill Reed - Present
 5. Charlotte Trujillo - Present
 6. Rhonda Cordova - Present

Scheduled Guest(s): Various Staff , Etta Cavalier

Scheduled Absence: Michaela Trujillo, Jess Wiltamuth

---- Agenda ----

1. Call to Order, Roll Call (Quorum??/?? voting members) .. Chair
Meeting is called to order at 4:37 p.m.
Governing Council Members present Bernadette Frietze, Monica Aguilar, and Bill Reed
Governing Council Members absent Jess Wiltamuth, Michaela Trujillo
Others Present – Executive Director Charlotte Alderete-Trujillo, Business Manager Rhonda Cordova
Guests present – Etta Cavalier
Quorum - Yes
2. Welcome and Introductions..... Chair
Etta Cavalier present as a guest to observe the GC meeting. Has been in attendance as a guest before.
3. Approval of Agenda ACTION ITEM* All
BFrietze presents agenda for the 11/30/17 meeting. BFrietze asks for questions or concerns. BFrietze request a motion to approve the GC Agenda for the 11/30/17 meeting. BReed motions to approve the agenda as is. MAguilar 2nds. Motion to approve the agenda passes 3-0
4. Approval of Previous Meeting Minutes ACTION ITEM* All
BFrietze presents minutes from the 10/26/17 meeting. BFrietze asks for questions or concerns. BFrietze request a motion to approve the minutes from the 10/26/17 meeting. MAguilar motions to approve the minuts from the 10/26/17 meeting. BReed 2nds. Motion to approve the minutes from the 10/26/17 meeting passes 3-0
5. Action Items.....
 - a. Financial Reports*Rhonda
RCordova reviews Budget Report as of November 28, 2017. Cash balance continues to show in the negative however, there are a number of pending BARS and reallocations and adjustments. RCordova is re-negotiating the lease on the portables to decrease the rental payments which will relieve the budget. Finance committee reviewed full budget, account register activity report, bank reconciliation, and bank statement prior to meeting, no

BFrietze calls for concerns or questions. BFrietze request a motion to approve the Financial Reports for the 11/30/17 meeting. BReed motions to approve the Finance Reports as presented. MAguilar 2nds. Motion passes 3-0

b. BARs*Rhonda

BAR DOC ID#515-000-1718-0012-I to increase the activities account by \$9,000 based on fundraising activities. BFrietze calls for concerns or questions. BFrietze request a motion to approve the BAR DOC ID#515-000-1718-0012-I to increase the activities account by \$9,000. MAguilar motions to approve BAR DOC ID#515-000-1718-0012-I to increase the activities account by \$9,000. BReed 2nds. Motion passes 3-0

BAR Doc ID# 515-000-1718-0013-D to decrease the money budgeted for software. . BFrietze calls for concerns or questions. BFrietze request a motion to approve the BAR DOC ID#515-000-1718-0013-D. MAguilar motions to approve BAR DOC ID#515-000-1718-0013-D. BReed 2nds. Motion passes 3-0

c. BBP Policy*.....Charlotte

CTrujillo, in updating and reviewing policy noted that although the school has written procedures and trainings for Bloodborne Pathogenes, the school does not have a written or approved policy. Hence the policy is presented to ensure that the school has a policy that ensures all staff will be properly trained annually. . BFrietze calls for concerns or questions. BFrietze request a motion to approve the BBP Policy as presented. MAguilar motions to approve the BBP Policy as presented. BReed 2nds. Motion passes 3-0

6. Discussion Items.....Charlotte

a. Potential Board Member – CTrujillo reiterates Etta Cavalier’s desire to serve on the board but also reiterates the CSD requirement to have an annual vote on the # of members we will have for the fiscal year. Questions brought up to the school’s legal representation – Is this statutory requirement, Why can we not go by our bylaws, how do we add members in the middle of the fiscal year. Awaiting an answer from legal counsel. Etta is now serving on the Finance Committee along with Andrew Cavalier, her stepson. Both members cover our Audit and Finance committee and Audit and Finance committees requirement for having a “parent” representative.

Etta will attend all meetings as a guest to continue to observe.

b. New Agenda Format – Comments? CTrujillo is not sure she likes it.

7. Executive Director Report.....Charlotte

Still waiting for our Site Visit report.

8. Open Public Comment.....Open

None

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

Next meeting set for the 4th Thursday of JANUARY (25th) – no meeting in December due to the holidays

10. Adjourn..... Chair

Meeting adjourned at 5:08 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**

Facilities Committee – Bill Reed

Policy Committee – Jess Wiltamuth

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