



Governing Council
Brittney Barreras, Chair
Bernadette Fietze - Member
Melissa Toledo-Ontiveros, Member
Jessica Montoya, 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, November 19, 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 (Please send public comments to this email prior to the scheduled meeting)

1. OPENING

1.1 Call to Order. – Meeting called to order at 5:12 pm

1.2 Introduction of Guests. – Rios Fernandez, potential Governing Council Member

1.3 Roll Call. – B.Barreras – present, B.Fietze – Present, M.Toledo-Ontiveros -Present, C.Trujillo - Present

2. OPEN PUBLIC COMMENTS (email gc@southvalleyprep.org to sign-up or to send written statement to be read) - **None**

3. APPROVAL OF AGENDA

3.1 Consider approval of today's agenda. –

Motion to approve agenda. Need to remove Jessica Montoya as member, will change to vacant

B.Fietze motion, B.Barreras 2nd. Motion passes 4-0 with one position vacant

4. APPROVAL OF MINUTES

4.1 Consider approval of minutes from last month's meeting.

B.Fietze motion, C.Trujillo 2nd. Motion passes 4-0 with one position vacant

5. ACTION ITEMS

5.1 Finance Report and Consider approval of financial statements for previous month(s).

J.Vigil, Business Manager provides update on current financial positions. July 1 – Oct 31 reported. Revenues limited to RFRs and SEG. Balance is healthy. Spending down state and Federal funds.

B.Barreras Motions to approve, B.Fietze 2nd. Motion passes 4-0 with one position vacant

5.2 Consider approval of BAR(s).

Bar 0006-I - refunds from prior year expenses, most likely from vendors. B.Fietze motions to approve, B.Barreras 2^{nds}

Bar 0007-T – moving within the title 1 fund, no increase or decrease, just within line items. C.Trujillo motions to approve, B.Barreras 2^{nds}. Motion passes 4-0 with one position vacant

5.3 Consider approval of "Work Schedule Policy" – After several questions and requests for clarifications this policy has been tabled until next month. Policy needs more details including adding a timeline for leave requests, clarify who "Admin" is, and clarify or remove telecommuting.

C.Trujillo moves to table Work Schedule Policy, B.Fietze 2^{nds}. Motion passes 4-0 with one position vacant

5.4 Consider approval of Finance Committee recommendation regarding current contractor quotes and invoicing

GC statement based on Finance Committee recommendation regarding invoicing and quotes:

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 prior to meeting.

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 (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** –Jessica Montoya, Crystal Avalos, Justine Vigil / **Audit Committee** – Mary Scofield, Brittney Barreras, Charlotte Trujillo, Ashley Barranca, Alfred Martinez, Crystal Avalos

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South Valley Preparatory School /Finance Committee Recommendation

The South Valley Preparatory School Finance Committee, as the financial oversight body, requests the Governing Council consider for approval the following recommendation:

As a critical financial oversight body of the school and to ensure compliance with the school's procurement policy, the Governing Council is requiring the following:

Current non-instructional contractors to provide

- 1. Itemized statements (invoices and detailed quotes) that clearly outline the nature of the goods or services, quantity, unit costs, including labor, and total cost, allowing the committee to verify expenses against the approved budget and relevant policies*
- 2. Evidence of completion and alignment of charges – all non-instructional contractors providing services on campus must sign in and out, providing a process for SVP to ensure invoiced hourly charges align with hours worked*

In addition, the Governing Council requests that the SVP Administration maintains due diligence by seeking additional quotes from other vendors for non-instructional services such as maintenance, repairs and other purchases of goods and services to ensure price reasonableness.

Motion to approve B.Fietze, 2nd by B.Barreras. Motion passes 4-0, with one member position vacant.

6. EXECUTIVE DIRECTOR'S REPORT

Harvest Meal at SVP. Lots of families came, Staff did an amazing job

Attendance data – attendance initiative, "Strive for 95"

High school information night. Menaul High school is recruiting our students!

Menaul High School would like to partner with our school that would benefit the school greatly

Teacher / Student / Parent conferences coming up

Unable to find a science teacher, moved a current staff member to Science and will be posting for a Humanities Teacher

NM Vista release – SVP is still designated "Traditional" - did decrease from 49.9 in FY24 to 41.8 FY25. Working on doing strand collaboration

Office of Special Education – SVP is part of Cohort 2, going through files and working with staff and Admin to identify areas for the school to work on.

7. DISCUSSION ITEMS

7.1 PEC GC Member extension – Crystal submitted. GC has 45 days beginning 10/24/25

7.2 Audit Update – Audit is wrapping up. We are waiting for financials to be released

7.3 Council training opportunity PCSNM Winter Conference Dec 10th – 12th – Crystal will send out a PO for those GC members who would like to attend so they can register

7.4 Next meeting – Wednesday, December 17, 2025 @ 5:00. The meeting will be virtual / zoom

8. ADJOURN – Meeting adjourned at 6:04

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