

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

**Thursday, September 26, 2019 5:00**

**South Valley Preparatory School Campus**

**2551 Karsten Court SE, Albuquerque, NM 87102 Conference Room**

**Type of meeting:** Monthly

**Chair:** Bernadette Frietze

**Invited to Attend:**

1. Bernadette Frietze - Present
2. Monica Aguilar - Present
3. Jess Wiltamuth - Absent
4. Michaela Trujillo - Present
5. Brian Ver Ploegh – ineligible to vote at this time
6. Charlotte Trujillo – non-voting
7. Alfred Martinez – non-voting

**Scheduled Guest(s):** Jamie Munsey  
**Scheduled Absence:** Jess Wiltamuth

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

1. Call to Order, Roll Call (Quorum?/? voting members)..... Chair. Meeting called to order at 5:17. 3 members present = Quorum
2. Welcome and Introductions..... Chair
3. Approval of Agenda ACTION ITEM\* ..... All – BFrietze presents the agenda for consideration. Calls for questions, clarifications. Hearing none, BFrietze calls for a motion to approve the agenda. MAguilar motions to approve the agenda. MTrujillo 2nds the motion. Motion approved 3-0
4. Approval of Minutes from previous meeting(s).....Chair BFrietze presents the minutes from 8.22.19 for consideration. Calls for questions, clarifications. Hearing none, BFrietze calls for a motion to approve the 8.22.19 meeting minutes. MAguilar motions to approve the 8.22.19 meeting minutes. MTrujillo 2nds the motion. Motion approved 3-0
5. Open Public Comment .....Open
6. Action Items.....
  - a. Financial Reports\*.....Alfred – Al Martinez presents the finance reports as of August 31, 2019. 17% of the budget has been expended. Still waiting for Capital Outlay funds to be reimbursed. BFrietze calls for questions, clarifications. Hearing none, BFrietze calls for a motion to approve the Financial Reports. MTrujillo motions to approve the Finance Report. MAguilar 2nds the motion. Motion approved 3-0
  - b. BARs\* .....Alfred
  - c. BAR 515-000-1920-0003-IB – Cash Carry over from HB33 \$39,892.00. BFrietze calls for a motion to approve BAR ending in 0003-IB. MTrujillo motions to approve BAR ending in 0003-IB MAguilar 2nds the motion. Motion approved 3-0  
BAR 515-000-1920-0004-I Cash Carry over from SB9 for \$11,108 BFrietze calls for a motion to approve BAR ending in 0004-I. MTrujillo motions to approve BAR ending in 0004-I. MAguilar 2nds the motion. Motion approved 3-0  
BAR 515-000-1920-0005-I Cash Carry over from operational for \$55,565.00. BFrietze calls for a motion to approve BAR ending in 0005-I. MTrujillo motions to approve BAR ending in 0005-I. MAguilar 2nds the motion. Motion approved 3-0  
BAR 515-000-1920-0006-IB carry over from Activities Fund \$8,764.00. BFrietze calls for a motion to approve BAR ending in 0006-IB. MTrujillo motions to approve BAR ending in 0006-IB. MAguilar 2nds the motion. Motion approved 3-0  
BAR 515-000-1920-0007-I Capital Outlay for \$72,932.00. BFrietze calls for a motion to approve BAR ending in 0007-I. MTrujillo motions to approve BAR ending in 0007-I. MAguilar 2nds the motion. Motion approved 3-0  
BAR 515-000-1920-0008-IB. Initial Budget for Lease Reimbursement for \$13,680.00. BFrietze calls for a motion to approve BAR ending in 0008-IB. MTrujillo motions to approve BAR ending in 0008-IB. MAguilar 2nds the motion. Motion approved 3-0  
BAR 515-000-1920-0009-IB Initial budget for Instructional Materials for \$12,313. BFrietze calls for a motion to approve BAR ending in 0009-IB. MTrujillo motions to approve BAR ending in 0009-IB. MAguilar 2nds the motion. Motion approved 3-0

---

BAR 515-000-1920-0010-I HB33 allocation for new year for \$106,017 BFrietze calls for a motion to approve BAR ending in 0010-I. MTrujillo motions to approve BAR ending in 0010-I. MAguilar 2nds the motion. Motion approved 3-0

- d. Three Year Lease Extension – Land / Lot\*.....Charlotte – Ctrujillo presents proposed 3 year lease extension offered by Bronson Duran for the lot next door. At this time the school needs the lot to ensure safety for pick-up and as an outdoor classroom space for PE and eventually an outdoor garden. We would like to work towards a lease purchase agreement with Mr. Duran and this will allow us to secure the lot for 3 years. BFrietze calls for questions, concerns. Hearing none, BFrietze calls for a motion to approve the 3-year lease extension for the lot next door. MAguilar motions to approve the 3-year lease extension. MTrujillo 2nds. Motion passes 3-0.
  - e. SIWI Project / Cottonwood Gulch trips.....Jamie Munsey – JMunsey presented the SIWI project in collaboration with Cottonwood Gulch and partially funded by a Federal Wilderness Grant. The project is 3 years, 10 days in the wilderness each year for the 8<sup>th</sup> graders. 8<sup>th</sup> grade will attend a 2-night field trip twice in the year, a 5-day backpacking trip at the end of the year and two 1-day excursions during the school year. In addition, 7<sup>th</sup> grade does 1-day excursion and 1-overnight trip and 6<sup>th</sup> grade will participate in a 1-day . excursion. All overnight trips must be approved by the GCs. BFrietze calls for questions, concerns. Hearing none, BFrietze calls for a motion to approve the overnight excursions with Cottonwood Gulch for the 19.20 school year. MAguilar motions to approve. MTrujillo 2nds. Motion passes 3-0.
7. Executive Director Report.....Charlotte
- a. Community Schools Update – info is supposed to be released on October 1
  - b. Facility Master Plan Update – Need one board member to sit on the FMP committee
  - c. Construction Update – Still waiting for the Final inspection
  - d. GC Training updates – Info on the upcoming National Independent Charter School Conference is handed out. GC training is offered
  - e. SVP Visit from Secretary Ryan Stewart and the Charter School Advisory Board – SVP was happy to host the new Secretary for lunch and a round table discussion on what obstacles charter schools are facing.
  - f. GC Annual Training Action Plan - we submitted the GC annual training action plan to the CSD uploaded in WebEPSS
8. Announcements/Set Next Meeting..... Chair – next meeting set for 10/24
9. Adjourn..... Chair – meeting adjourned at 6:08

---

**---- 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 @ 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