

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

**February 22, 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 - **Present**
  7. Rhonda Cordova - **Present**

**Scheduled Guest(s):** Various Staff , Etta Cavalier

**Scheduled Absence::** Monica Aguilar

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

1. Call to Order, Roll Call (Quorum?/? voting members).. Chair. **All members Present w/ the exception of MAguilar. Scheduled Absence**
2. Welcome and Introductions..... Chair – **Reminder that ECavalier is present as a guest, non-voting potential GC member**
3. Approval of Agenda **ACTION ITEM\***..... All – **BFrietze presents the agenda and asks for questions, concerns, corrections? Hearing none, BFrietze requests a motion to approve the agenda. BReed Motions to approve the Agenda for 2.22.18 GC meeting. MTrujillo 2nds. Motion carries 4-0**
4. Approval of Previous Meeting Minutes **ACTION ITEM\*** All – **BFrietze presents the minutes from the 1.25.18 meeting and asks for questions, concerns, corrections? Hearing none, BFrietze requests a motion to approve the Minutes from the 1.25.18 Governing Council Meeting. JWiltamuth Motions to approve the Minutes from the 1.25.18 meeting. BReed 2nds the motion. Motion carries 4-0**
5. Action Items.....
  - a. Financial Reports\*.....Rhonda – **Rcordova presents the budget report as of 2.21.18. Cash carry over has a significant increase, which will help with the potential upcoming move. This cash carry over balance will increase with the addition of the SSAE grant that will cover part of the salary for Joaquin Arguello as the Health and wellness coach. Other notes – Lunch account will balance as the USDA reimbursements come in. Title 2 may increase with Sandy Beery – surgery – not in as much. CTrujillo would like any extra, left-over Title 2 money to go to GLAD Training and looking for Wilson Reading Training for Sped Teachers. R Cordova reviews all Capitol Appropriations as they relate to the potential move to the 2551 Karsten RD SE. New appropriation from this year’s legislative session will be used for any construction that needs to be done. – BFrietze asks for questions, concerns,? Hearing none, BFrietze requests a motion to approve the Finance report as of February 21, 2018. BReed Motions to approve the Financial report as of February 21, 2018. JWiltamuth 2nds the motion. Motion carries 4-0**
  - b. BARs\* .....Rhonda – **BAR DOC ID# 515-000-1718-0018-I Bar to increase the operational budget in the amount of \$26,613.00 from the final SEG allocation for 2017-2018 school year. BFrietze asks for questions, concerns. Hearing none, BFrietze asks for a motion to approve the BAR ending in 0018-I. MTrujillo motions to approve the BAR ending in 0018-I that will increase the operational budget by \$26,613. JWiltamuth 2nds.**

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Motion carries 4-0.

BAR DOC ID# 515-000-1718-0019-I Bar to increase the Activities Account budget by \$5,685 from receipts received. BFrietze asks for questions, concerns. Hearing none, BFrietze asks for a motion to approve the BAR ending in 0019-I. MTrujillo motions to approve the BAR ending in 0019-I that will increase the activities account budget by \$5,685. BReed 2nds the motion. Motion carries 4-0

BAR DOC ID# 515-000-1718-0020-I Bar to increase the Instructional Materials account by \$434 from the final allocation. BFrietze asks for questions, concerns. Hearing none, BFrietze asks for a motion to approve the BAR ending in 0020-I. BReed motions to approve the BAR ending in 0020-I that will increase the Instructional Materials account by \$434. BReed 2nds the motion. MTrujillo 2nds. Motion carries 4-0

