

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



## Governing Council AGENDA

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

### REGULAR MEETING NOTICE

**Date:** Wednesday, December 17, 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

**Streaming (Prior to October 2024) of Governing Council Meetings**

**Streaming (October 2024 Onward) of Governing Council Meetings**

**Back-Up Streaming of Governing Council Meetings**

**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 called to order at 5:05 pm

1.2 Introduction of Guests. - Rios Fernandez

1.3 Roll Call. - B.Barreras - Present, B.Fietze, Present, M. Toledo-Ontiveros, Absent at the time of Roll Call but joins meeting @ 5:09 pm Charlotte Trujillo, Present with the 5th position vacant

#### 2. OPEN PUBLIC COMMENTS (email [gc@southvalleyprep.org](mailto:gc@southvalleyprep.org) to sign-up or to send written statement to be read) - No public comments received

#### 3. APPROVAL OF AGENDA

3.1 Consider approval of today's agenda. - motion to approve the agenda by C.Trujillo, 2nd by B.Barreras. Motion carries 3-0 with 1 member absent and 1 member position vacant.

#### 4. APPROVAL OF MINUTES

4.1 Consider approval of minutes from last month's meeting. - C.Trujillo reports that she forgot to remove Jessica Montoya's name from the Agenda but did remove the name from the Minutes. B.Fietze notes that J.Montoya's name is still listed on the agenda on the bottom under additional information. C.Trujillo will update. C.Trujillo also notes the arrival of member M.Toledo-Onteiveros to the meeting.

Motion to approve the minutes from the November meeting by C.Trujillo, 2nd by M.T-Onteiveros. Motion carries 4-0 with 1 position vacant

#### 5. ACTION ITEMS

5.1 Finance Report and Consider approval of financial statements for previous month(s). Business Manager, Justine Vigil provides an overview of the current status of the school budget as of November 30th, 2025. Half way through the fiscal year. School maintains a strong balance. C.Trujillo adds that she and B.Barreras are present at the finance committee meetings. We did look at food service accounts. Justine explained that she is using one funding source first prior to using the 2nd source. C.Trujillo will share the back up documents from the 5 expenditures randomly chosen by the GC that were provided by the A.Barranca.

Motion to approve the Finance statements by B.Barreras, 2nd by C.Trujillo. Motion passes 4-0 with one vacant member position

5.2 Consider approval of BAR(s). - New appropriation for the Library Fund. Needs to be used by the end of FY28. Motion to approve BAR Doc ID# 0008-I by M.Toledo-Ontiveros, 2nd by B.Barreras. Motion carries 4-0 with one vacant member position.

5.3 Consider approval of "Work Schedule Policy" - C.Avalos discusses the edits that have been done to the policy, specifically clarification on the leaving campus during Prep time and clarifying who is "Administration" and clarifying

#### 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

South Valley Preparatory School does not discriminate based on 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 (505) 222-5642 at least 24 hours prior to the meeting.

#### Additional Information

**Finance Committee** - Brittney Barreras, Alfred Martinez, Justine Vigil, Crystal Avalos, Charlotte Trujillo / **Facilities Committee** - Crystal Avalos, Justine Vigil / **Audit Committee** - Mary Scofield, Brittney Barreras, Charlotte Trujillo, Ashley Barranca, Alfred Martinez, Crystal Avalos

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instructional and support staff. New policy will go into effect on January 6th, Motion to approve the Work Schedule Policy by B.Barreras, 2nd by C.Trujillo. Motion carries 4-0 with 1 vacant member position

- 5.4 Consider approval of Rios Fernandez as new GC Member - Rios Fernandez submitted a letter of interest and is requesting to sit on the SVP Governing Council. Members express their appreciation of his commitment to the school. Motion to approve Rios Fernandez as a new Governing Council member for SVP by M.Ontiveros-Toledo. 2nd by B.Barreras. Motion carries 4-0.

C.Trujillo shares information regarding next step process and paperwork that will need to be done as well as required training.

- 5.5 SVP Site Safety Plan - C.Avalos provided information on the school's updated Site Safety plan. All the state required documents and detailed information are part of the template that the plan is used to create. It cannot be shared via email or on the website due to safety requirements. CTrujillo reviewed the plan Staff CPI training being set up, all other required trainings have been scheduled CTrujillo motions to approve, B.Fietze 2nds. Motion carries 4-0.

- 5.6 Statement / Clarification June 19, 2024 GC meeting - Statement:

"At the June 19th meeting from 2024, the GC omitted to correctly state that during the June 19th closed session, nothing other than the matter listed on the agenda for closed session was discussed during the closed session. "

B.Barreras provides background information regarding the need for the statement.

Motion to approve the clarification statement by C.Trujillo, 2nd by B.Barreras. Motion carries 4-0

### 6. EXECUTIVE DIRECTOR'S REPORT

MOY testing just finishing up

Honor Roll Recognition up coming

Holiday Show was a huge hit

Observations are almost complete.

Hired a Lobbyist, Robert Apodaca. Mr. Apodaca submitted 2 funding requests for SVP.

Marketing update: Advertisements will be out next week

Hired a new Humanities Teacher! Fully staffed. The teacher has many endorsements and will be a wealth of knowledge and a great addition to the staff.

### 7. DISCUSSION ITEMS

#### 7.1 Announcements

None

#### 7.2 Next meeting

January 28, 2025

**ADJOURNED** - Meeting adjourned at 5:08

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