

Coral Community Charter School Governance Council (GC)

4401 Silver Ave NE
Albuquerque, NM 87108
August 25, 2020, 5:30 PM
MINUTES

Name	Office	Present	Absent	Arrived late	Departed Early
Keren Fenderson	Chair	x			
Mike Reeves	Treasurer	x			
Mary Merchant	Secretary	x			
Sue Steketee	Vice Chair	x			
Tim Tokarski	at large	x			
Corky Baca	at large		x		

School Staff: *Lori Bachman*, ED (Executive Director), *Katy Sanchez*, Business Manager, *Cristal Wilson*, Director of Academic Innovation & Pre-K Site Coordinator, *Julia Weeks*, Operation Support Specialist & Food Manager & Health Assistant.

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

Meeting was called to order with a quorum at 5:33 pm by the Chair, Keren Fenderson.

Public Comment: none

Guests of the Board: none

The agenda was reviewed and a motion to approve the agenda as presented was made by Sue Steketee and seconded by Tim Tokarski. A roll call vote was taken: Mary Merchant - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Keren Fenderson - Yes , Mike Reeves - Yes

A motion to approve the minutes, as presented, from July 28, 2020 was made by Mary Merchant and was seconded by Sue Steketee. A roll call vote was taken: Mary Merchant - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Keren Fenderson - Yes , Mike Reeves - Yes

Budget/ Finance Committee:

The finance/ budget committee met today and reviewed the current documents. The financial documents (account summary, bank reconciliation, PO report and the balance sheet) from July 31, 2020 were approved after a motion to accept the financials as presented by Sue Steketee and seconded by Michael Reeves. A roll call vote was taken: Mary Merchant - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Keren Fenderson - Yes, Mike Reeves - Yes

There are no BARS for approval.

Ms. Sanchez presented the proposed changes to the Internal Controls and Procedures (ICP). After discussion, Mary Merchant motioned to accept the changes as presented by Ms. Sanchez. The

motion was seconded by Sue Steketee. A roll call vote was taken: Mary Merchant - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Keren Fenderson - Yes, Mike Reeves - Yes.

Two new policies were placed in the common drive. The first policy was the GASB 54 Policy. The GASB 54 is a guideline for classifying fund balances. A motion was made by Mike Reeves to accept the policy as written and the motion was seconded by Sue Steketee. A roll call vote was taken: Mary Merchant - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Keren Fenderson - Yes, Mike Reeves - Yes

The second policy was the Per Pupil Expenditure Policy. Ms. Bachman and Ms. Sanchez presented this policy. The per pupil amount is due at the end of the fiscal year. The policy defines the expenses. A motion was made by Mike Reeves to accept the policy as written and the motion was seconded by Sue Steketee. A roll call vote was taken: Mary Merchant - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Keren Fenderson - Yes, Mike Reeves - Yes.

Student enrollment is 242 students and the lottery list is at 227 students.

Facility Committee:

There was no facility committee meeting held this month. The school is still waiting for the PED approval of the lease purchase.

Audit Committee:

The Audit committee is scheduled to meet next week. Ms. Sanchez is organizing the meetings and the audit.

Academic Committee:

There was no academic committee meeting held this month. Ms. Bachman entered the NM DASH data by the due date September 1, but due to a technical issues that were not yet addressed by PED, the academic plan could not be generated.

ED Support Committee:

There was no ED support committee meeting held this month.

Executive Director Report

The ED report was posted in the OneDrive. Ms. Bachman will serve on the charter renewal team at APS.

The Board discussed and took action on the Re-entry Plan. The surveys of hybrid start from both families and teachers was placed on the Common Drive. Other topics discussed were number of teachers at high risk, the sub list is zero and there have been no applications. The school could close multiple times during the school year. A motion was made by Sue Steketee to continue in virtual mode through December. It was seconded by Tim Tokarski. A roll call vote was taken: Mary Merchant - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Keren Fenderson - Yes, Mike Reeves - Yes.

Governance Committee:

There was no governance committee meeting held this month.

The Remote Learning Attendance Policy was presented and discussed. A motion to accept the Policy as presented was made by Mary Merchant and seconded by Sue Steketee. A roll call vote was taken:

Mary Merchant - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Keren Fenderson - Yes , Mike Reeves - Yes.

Unfinished Business:

There was no unfinished business.

New Business:

The next meeting of the GC is September 29, 2020 at 5:30 PM at CCCS or to be completed on Microsoft Teams in accordance with to Open Meeting Act Guidance from the NM Attorney General's Office.

Adjournment:

The meeting was adjourned at 6:51 pm.



Mary E Merchant
Governance Board Secretary
Signature

8/25/2020
Date

Minutes taken by Mary Merchant, Secretary