

# Coral Community Charter School Governance Council (GC)

4401 Silver Ave NE  
Albuquerque, NM 87108

July 6, 2021, 5:30 pm

## MINUTES

**I. This open meeting was held on “Microsoft Teams” because of the pandemic situation and complied with all information from the Attorney General’s Office.**

**A.** The meeting was called to order with a quorum at 5:32 pm by the Vice Chair, Susan Steketee.

<b>B. Roll Call</b>					
<b>Name</b>	<b>Office</b>	<b>Present</b>	<b>Absent</b>	<b>Arrived late</b>	<b>Departed Early</b>
<b>Keren Fenderson</b>	Chair	x			
<b>Mike Reeves</b>	Treasurer	x			
<b>Mary Merchant</b>	Secretary			x 5:40 pm	
<b>Susan Steketee</b>	Vice Chair	x			
<b>Tim Tokarski</b>	at large	x			

**C. School Staff:** *Lori Bachman*, ED (Executive Director), *Katy Sanchez*, CFO (Chief Financial Officer), *Julia Weeks*, Operation Support Specialist & Food Manager & Health Assistant, *Abby Lewis*, School Attorney.

**Public Guests:** none

**Guests of the Board:** none

**D.** The agenda was reviewed and a motion to approve the agenda as presented was made by Michael Reeves and seconded by Susan Steketee. A

roll call vote was taken: Michael Reeves - Yes, Tim Tokarski - Yes, Michael Reeves - Yes, Keren Fenderson - Yes.

**E.** A motion to approve the minutes as presented from June 1, 2021 was made by Michael Reeves and was seconded by Susan Steketee. A roll call vote was taken: Michael Reeves - Yes, Tim Tokarski - Yes, Keren Fenderson - Yes, Susan Steketee - Yes.

## **II. Finance Committee;**

The financial documents (account summary, bank reconciliation, PO report and the balance sheet) from June 30, 2021, were approved after a motion to accept the financials as presented was made by Susan Steketee and seconded by Keren Fenderson. A roll call vote was taken: Mary Merchant - Yes, Michael Reeves - Yes, Tim Tokarski - Yes, Keren Fenderson - Yes, Susan Steketee - Yes.

## **III. Budget/ Finance Committee;**

The following BARs were approved as presented by Ms. Sanchez with a motion by Michael Reeves and a second by Keren Fenderson. A roll call vote was taken: Mary Merchant - Yes, Michael Reeves - Yes, Tim Tokarski - Yes, Keren Fenderson - Yes, Susan Steketee - Yes.

BAR 1M – Pre-K

BAR 2T – Pre-K

The following Budgets were discussed and approved with a motion by Michael Reeves and a second by Keren Fenderson. A roll call vote was taken: Mary Merchant - Yes, Michael Reeves - Yes, Tim Tokarski - Yes, Keren Fenderson - Yes, Susan Steketee - Yes.

IDEA-B

PreK

SB-9 State Match

The FY22 Salary Schedule and revised Internal Controls were discussed and approved with a motion by Michael Reeves and a second by Tim Tokarski. A

roll call vote was taken: Mary Merchant - Yes, Michael Reeves - Yes, Tim Tokarski - Yes, Keren Fenderson - Yes, Susan Steketee - Yes.

The FY21 Inventory was discussed and approved with a motion by Michael Reeves and a second by Mary Merchant. A roll call vote was taken: Mary Merchant - Yes, Michael Reeves - Yes, Tim Tokarski - Yes, Keren Fenderson - Yes, Susan Steketee - Yes.

Student enrollment is PreK 38, K5 211 students and the lottery list is at 146 students.

#### **IV. Facility Committee;**

There was no facility committee meeting held this month. The school is waiting for the new playground and shade structure installation.

#### **V. Audit Committee;**

The Audit Committee has an Entrance meeting for FY22 audit on July 12, 2021. The audit and Field Work visit begin on August 16. The committee will meet on August 26, 2021

#### **VI. Academic Committee;**

There was no Academic committee meeting held this month. The EOY data is not yet available.

#### **VII. ED Support Committee;**

There was no ED support committee meeting held this month. Ms. Bachman and the committee need to determine Ms. Bachman's goals for FY22. One of which is to expand our school.

#### **VIII. Governance Committee;**

The Attendance Policy was discussed and updated in the Student Handbook. A motion to accept the changes was made by Susan Steketee and a second by Tim Tokarski. A roll call vote was taken: Mary Merchant - Yes, Michael Reeves - Yes, Tim Tokarski - Yes, Keren Fenderson - Yes, Susan Steketee - Yes.

The changes in the Employee Handbook were discussed and a motion to accept the changes was made by Mary Merchant and seconded by Susan Steke-

tee. A roll call vote was taken: Mary Merchant - Yes, Michael Reeves - Yes, Tim Tokarski - Yes, Keren Fenderson - Yes, Susan Steketee - Yes.

**IX. Closed Session;**

A motion was made, pursuant to Section 10-15-1(H)(2) NMSA 1978 to move into a closed session, by Keren Fenderson and seconded by Mary Merchant. A roll call vote was taken: Mary Merchant - Yes, Michael Reeves - Yes, Tim Tokarski - Yes, Keren Fenderson - Yes, Susan Steketee - Yes. Limited personnel matters were discussed and no action was taken during the closed session.

**X. New Business;**

There was no new business. The next regular meeting of the GC is on August 3, 2021, 5:30 pm. The meeting will be held at CCCS or be completed on Microsoft Teams in accordance with to Open Meeting Act Guidance from the NM Attorney General's office.

**XII. Adjournment;**

The meeting was adjourned at 6:55 pm.

  
Governance Board Secretary  
Signature

August 3, 2021

Date

Minutes taken by Mary Merchant, Secretary