



# South Valley Preparatory School



“Home of the Aztecs”

2551 Karsten Court SE Albuquerque, NM 87102

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## South Valley Preparatory School Governing Council Meeting **MINUTES**

**May 29, 2019** ~ 5:00 pm

South Valley Preparatory School Campus

2551 Karsten Court SE, Albuquerque, NM 87102 Conference Room

Type of Meeting: **Monthly**

Chair: **Bernadette Frietze**

### Invited to Attend:

1. Bernadette Frietze - **PRESENT**
2. Monica Aguilar - **PRESENT**
3. Jess Wiltamuth - **PRESENT**
4. Michaela Trujillo - **ABSENT**
5. Bill Reed - **ABSENT**
6. Charlotte Trujillo – non-voting - **PRESENT**
7. Alfred Martinez – non-voting - **PRESENT**

**Scheduled Guest(s):** Jamie Munsey

**Scheduled Absence:** Frederick Bill Reed, Michaela Trujillo

### ----- Agenda -----

1. Call to Order, Roll Call (Quorum?? voting members) .....Chair - Meeting called to order @ 5:00. 3 out of 5 GC members present = Quorum
2. Welcome and Introductions ..... Chair - none needed
3. Approval of Agenda **ACTION ITEM\*** ..... All - BFrietze presents the agenda requesting that Action items 6a and 6k be removed. No monthly reports review, instead the finance committee took an extended amount of time reviewing the 19.20 budget. In addition, 6k, the financial questionnaire will be done over the summer as it is not due to the CSD until August 1. BFrietze asks for further corrections, questions. Hearing none, BFrietze asks for a motion to approve the agenda for the 5.29.19 meeting with the corrections stated. MAguilar makes a motion to approve the agenda for the 5.29.19 meeting with the removal of action items 6A and 6K. JWiltamuth 2nds the motion. Motion passes 3-0.
4. Approval of Previous Meeting Minutes **ACTION ITEM\*** ..... All - BFrietze presents the minutes asking for questions, corrections or clarifications. Hearing none, BFrietze requests a motion to approve the 4.25.19 meeting minutes as presented. JWiltamuth motions to approve the 4.25.19 meeting minutes as presented. MAguilar 2nds. Motion passes 3-0.
5. Open Public Comment .....Open - N/A
6. Action Items.....
  - a. Financial Reports\*.....Alfred - removed as an action item
  - b. BARs\* .....Alfred
    - i. BAR#515-000-1819-0027-IB - Initial Budget in Fixed assists for food equipment. This bar replaces Bar#0024-IB which was originally approved on 3.4.19 and posted on 4.10.19 and then was Voided by the PED, wrong function.

