

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

**Thursday, November 21, 2019 5:00**

**South Valley Preparatory School Campus**  
**2551 Karsten Court SE, Albuquerque, NM 87102 Conference Room**

**Type of meeting:** Monthly

**Chair:** Bernadette Fietze

**Invited to Attend:**

1. Bernadette Fietze - PRESENT
2. Monica Aguilar - ABSENT
3. Jess Wiltamuth - ABSENT
4. Michaela Trujillo - PRESENT
5. Brian Ver Ploegh - PRESENT
6. Charlotte Trujillo – non-voting - PRESENT
7. Alfred Martinez – non-voting - PRESENT

**Scheduled Guest(s): Greer Architecture**

**Scheduled Absence:** Monica Aguilar

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

1. Call to Order, Roll Call (Quorum?? voting members).. Chair. – **3 MEMBERS = QUORUM**
2. Welcome and Introductions..... Chair – **Greer Architect Firm members introduce themselves and provide an introductory / informational presentation on the Facility Master Plan process. Work that has already been done and work that needs to be done with the community, etc.**
3. Approval of Agenda **ACTION ITEM\***..... All  
**BFrietze presents the Agenda for review and consideration for approval. MTrujillo motions to approve the agenda for 11.21.19 meeting. BVerPlough 2nds. Motion passes 3-0.**
4. Approval of Minutes from previous meeting(s).....Chair  
**BFrietze presents the Minutes from the 10.24.19 meeting for review and consideration for approval. BVerPlough motions to approve the minutes from the 10.24.19 meeting. MTrujillo 2nds. Motion passes 3-0.**
5. Open Public Comment .....Open – **N/A**
6. Action  
Items.....
  - a. Financial Reports\*.....Alfred  
**AMartinez presents the financials ending in 10.31.20. Finance Committee reviewed journal entries, financial statemen, bank reconciliation, BARS and outstanding purchase orders. Spending is on track for a little savings @ 31% expended, should be @ 33%. Activities increase by \$8000. BFrietze calls for questions. Hearing none, BFrietze calls for a motion to approve the Financial Reports for period ending October 31, 2019. MTrujillo motions to approve the financial reports. BVerPlough 2nds. Motion passes 3-0.**
  - b. BARS\* .....Alfred  
**BAR DocID#515-000-1920-0014-I is a redo of Bar 0012 that was disapproved by PED because it was in the wrong line item. GO Bond fund will be put into audio visual not supplies. BFrietze calls for questions. Hearing none, BFrietze calls**

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for a motion to approve BAR DocID#515-000-1920-0014-I. BVerPlough motions to approve BAR DocID#515-000-1920-0014-I. MTrujillo 2nds. Motion passes 3-0.

BAR DOC ID# 515-000-1920-0015-I Student activity fund increase by \$7,987 from a variety of fundraisers. BFrietze calls for questions. Hearing none, BFrietze calls for a motion to approve BAR DocID#515-000-1920-0015-I. MTrujillo motions to approve BAR DocID#515-000-1920-0015-I. BVerPlough 2nds. Motion passes 3-0.

- c. Cafeteria Plan and Health Flexible Spending Resolution\*.....Charlotte / Al

Flex Spending Account - authorization to provide the opportunity for SVP employees to get a flex spending account for medical costs via the cafeteria plan offered @ SVP. BFrietze calls for questions. Hearing none, BFrietze calls for a motion to adopt the Flex Spending Plan Resolution. MTrujillo motions to adopt the Flex Spending Account. BVerPlough 2nds. Motion passes 3-0.

7. Executive Director Report.....Charlotte

- a. CSD Analysis of renewal application and site visit for SVP – site visit and renewal analysis was received on 11.15.19. At first read over all looks positive. Renewal hearing scheduled for Dec 9<sup>th</sup> in Santa Fe
- b. Facility Master Plan Update- Greer updated in presentation
- c. Construction Update – still waiting for the final fire suppression system test
- d. GC Training updates - see attached spread sheet. Will update with new info from the independent charter conference
- e. Thanksgiving Lunch – Friday, November 22 11:30 to 1:00 – all invited
- f. SVP Posole Night & Art Walk 12/4/19 @ 5:30 – 7:00 - all invited
- g. NSLP Audit Results – findings as a result from the menu cycle. All findings have been addressed. More training for SVP serving cafeteria staff.

8. Announcements/Set Next Meeting..... Chair – No meeting in December. Next meeting 1.23.20 @ 5:00 with a finance meeting at 4:30

9. Adjourn..... Chair

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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 @ 5:00 on the 4<sup>th</sup> Thursday of every month on the SVP Campus unless advertised otherwise.

Finance Committee – Bernadette Frietze, Monica Aguilar, Charlotte Trujillo, Alfred Martinez, Andrew Cavalier, Norm Colter

Facilities Committee – Brian VerPlough

Policy Committee – Jess Wiltamuth, Michaela Trujillo

Audit Committee – Bernadette Frietze, Monica Aguilar, Andrew Cavalier, Charlotte Trujillo, Alfred Martinez, Norm Colter