- c. Charter Amendment Request to move - change locations\* .....Bernadette – BFrietze states as where SVP has been seeking a new facility officially since 2015 and unofficially since the school was initially approved. CTrujillo adds that the current location was never intended to be the permanent facility for SVP. Restricted by land size and limited number of classrooms. SVP has maxed out the capacity of the site and still lacks parking and a safe drop-off and pick-up area. With the closing of Academy of Trades and Technology, the proximity of the area SVP serves and the opportunity to continue and expand the service of the San Jose neighborhood presents a win-win situation for SVP. The ATTHS Facility represents an huge improvement over he current facility and is in the bset interests of the students, parents, staff and the school overall. The ATTHS facility already meets the NM State Adequacy and E-Occupancy Standards and has, per the PSFA, the capacity to hold 234 students. BFrietze asks for questions, concerns, clarifications regarding the State Charter School / Change Amendment Request to be submitted to the PEC for a request to change the primary location of SVP from 2813 Gun Club Rd SW Albuquerque, NM TO 2551 Karsten Ct. SE, Albuquerque, NM 87102. Hearing none, BFrietze requests a motion to approve the Charter School / Change Amendment Request to be submitted to the PEC for a request to change the primary location of SVP from 2813 Gun Club Rd SW Albuquerque, NM TO 2551 Karsten Ct. SE, Albuquerque, NM 87102. MTrujillo Motions to approve the Charter School / Change Amendment Request to be submitted to the PEC for a request to change the primary location of SVP from 2813 Gun Club Rd SW Albuquerque, NM TO 2551 Karsten Ct. SE, Albuquerque, NM 87102. JWiltamuth 2nds the motion. Motion carries 4-0
- d. Charter Amendment Request to increase the enrollment cap from 156 to 200\*...Bernadette – In anticipation of the opportunity to re-locate into a larger new facility, SVP would be provided with the ability to comfortably accommodate more students. There is a community demand for more openings as evidenced by the current 6<sup>th</sup> grade waiting list, now at 53 students. By increasing the enrollment cap from 156 to 200, SVP can address the current demand and have the ability to serve students from the community we currently serve as well as the community where the new facility exists. In addition, this increase will allow SVP phase in a C strand starting with 6<sup>th</sup> grade for the 2018-2019 school year as well as lower the number of students in the current homerooms from around 26 to 22. Adding students will benefit the community and will enhance the delivery of SVP's program by allowing for additional staff and enriched knowledge and programming. Out of the
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52 current 6<sup>th</sup> grade 2018-2019 lottery recipients, only 2 have declined the spot because of the potential location change. SVP will be sending out a second intent to re-enroll based upon the fact that SVP may be in a new facility to get an accurate number of currently enrolled students that will be returning for the 18-19 school year. That information will be presented to the GC as soon as it is available. BFrietze asks for questions, concerns, clarifications regarding the State Charter School / Change Amendment Request to be submitted to the PEC for a request to increase the enrollment cap from 156 to 200. Hearing none, BFrietze requests a motion to approve the Charter School / Change Amendment Request to be submitted to the PEC for a request to increase the enrollment cap from 156 students to 200 students. BReed Motions to approve the Charter School / Change Amendment Request to be submitted to the PEC for a request to increase the enrollment cap from 156 students to 200 students. JWiltamuth 2nds the motion. Motion carries 4-0

6. Discussion Items.....Charlotte

- a. Annual GC Report Amendment – GC Member # increase response from CSD – CTrujillo requested legal counsel to review the Annual GC report policy / procedures to ensure that SVP could vote to increase the number of Governing Council members to serve on the council for the 2017-2018 School year from 5 to 7. This would be in accordance with the SVP Governing Council Bylaws. Legal Counsel saw no obstacles and recommended that SVP add it as an action item on a future agenda. CSD was then contacted and SVP was told that schools could vote to change their membership only once per school year. CTrujillo approached the 7<sup>th</sup> potential member about serving on the Council. This member will be present at the next GC meeting where a vote to increase SVP’s GC membership from 5 to 7. CSD also noted that all GC trainings are open to the public and that any potential members are welcome to attend training prior to being voted onto the board and that the training will count.
- a. Facility Update – SVP continues to work with the ATTHS administration and legal counsel to facilitate the move. SVP will submit amendment requests per the vote today, to the CSD who will then put SVP on the PEC Hearing agenda. Will update accordingly
- b. Parent input and data – SVP will continue to gather input and data from parents and students regarding the potential move. SVP sent home a second intent to re-enroll with specific information and details regarding the new facility. This was sent today (2.22.18), via the students’ Thursday Folders. This data will be presented to the GC as soon as it is available and then submitted to the PEC with the amendment request if available or soon afterwards.
- c. Update on Letter of Concern to PEC – Still have not heard anything on SVP’s request. SVP will continue to work with Legal Counsel on this issue.

7. Executive Director Report.....Charlotte

- b. CSD Site Visit Report & Scheduled 2<sup>nd</sup> visit - Scheduled for 4.23.18

8. Open Public Comment.....Open - None

9. Announcements/Set Next Meeting..... Chair – Regular meeting for March to be scheduled on the 4<sup>th</sup> Thursday of the month, 3.22.18 @ 4:30 with a Finance meeting to be held at 4:00.

10. Adjourn..... Chair – Meeting Adjourned at 6:05 p.m.

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**----- 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.

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**----- 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.

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**---- Additional Information ----**

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

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

Facilities Committee – Bill Reed

Policy Committee – Jess Wiltamuth, Michaela Trujillo

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