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- BFriteze calls for questions, clarifications...hearing none, BFrietze calls for a motion to approve Bar ending in 0027-IB. MAguilar motions to approve, JWiltamuth 2nds. Motion passes 3-0.
- ii. BAR#515-000-1819-0028-I - Increase in activities fund from 8th grade trip fundraising \$16,446. BFriteze calls for questions, clarifications...hearing none, BFrietze calls for a motion to approve Bar ending in 0028-IB. MAguilar motions to approve, JWiltamuth 2nds. Motion passes 3-0
  - iii. BAR #515000-1819-0029-I Initial general fund activities - fundraising. BFriteze calls for questions, clarifications...hearing none, BFrietze calls for a motion to approve Bar ending in 0029-IB. MAguilar motions to approve, JWiltamuth 2nds. Motion passes 3-0
  - iv. BAR#515-000-1819-0030-D Decrease - reversing cash to budget in dinner program. BFriteze calls for questions, clarifications...hearing none, BFrietze calls for a motion to approve Bar ending in 0030-D. MAguilar motions to approve, JWiltamuth 2nds. Motion passes 3-0
  - v. BAR#515-000-1819-0031-I. Increase from Medicaid payments. BFriteze calls for questions, clarifications...hearing none, BFrietze calls for a motion to approve Bar ending in 0031-I. MAguilar motions to approve, JWiltamuth 2nds. Motion passes 3-0
  - vi. BAR#515-000-1819-0032-IB - Initial budget for prior year left over Golden Apple Foundation Grant. BFriteze calls for questions, clarifications...hearing none, BFrietze calls for a motion to approve Bar ending in 0032-IB. MAguilar motions to approve, JWiltamuth 2nds. Motion passes 3-0
  - vii. BAR#515-000-1819-0033-IB - Initial budget of Title 3 to be used for PD. BFriteze calls for questions, clarifications...hearing none, BFrietze calls for a motion to approve Bar ending in 0033-IB. MAguilar motions to approve, JWiltamuth 2nds. Motion passes 3-0
  - viii. BAR#515-000-1819-0034-I - Increase bar for Instructional Material final allocation. BFriteze calls for questions, clarifications...hearing none, BFrietze calls for a motion to approve Bar ending in 0034-I. MAguilar motions to approve, JWiltamuth 2nds. Motion passes 3-0
  - ix. Bar#515-000-1819-0035-M - Maintenance bar within function- no approval needed
  - x. BAR#515-000-1819-0036-M - Maintenance bar within function - no approval needed
- c. 2019-2020 Budget\* - AMartinez presents 2019-2020 proposed budget overview powerpoint. Highlights include the SEG increase vs the decrease in small school size adjustment. In addition the new T&E Index had a decrease affect on SVP. However, with the enrollment cap increase, growth makes up difference plus new bilingual maintenance program. Mandatory 6% or base salary raise for teachers and staff. ED not included in that mandatory requirement. Budget presented reflects 4% for ED. BFriteze calls for questions, clarifications...MAguilar, BFrietze and JWiltamuth request that ED receive 6% as all others. , BFrietze calls for a motion to approve the 2019-2020 budget with the 6% increase in salary for the ED to match all other employees. JWiltamuth motions to approve the 2019-2020 budget with the change stated above. MAguilar 2nds. Motion approved 3-0
  - d. 2019-2020 Calendar\* - AMartinez and CTrujillo present 2019-2020 calendar. Same amount of PD and instructional days as last year. BFriteze calls for questions, clarifications...hearing none, BFrietze calls for a motion to approve the 2019-2020 calendar. MAguilar motions to approve, JWiltamuth 2nds. Motion passes 3-0
  - e. 2019-2020 Lease Assistance Grant\* - Martinez has already submitted the Lease Assistance Grant. We are unsure if the grant needs to be officially approved by the board so we have requested that be considered for approval. Lease assistance grant was submitted for rent for lot next door. BFrietze calls for questions, concerns. Hearing none, BFrietze calls for a motion to approve the 19-20 Lease assistance Grant. JWiltamuth motions to approve, Aguilar 2nds. Motion carries 3-0
  - f. 2019-2020 Title 1 Application\* - Application was submitted w/ initial planning amount of \$67,000. To be used to pay for full-time parent Liaison and Title 1 EA to support Humanities. BFriteze calls for questions, clarifications...hearing none, BFrietze calls for a motion to approve the 2019-2020 Title 1 Application. MAguilar motions to approve, JWiltamuth 2nds. Motion passes 3-0
  - g. 2019-2020 Title 2 Application\* - Title 2 application submitted with initial allocation of ~\$7500. \$5200 to go to Teacher PD in GLAD for all teachers to be certified. \$2300 to Admin PD for local, state and national conferences. BFrietze calls for questions, concerns. Hearing none, BFrietze calls for a motion to approve the 19-20 Title 2 Grant Application. JWiltamuth motions to approve, Aguilar 2nds. Motion carries 3-0
  - h. 2019-2020 Title 3 Application\* - CTrujillo states that SVP will not submit a Title 3 application. Initial planning award was \$1,900. Too difficult to get approval to spend the money and SVP would have to seek a consortia with another school.
  - i. 2019-2020 Title 4 Application\* - CTrujillo states that the SSAE Grant was submitted for \$10,000. Focus on Healthy schools. \$6500 towards salary for full-time SW and \$3500 for student transportation to the FARM. BFrietze calls for a motion to approve the 19-20 Title 4 Grant Application. JWiltamuth motions to approve, Aguilar 2nds. Motion carries 3-0
  - j. 2019-2020 Idea-B Application\* - CTrujillo submitted IDEA-B grant. Initial planning award was \$28,000. The same it has been over the last 9 years despite the increase in Special Education Students being served at SVP. Grant to be used for partial salary of

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- 2nd Special Education Teacher. BFrietze calls for a motion to approve the 19-20 IDEA-B Grant Application. JWiltamuth motions to approve, Aguilar 2nds. Motion carries 3-0
- k. Financial Questionnaire\* - removed as an action item
  - l. Construction\* - Final specs and cost for kitchen construction at \$158,000. SVP used CES vendor to address procurement. BFrietze calls for a motion to approve the Kitchen construction. JWiltamuth motions to approve, Aguilar 2nds. Motion carries 3-0
  - m. Resignation of Frederick Bill Reed\* - Bill is unable to commit to completing “unreasonable” amount of hours required by the state along with the other required hours he must maintain annually for his job. BFrietze calls for a motion to accept the resignation of Frederick Bill Reed III. JWiltamuth motions to accept resignation, Aguilar 2nds. Motion carries 3-0
7. Executive Director Report.....Charlotte
- a. MOE miscalculation from 2016 – NMPED will return just over \$9,000 to SVP - SPED bureau audit resulted in SVP receiving a refund of ~\$9,000 from miscalculated MOE from the 2016-2017 school year.
  - b. Facility Update - no updates other than construction.
  - c. Non-profit update - no updates
  - d. GC Training updates - Jess and Bernadette signed up for all trainings.
8. Announcements/Set Next Meeting..... Chair - SVP needs a new GC member by July 1. Next meeting set for the 3rd Thursday of June to accommodate travel / vacations of GC members. June 20, 2019 @ 5:00 with a Finance meeting @ 4:30 @ SVP.
9. Adjourn..... Chair - Meeting adjourned @ 5:45 p.m.

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