

Governing Council  
Brittney Barreras, Chair  
Bernadette Fietze - Member  
Melissa Toledo-Ontiveros, Member  
Jessica Montoya, Member  
Charlotte Trujillo, Member



## Governing Council AGENDA

Baylor Del Rosario, Executive Director  
Justine Vigil, Business Manager  
2551 Karsten Court SE  
Albuquerque, NM 87102  
(505) 222-5642  
southvalleyprep.org

### REGULAR MEETING NOTICE

**Date:** Monday March 31, 2025 Regular Meeting @ 5:00pm. Finance Committee @ 4:00pm with agenda being financials from previous month and Budget Adjustment Requests (BARs).

**Location:** Conference Room, 2551 Karsten Ct. SE, Albuquerque, NM 87102

**Archived/Recorded Meetings:** <https://www.youtube.com/@aztecsSVP/playlists> (Prior to October 2024)

**Livestreaming:** <https://www.youtube.com/@GCBoard-u5m> (October 2024 onward)

**Email:** [gc@southvalleyprep.org](mailto:gc@southvalleyprep.org) (Please send public comments to this email prior to the scheduled meeting)

### 1. OPENING

**1.1 Call to Order.** Meeting started at 5:02pm.

**1.2 Introduction of Guests.** At least one guest online.

**1.3 Roll Call.** Those present were (see checked below). Jessica left at 5:18pm.

| Member             | Present                                                             | Member            | Present                                                             | Member            | Present                                                             |
|--------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|
| Brittney Barreras  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Jessica Montoya   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Melissa Ontiveros | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Charlotte Trujillo | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Bernadette Fietze | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                   |                                                                     |

**2. OPEN PUBLIC COMMENTS** (email [gc@southvalleyprep.org](mailto:gc@southvalleyprep.org) to sign-up or to send written statement to be read) Sonya Vigil on YouTube chat expressed concerns about a number of items including use of her credentials/license for state reporting.

### 3. APPROVAL OF AGENDA

**3.1 Consider approval of today's agenda.** Bernadette motioned to approve today's agenda. It was seconded by Jessica.

| Member             | Vote                                                                | Member            | Vote                                                                | Member            | Vote                                                                |
|--------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|
| Brittney Barreras  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Jessica Montoya   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Melissa Ontiveros | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Charlotte Trujillo | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Bernadette Fietze | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                   |                                                                     |

### 4. APPROVAL OF MINUTES

**4.1 Consider approval of minutes from last month's meeting.** Charlotte motioned to approve meeting minutes from last month. Bernadette seconded.

| Member             | Vote                                                                | Member            | Vote                                                                | Member            | Vote                                                                |
|--------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|
| Brittney Barreras  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Jessica Montoya   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Melissa Ontiveros | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Charlotte Trujillo | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Bernadette Fietze | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                   |                                                                     |

### 5. ACTION ITEMS

#### Public Comment

Three ways to provide comment: (a) in-person during the meeting, (b) click Chat feature on YouTube streaming, or (c) email statement to [gc@southvalleyprep.org](mailto:gc@southvalleyprep.org) prior to meeting.

#### Statement of Non-Discrimination

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#### Additional Information

**Finance Committee** – Brittney Barreras, Alfred Martinez, Justine Vigil, Baylor Del Rosario / **Facilities Committee** – Jessica Montoya, Baylor Del Rosario, Justine Vigil / **Audit Committee** – Mary Scofield, Brittney Barreras, Baylor Del Rosario, Ashley Barranca, Alfred Martinez

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- 5.1 Consider approval of financial statements for previous month(s).** Bernadette motioned to approve financial statements. Brittney seconded.

| Member             | Vote                                                                | Member            | Vote                                                                | Member            | Vote                                                                |
|--------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|
| Brittney Barreras  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Jessica Montoya   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Melissa Ontiveros | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Charlotte Trujillo | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Bernadette Fietze | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                   |                                                                     |

- 5.2 Consider approval of BAR(s).** Bernadette motioned to approve the following BAR ending in 27IB. Jessica seconded. Unanimously passed. Bernadette motioned to approve the following BAR ending in 25I. Jessica seconded. Unanimously passed.

