

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

March 4, 2019~ 5:00 pm

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

Type of meeting: Monthly **Chair:** Bernadette Frieze

- Invited to Attend:**
1. Bernadette Frieze - **PRESENT**
 2. Monica Aguilar - **ABSENT**
 3. Jess Wiltamuth - **PRESENT**
 4. Michaela Trujillo - **PRESENT**
 5. Bill Reed - **ABSENT**
 6. Charlotte Trujillo – **PRESENT (NON-VOTING)**
 7. Alfred Martinez - **PRESENT (NON-VOTING)**

Scheduled Guest(s): ADMINISTRATIVE INTERNS JAMIE MUNSEY & MARY JEAN GARCIA

Scheduled Absence: BILL REED, MONICA AGUILAR

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

1. Call to Order, Roll Call (Quorum?? voting members).. Chair – **3 OUT OF 5 MEMBERS PRESENT – QUORUM YES**
2. Welcome and Introductions..... Chair – **Admin Interns introduce themselves to GC members**
3. Approval of Agenda **ACTION ITEM***..... All – **BFrieze presents agenda, asks for questions, concerns. Hearing none, BFrieze calls for a motion to approve the Agenda for the March 4th GC meeting. MTrujillo makes motion to approve the agenda for the March 4th meeting. JWiltamuth 2nds. Motion passes 3-0 with 2 members absent.**
4. Approval of Previous Meeting Minutes **ACTION ITEM*** All - **BFrieze presents minutes from the January 31, 2019 meeting, asks for questions, concerns. Hearing none, BFrieze calls for a motion to approve the minutes from the January 31, 2019 meeting. MTrujillo makes motion to approve the agenda for the March 4th meeting. JWiltamuth 2nds. Motion passes 3-0 with 2 members absent.**
5. Open Public CommentOpen – **No one present for public comment**
6. Action Items.....
 - a. Financial Reports*.....Alfred – **AMartinez presents financial reports for period ending 1/31. Budget is on track. 43% of the budget has been expended for direct Instruction. Cash transfer on the agenda later will decrease the balance but will be returned pending PED approval. Bank reconciliation report reviewed Finance committee reviewed bank statement, reconciliation, journal entries, and cleared checks. BFrieze asks for questions, concerns. Hearing none, BFrieze calls for a motion to approve the Finance reports for period ending 1/31/19. JWiltamuth makes motion to approve the Finance report for period ending 1/31/19. MTrujillo 2nds. Motion passes 3-0 with 2 members absent.**
 - b. BARs*Alfred
BAR DOC ID 515-000-1819-0021-IB Initial Bar to budget Title 2 allocation. SVP

never received an official award letter from Title 2. BFrietze asks for questions, concerns. Hearing none, BFrietze calls for a motion to approve BAR ending in 0021-IB. JWiltamuth makes motion to approve the BAR ending in 0021-IB. MTrujillo 2nds. Motion passes 3-0 with 2 members absent.

BAR DOC ID 515-000-1819-0022-I – Increase in the unit value provides and additional \$9,949 to operational budget. BFrietze asks for questions, concerns. Hearing none, BFrietze calls for a motion to approve BAR ending in 0022-I. MTrujillo makes motion to approve the BAR ending in 0022-I. JWiltamuth 2nds. Motion passes 3-0 with 2 members absent.

BAR DOC ID 515-000-1819-0023-IB Initial budget for Medicaid reimbursement to be used for supplies and assets. BFrietze asks for questions, concerns. Hearing none, BFrietze calls for a motion to approve BAR ending in 0023-IB. JWiltamuth makes motion to approve the BAR ending in 0023-IB. MTrujillo 2nds. Motion passes 3-0 with 2 members absent.

BAR DOC ID 515-000-1819-0024-IB Initial budget for the USDA grant for kitchen equipment. BFrietze asks for questions, concerns. Hearing none, BFrietze calls for a motion to approve BAR ending in 0024-IB. MTrujillo makes motion to approve the BAR ending in 0024-IB. JWiltamuth 2nds. Motion passes 3-0 with 2 members absent.

BAR DOC ID 515-000-1819-0025-IB Initial Budget for the CSI after school grant from Bernalillo County. BFrietze asks for questions, concerns. Hearing none, BFrietze calls for a motion to approve BAR ending in 0025-IB. JWiltamuth makes motion to approve the BAR ending in 0025-IB. MTrujillo 2nds. Motion passes 3-0 with 2 members absent.

- c. Cash Transfer Request*.....Alfred – AMartinez presents cash transfer requests that asks that the deposit returned from previous landlord and facility. The fund has been closed and the state requires that the money be returned to the state and then a transfer request submitted to transfer it back to SVP in another fund. BFrietze asks for questions, concerns. Hearing none, BFrietze calls for a motion to approve the Cash Transfer Request . JWiltamuth makes motion to approve the Cash Transfer Request. MTrujillo 2nds. Motion passes 3-0 with 2 members absent.
- d. Option to Purchase Letter to Friends of ATTHS*Charlotte – CTrujillo presents letter that needs to be approved and signed by the GC that informs the Lease-purchase and mortgage holder, Friends of ATTHS that SVP has made the last payment and is opting to purchase the building at this time. BFrietze asks for questions, concerns. Hearing none, BFrietze calls for a motion to approve the Option to Purchase Letter to Friends of ATTHS. JWiltamuth makes motion to approve the Option to Purchase Letter to Friends of ATTHS. MTrujillo 2nds. Motion passes 3-0 with 2 members absent.

7. Executive Director Report.....Charlotte

- a. Facility Update - Working with consultant and legal counsel to complete all necessary steps needed in order to transfer the title of the building to the school
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- b. Non-profit update - **None**
 - c. GC Training updates – **No new training have been provided. Waiting for new leadership transition.**
8. Announcements/Set Next Meeting..... **Chair – Due to conflicts, March meeting will be held on Tuesday, March 26, 2019 @ 5:00 with a Fiannce meeting @ 4:30**
 9. Adjourn..... **Chair – Meeting adjourned at 5:57**
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