

Governing Council
Brittney Barreras, Chair
Bernadette Frietze - Member
Melissa Toledo, Member
Rios Fernandez, Member
Charlotte Trujillo, Member

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

Governing Council

MINUTES

REGULAR MEETING NOTICE

Date: Wednesday, May 20, 2026 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. – 5:00
- 1.2 Introduction of Guests. – no guests present
- 1.3 Roll Call. –
 - B.Barreras - Absent,
 - B.Frietze - Present
 - M.Toledo – Present
 - R.Fernandez – Present
 - C.Trujillo – Present
 - 4 members present = quorum

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. R.Fernandez motion to approve, M.Toledo 2nds. Motion carries 4-0 with one member absent

4. APPROVAL OF MINUTES

- 4.1 Consider approval of minutes from last month's meeting. – M.Toledo Motions to approve, Rios 2nds. With the correction of noting Melissa Toledo as present Motion carries 4-0 with one member absent

5. ACTION ITEMS

- 5.1 Finance Report and Consider approval of financial statements for previous month(s). – Justine reports the Finance committee reviewed all documents. Overview – no new revenues, RFR's are coming within 2 weeks. Operational looks healthy. We are using some cash carry over. Title 2 is negative but there is a BAR with an increase. The Child and Adult food program is also negative, it will be adjusted with reimbursement. Motion to approve the finance statements by M.Toledo, C.Trujillo 2nds. Motion approved 4-0 with one member present.
- 5.2 Consider approval of BAR(s).
 - 5.2.1 BAR #0031-I – Increase bar for final award of IDEA-B fund. We do not believe that we will meet MOE due to the decrease in enrollment. IDEA-B will most likely not be spent until we can ensure that MOE is met and will be carried over Motion by Rios, Melissa 2nds. Motion carries 4-0 with one member absent
 - 5.2.2 BAR #0032-I – increase bar for Title 1 – Motion by C.Trujillo, 2nd Rios Motion passes 4-0 with one member absent
 - 5.2.3 BAR #0033-I – increase bar for Title 2 - Motion by Rios, 2nd M.Toledo. Motion passes 4-0 with one member absent

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 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** –Bernadette Frietze, Rios Fernandez, Crystal Avalos, Justine Vigil / **Audit Committee** – Mary Scofield, Brittney Barreras, Charlotte Trujillo, Ashley Barranca, Alfred Martinez, Crystal Avalos

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- 5.3 Consider approval of Clean-up BAR(s) - consideration of approval for the Head Administrator and the Business Manager to enter and submit any final Budget Adjustment Requests (BARs) on behalf of the school to maintain budgetary compliance for audit and other regulatory purposes. This is done knowing that the BARs will not impact actual cash but only address budgets. In addition, any BARs submitted as allowed under this approval will be brought before the GC at the next meeting with review and detailed explanation. - Justine states all adjustments are within the same function. Motion to approve clean-up bars by R.Fernandez, 2nd M.Toledo. Motion passes 4-0 with one member absent
- 5.4 Consider approval of FY2027 Budget and Salary Schedule – enrollment was at 116, we are currently at 130. If we maintain the 130 or go higher, we will be receiving a budget increase. NMPSIA went up 10%, Dental 4%. Salary increases by 1% for everyone. 1 new position only for FY27. 130K anticipated cash carry over will be used for only emergencies. Decrease in marketing / advertising for FY27 as the large cost was in FY26 for the program. Salary schedule reflects the state mandated 1% raise. Motion to approve the FY27 budget by M.Toledo, R.Fernandez 2nds. Motion passes 4-0 with one member absent. Motion to approve the FY27 salary schedule by Rios, 2nd by M.Toledo. Motion passes 4-0 with one member absent.
- 5.5 Consider approval of Charter Law Office’s proposed 2026-27 Professional Services Agreement - Motion to approve C.Trujillo, 2nd Melissa, Motion passes 4-0 with one member absent.
- 5.6 ICIP Governing Council Resolution - Motion by Rios, 2nd by B.Frieze. Motion passes 4-0 with one member absent

6. EXECUTIVE DIRECTOR’S REPORT

NWEA testing wrapping up
11 students went to California
Promotion day is on Friday
Budget meeting with Teachers and Parents /Public. Not a lot of questions from parents. Highlighted the changes.
Hired all staff for next year. Excited for new staff coming. Hired 4 new staff members.

7. DISCUSSION ITEMS

- 7.1 GC Training Report – Brittney – need updated report to reflect hours completed
- 7.2 ED Evaluation - Due Dates
- 7.2.1 Individual GC & ED Self - evaluations due with ratings completed and provide evidence & feedback – Friday, May 29th. Send them all with Brittney
- 7.2.2 Parent feedback survey – Bernadette will create
- 7.2.3 Staff input survey – most important one at this point – send the link for the survey to all the staff to complete. Deadline May 27th for staff to complete (14 staff members)
- 7.2.4 FY27 ED Contract – will be negotiated
- 7.3 Announcements - None
- 7.4 Next meeting – June 24th.

ADJOURN – Meeting Adjourned at 5:54

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