

South Valley Preparatory School
Governing Council Meeting MINUTES

Thursday June 25, 2020 @ 1:00

South Valley Preparatory School Campus or via ZOOM
2551 Karsten Court SE, Albuquerque, NM 87102 Conference Room

*****Meeting may be fully held using virtual/telephonic conferencing to maximize social distancing measures as a result of the ongoing COVID-19 health emergency*****

Type of meeting: Monthly

Chair: Bernadette Frietze

Invited to Attend:

1. Bernadette Frietze - **PRESENT**
2. Monica Aguilar - **PRESENT**
3. Andrew Cavalier – non-voting until training requirements are fulfilled - **PRESENT**
4. Michaela Trujillo - **PRESENT**
5. Brian Ver Ploegh - **PRESENT**
6. Charlotte Trujillo – non-voting - **PRESENT**
7. Alfred Martinez – non-voting - **PRESENT**

Scheduled Guest(s): Jamie Munsey, Samantha Kao
Scheduled Absence:

----- Agenda -----

1. Call to Order, Roll Call (Quorum?? voting members)Chair. Meeting called to order at 1:09 5 out of 5 members present. Quorum - yes
 2. Welcome and IntroductionsChair
 3. Approval of Agenda **ACTION ITEM***All – Agenda presented. BFrietze calls for questions, hearing none BFrietze calls for a motion to approve the Agenda. MAguilar motions to approve the Agenda. BVerPloegh 2nds. Motion carries 4-0.
 4. Approval of Minutes from previous meeting(s).....Chair 5.28.20 Minutes presented. BFrietze calls for questions, hearing none BFrietze calls for a motion to approve the 5.28.20 Minutes. BVerPloegh motions to approve the 5.28.20 Minutes. MTrujillo 2nds. Motion carries 4-0.
 - 5.
 6. Open Public CommentOpen – N/A
 7. Action Items.....
 - a. Financial Reports*.....Alfred – AMartinez presents the Financial Reports as reviewed by the Finance Committee prior to the meeting. SVP is @ 75% budget expended. Expecting ~ \$90,000 in cash carryover for next year. BFrietze calls for questions, hearing none BFrietze calls for a motion to approve the Finance Report. BVerPloegh motions to approve the Finance Report. MTrujillo 2nds. Motion carries 4-0.
 - b. BARs*Alfred
BAR DOC ID# 515-000-1920-0034T – Transfer \$3,700 for last of food service costs - BFrietze calls for questions. Hearing none, BFrietze calls for a motion to approve BAR ending in 0034-T. MAguilar motions to approve BAR ending in 0034-T. BVerPloegh 2nds. Motion carries 4-0.

BAR DOC ID# 515-000-1920-0035-M – Maintenance Bar within the 1000 function to cover PD costs. BFrietze calls for a motion to approve BAR ending in 0035-M. BVerPloegh motions to approve BAR ending in 0035-M. MTrujillo 2nds. Motion carries 4-0.

BAR DOC ID# 515-000-1920-0036-M Maintenance Bar within the 2000 function Operation and Plant to Software. BFrietze calls for a motion to approve BAR ending in 0036-M. MAguilar motions to approve BAR ending in 0036-M. BVerPloegh 2nds. Motion carries 4-0.

BAR DOC ID# 515-000-1920-0037-M- Maintenance Bar within the 3000 function for food services. BFrietze calls for a motion to approve BAR ending in 0037-M. MTrujillo motions to approve BAR ending in 0034-T. BVerPloegh 2nds. Motion carries 4-0.
 - c. Cash Transfer*Alfred – AMartinez presents the cash transfer. The difference of the original \$26,000 Security deposit paid to Valley Christian Church and the \$18,000 returned to SVP. The difference verified as a result of the audit had to be transferred back \$6961. BFrietze calls for a motion to approve the cash transfer. MTrujillo motions to approve the cash transfer. BVerPloegh 2nds. Motion carries 4-0.
 - d. Internal Controls Policy revised*.....Alfred – Presented by AMartinez the policy noted that the changes made removed Office Bookkeeper and replaced it with the Executive Director. . BFrietze calls for questions, hearing none BFrietze calls for a motion to approve Internal Controls Policy. MAguilar motions to approve the Internal Controls Policy. BVerPloegh 2nds. Motion carries 4-0.
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- e.
 - f. New Board Member, Samantha Kao*.....Bernadette – BFrietze shared SKao’s interest in becoming a board member, her background, etc. BFrietze calls for a motion to approve Samantha Kao as a member of the SVP Governing Council Board Member. MTrujillo motions to approve. BVerPloegh 2nds. Motion carries 4-0
 - g.
 - h. Food Service RFP Award – CTrujillo presents the Food Service RFP proposals submitted by the vendors. SVP received only one proposal submission by NAMA Catering. SVP asks that the Food Service contract be awarded to NAMA Catering. BFrietze calls for questions, hearing none BFrietze calls for a motion to approve the Agenda. BVerPloegh motions to approve the award of the 20.21 food service contract to NAMA Catering. MAguilar 2nds. Motion carries 4-0.
 - i. Executive Session* (ED Contract).....Bernadette – MAguilar motions to approve moving into executive session at 1:29. MTrujillo 2nd. Motion approved 4-0. SVP GC moves into Executive Session at 1:29 p.m. BVerPloegh motions to exit Executive Session. MAguilar 2nds. Motion approved 4-0 - Executive session @ 1:44
8. Executive Director Report.....Charlotte
- a. Audit Committee Entrance Meeting – 2 choices for attending – CTrujillo presents the 2 options for attending the Audit entrance meeting with the auditors for the upcoming meeting.
Wed Jul 8, 2020 1pm – 1:30pm (MDT)
Wed Jul 22, 2020 1pm – 1:30pm (MDT)
 - b. FY19 Audit results and CAP review – AMartinez reviews the CAP and audit findings from last year. SVP shares CAP with GC members and outlines strategies to address the findings.
 - c. Construction Change Order – Additional cost for upstairs ~\$48,000 because of the drop down ceiling unanticipated result of removing walls in the library.
 - d. Community Schools Implementation Grant update – SVP notes that CS money has been swept in the special session now notified that the grant winners will be funded. Waiting for award letter to see the amount to move forward
 - e. Food Service RFP Update - NAMA
 - f. Re-entry Plan update – continued work on the plan. Working with POMS, staff committees, etc to ensure all protocols and procedures will be in place.
9. Announcements/Set Next Meeting..... Chair – July meeting to be set at July 23rd @ 1:00
10. Adjourn..... Chair – Meeting adjourned @ 2:06
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----- 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 222-5642 at least 24 hours prior to the meeting.

---- Additional Information ----

Regular monthly meetings @ 5:00 on the 4th Thursday of every month on the SVP Campus unless advertised otherwise.
Finance Committee – Bernadette Frietze, Monica Aguilar, Charlotte Trujillo, Alfred Martinez, Jennifer Garcia, Andrew Cavalier
Facilities Committee – Brian VerPlough,
Policy Committee – Samantha Kao, Michaela Trujillo
Audit Committee – Bernadette Frietze, Monica Aguilar, Charlotte Trujillo, Alfred Martinez, Jennifer Garcia