- BAR 0025-I Fund 21100 for food service \$4,392.00
- BAR 0027 IB Fund 26107 for Ed Fellow/EA \$108,200

- 5.3 Consider approval to update and revise bylaws.** Bernadette motioned to table the bylaws, Brittney seconded.

| Member             | Vote                                                                | Member            | Vote                                                                | Member            | Vote                                                                |
|--------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|
| Brittney Barreras  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Jessica Montoya   | <input type="checkbox"/> Yes <input type="checkbox"/> No            | Melissa Ontiveros | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Charlotte Trujillo | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Bernadette Fietze | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                   |                                                                     |

- 5.4 Consider approval to proceed to the election of council officers with nominations for positions of chair, vice-chair, and secretary/treasurer.** Bernadette motioned to table the item. Charlotte seconded.

| Member             | Vote                                                                | Member            | Vote                                                                | Member            | Vote                                                                |
|--------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|
| Brittney Barreras  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Jessica Montoya   | <input type="checkbox"/> Yes <input type="checkbox"/> No            | Melissa Ontiveros | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Charlotte Trujillo | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Bernadette Fietze | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                   |                                                                     |

- 5.5 Consider approval of 2025-2026 Employee Handbook.** Charlotte motioned to approve the 2025-2026 Employee Handbook. Bernadette seconded.

| Member             | Vote                                                                | Member            | Vote                                                                | Member            | Vote                                                                |
|--------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|
| Brittney Barreras  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Jessica Montoya   | <input type="checkbox"/> Yes <input type="checkbox"/> No            | Melissa Ontiveros | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Charlotte Trujillo | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Bernadette Fietze | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                   |                                                                     |

- 5.6 Consider approval of 2025-2026 Student/Parent Handbook.** Bernadette motioned to approve the 2025-2026 Student/Parent Handbook. Brittney seconded.

| Member             | Vote                                                                | Member            | Vote                                                                | Member            | Vote                                                                |
|--------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|
| Brittney Barreras  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Jessica Montoya   | <input type="checkbox"/> Yes <input type="checkbox"/> No            | Melissa Ontiveros | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Charlotte Trujillo | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Bernadette Fietze | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                   |                                                                     |

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- 5.7 Consider approval of the 2025-2026 Bilingual Multicultural Education Program (BMEP) application. Bernadette motioned to approve the 2025-2026 BMEP application. Jessica seconded.

| Member             | Vote                                                                | Member            | Vote                                                                | Member            | Vote                                                                |
|--------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|
| Brittney Barreras  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Jessica Montoya   | <input type="checkbox"/> Yes <input type="checkbox"/> No            | Melissa Ontiveros | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Charlotte Trujillo | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Bernadette Fietze | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                   |                                                                     |

- 5.8 Consider approval of parking lot resurfacing by CES vendor. Bernadette motioned to approve the lowest parking lot resurfacing bid Star Paving Company. Jessica seconded.

| Member             | Vote                                                                | Member            | Vote                                                                           | Member            | Vote                                                                |
|--------------------|---------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|
| Brittney Barreras  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Jessica Montoya   | <input type="checkbox"/> Yes <input type="checkbox"/> No                       | Melissa Ontiveros | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Charlotte Trujillo | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Bernadette Fietze | <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No |                   |                                                                     |

### 6. DISCUSSION ITEMS

- 6.1 Audit FY2024. Members will discuss the audit and receive training on a date TBD.  
6.2 Council training. Members discussed training needs.  
6.3 Next meeting. April 23, 2025 is the next meeting.

### 7. EXECUTIVE DIRECTOR'S REPORT Baylor presented on his report.

### 8. EXECUTIVE SESSION

- 8.1 Consider approval for the governing council to enter into closed session as permitted by the Open Meetings Act, section 10-15-1(H)(2) to discuss Limited Personnel Matters specifically evaluation of the executive director. Britney tabled the item. Charlotte seconded.

| Member             | Vote                                                                | Member            | Vote                                                                | Member            | Vote                                                                |
|--------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|
| Brittney Barreras  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Jessica Montoya   | <input type="checkbox"/> Yes <input type="checkbox"/> No            | Melissa Ontiveros | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Charlotte Trujillo | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Bernadette Fietze | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                   |                                                                     |

- 8.2 Reconvene and consider approval of the following statement: "The matters discussed in the closed meeting was limited only to those specified in the motion to enter into the closed meeting." Brittney tabled the item. Charlotte seconded.

| Member             | Vote                                                                | Member            | Vote                                                                | Member            | Vote                                                                |
|--------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|-------------------|---------------------------------------------------------------------|
| Brittney Barreras  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Jessica Montoya   | <input type="checkbox"/> Yes <input type="checkbox"/> No            | Melissa Ontiveros | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Charlotte Trujillo | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Bernadette Fietze | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                   |                                                                     |

### 9. ADJOURN TO ADJOURN AT 6:10pm

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