Governing Council
Brittney Barreras, Chair
Bernadette Frietze - 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, August 20, 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. 5:15
   - 1.2 Introduction of Guests. - Gabe Maldonado, Director of Student Support Services
   - 1.3 Roll Call.
     Bernadette Frietze - present
     Brittney Barreras - present
     Charlotte Trujillo - present
     Melissa Ontiveros - Toledo - absent
     Jessica Montoya - absent

2. **OPEN PUBLIC COMMENTS (email gc@southvalleyprep.org to sign-up or to send written statement to be read) -** No open public comments
3. **APPROVAL OF AGENDA**
   - 3.1 Consider approval of today's agenda.
     Motion to approve by B.Frietze
     2nd 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.
     - 4.1.1 7.23.2025 Regular meeting minutes
       Motion to approve B.Barreras
       2nd C.Trujillo
       Motion passes 3-0, w/ 2 members absent
     - 4.1.2 8.11.25 Special meeting minutes
       Motion to approve B.Barreras
       2nd C.Trujillo
       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 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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5. **FINANCE COMMITTEE REPORT**

5.1 Report out - Back up items from last month, all items had appropriate back up. The finance committee suggests that all quotes be included in the documentation.

5.2 CAP update - no updates on the CAP

5.3 back-up requests for next month's meeting - 4 new requests will be done for next month.

6. **ACTION ITEMS**

6.1 Consider approval of financial statements for previous month(s).

RFR's up to date, negative functions will be addressed next month.

Motion to approve financial statements - C.Trujillo

2nd B.Frietze

Motion approved 3-0, with 2 members absent

6.2 Consider approval of BAR(s).

Doc ID #515-000-2526-0003-I

Motion to approve Bar ending in 0003-I- B.Barreras

2nd B.Frietze

Motion approved 3-0, with 2 members absent

6.3 Consider approval of Parent-Student Handbook with proposed revisions -

With 10 updates / revisions / adjustments, many of which are personnel updates, contact info and updated ED expectations.

Motion to approve revisions to the Parent-student handbook BB

2nd - C.Trujillo

Motion approved 3-0, with 2 members absent

7. **EXECUTIVE DIRECTOR'S REPORT**

ED Crystal Avalos - in session since 8/6. Great assembly, lots of staff discussion on the Math CAP, teachers propose adjustments, submitted the 90 day plan

Critical actions - RTI resources, monthly data talks, Dr. Torres + Crystal, Monthly PD around math strategies and practices, level 2

NWEA testing

Reading groups start next week

Eddyberto - mural / 21st century, will be implementing a mural curriculum - Aztec and NM history, to be paired with a mural, starting in September.

Enrollment is low - looking into marketing for recruitment - 124

Attendance addressed immediately - students / families have been updated

Open House - August 27th 4:30 - 7:30

GC recruitment.

8. **DISCUSSION ITEMS**

8.1 Elections -

We need to have officer elections. We do not have an elected secretary, char will volunteer for now. Need more active board members.

8.2 Financial Policies - sent finance policies to Justine to review and ensure alignment with procedures. Justine reviewed and sent an updated Travel Per Diem policy to be considered for approval for next month's meeting.

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8.3 Staff Handbook - Currently being reviewed by C.Avalos. Will provide feedback next month

8.4 Council training. - PCSNM membership for resources for Crystal and training for GC

8.5 Next meeting. September 24th 5:00 GC meeting, Finance committee at 4:00

9. **ADJOURN** - meeting adjourned at 5:54 pm

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