



Governing Council  
Brittney Barreras, Chair  
Bernadette Frieze - 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

  
GC Chair Signature

### REGULAR MEETING NOTICE

**Date:** Wednesday, September 24, 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 5:01

1.2 Introduction of Guests. - N/A

1.3 Roll Call. - Present: Brittney Barreras, Bernadette Frieze, Charlotte Trujillo. Absent: Melissa Toledo-Ontiveros, Jessica Montoya

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 submitted or received

#### 3. APPROVAL OF AGENDA

3.1 Consider approval of today's agenda. - Motion to approve by C.Trujillo, 2nd by B.Barreras. Motion passes 3-0 with 2 members absent

#### 4. APPROVAL OF MINUTES

4.1 Consider approval of minutes from last month's meeting - 8.20.2025 Regular meeting minutes - Motion to approve 8.20.25 meeting minutes by B.Frieze, 2nd by B.Barreras. Motion carries 3-0 with 2 members absent

#### 5. FINANCE COMMITTEE REPORT

5.1 Report out - No backup requested from last week,

5.2 CAP update - No updates, still on track

5.3 back-up requests for next month's meeting - back up requests to be emailed to Ashley Barranca

#### 6. ACTION ITEMS

6.1 Consider approval of financial statements for previous month(s). - Finance reports presented by Justine Vigil, Business Manager. Motion to approve the finance report by B.Barreras, 2nd by C.Trujillo. Motion passes 3-0 with 2 members absent

6.2 Consider approval of BAR(s). - Maintenance Bar Doc ID# 515-000-2526-0005-M - presented to adjust budget to address positive / negative balances. Motion to approve Bar ending in 0005-M by C.Trujillo, 2nd by B.Frieze. Motion passes 3-0 with 2 members absent.

6.3 Annual Open Meetings Resolution Act for FY26 - Annual Open Meeting Resolution Act for FY26 read aloud by B.Frieze Motion to approve by B.Barreras, 2nd by B.Frieze. Motion passes 3-0 with 2 members 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](mailto: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, Charlotte Trujillo, Alfred Martinez, Justine Vigil, Crystal Avalos / **Facilities Committee** - Jessica Montoya, Crystal Avalos, Justine Vigil / **Audit Committee** - Mary Scofield, Brittney Barreras, Charlotte Trujillo, Crystal Avalos, Ashley Barranca, Alfred Martinez



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- 6.4 Per Diem Policy - Travel policy per diem section updated to reflect new state requirements. Motion to approve by B.Barreras, 2nd by B.Fietze. Motion passes 3-0 with 2 members absent.
  - 6.5 Bulk Purchase Policy - procurement requirement update to bulk purchases. SVP policy updated to reflect new rule / regulation. Motion to approve Bulk Purchase Policy by B.Barreras, 2nd by B.Fietze. Motion passes 3-0 with 2 members absent.
  - 6.6 SVP Governing Council By Laws - Current By Laws reviewed. Motion to approve SVP GC By Laws by B.Barreras, 2nd by C.Trujillo. Motion passes 3-0 with 2 members absent.
  - 6.7 Anti-disruption Policy - updates include addition of signature requirements from parents and students regarding phones. Motion to approve by B.Fietze, 2nd by B.Barreras. Motion passes 3-0 with 2 members absent.
  - 6.8 Technology Salvage request - out dated technology including old lap tops, ipads that have already been replaced. Motion to approve Technology Salvage request by C.Trujillo, 2nd by B.Barreras. Motion passes 3-0 with 2 members absent.
7. **EXECUTIVE DIRECTOR'S REPORT**  
PEC approved SVP renewal goal option for math.  
Fall Festival coming up on 10/24  
Sports updates on upcoming games / events  
Staff involvement in activities  
Upcoming short cycle assessments
8. **DISCUSSION ITEMS**
- 8.1 Elections - All need to recruit potential GC members.
  - 8.2 By Laws - GC will continue to review By Laws throughout the year in sections to ensure we are in compliance and up to date
  - 8.3 Medicaid / Federal Funding - no updates on Federal money. NM State will cover 21st Century Grant
  - 8.4 Council training. - upcoming PCSNM conference
  - 8.5 Next meeting. - October meeting scheduled for 5:00 pm on Wednesday, October 22nd
9. **ADJOURN** - Meeting adjourned at 6:04

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