

Coral Community Charter School Governance Council (GC)

4401 Silver Ave NE
Albuquerque, NM 87108

November 17, 2020, 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. Meeting was called to order with a quorum at 5:36 pm by the Chair, Keren Fenderson.

B. Roll Call					
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			

C. School Staff: *Lori Bachman*, ED (Executive Director), *Katy Sanchez*, CFO (Chief Financial Officer), *Cristal Wilson*, Director of Academic Innovation & Pre-K Site Coordinator, *Julia Weeks*, Operation Support Specialist & Food Manager & Health Assistant, *Abby Lewis*, School Attorney (arrived late).

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 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.

E. Minutes from October 29, 2020 were tabled as they were unfinished.

II. Financial Documents/ Financial Committee:

Keren Fenderson and Mike Reeves both reviewed the financial documents (account summary, bank reconciliation, PO report and the balance sheet) from October 31, 2020. A motion to approve the financials as presented was made by Tim Tokarski and seconded by Sue Steketee. A roll call vote was taken: Mary Merchant - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Keren Fenderson - Yes.

III. Budget/ Finance Committee:

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

- BAR 28D – CARES B
- BAR 29M – SEG
- BAR 30M – SEG
- BAR 31T – SEG
- BAR 32M – PreK
- BAR 33M – Special Capital Outlay
- BAR 34M – SB9 Local
- BAR 35M – Capital Outlay

The BAR 36M – Medicaid was tabled.

Student enrollment is PreK 38, K5 208 students and the lottery list is at 134 students.

IV. Facility Committee;

There was no facility committee meeting held this month. The LPA and repayment schedule were discussed. A motion was made by Sue Steketeer to approve the LPA between Doris Duhigg and CCCS as presented tonight. The motion was seconded by Tim Tokarski. A roll call vote was taken: Mary Merchant - Yes, Tim Tokarski - Yes, Susan Steketeer - Yes, Keren Fenderson - Yes.

VI. Audit Committee;

The Audit is complete and the Committee will meet after findings are published and CAP is drafted.

VII. Academic Committee;

There was no Academic Committee meeting held this month.

VIII. 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 is advocating for our families to receive P EBT. An error occurred on the state level to cause families to lose access to benefits. The school website is being updated. Ms. Wilson shared the results of the student “back to school survey”.

IX. Governance Committee;

Changes were made to the committee assignments. The new assignments are attached to these minutes.

After discussion, a motion was made by Tim Tokarski to ratify the Return to School Policy. It was seconded by Sue Steketeer. A roll call vote was taken: Mary Merchant - Yes, Tim Tokarski - Yes, Susan Steketeer - Yes, Keren Fenderson - Yes.

A special meeting will be held on January 5, 2020 to discuss spring model for instruction.

X. Unfinished Business;

There was no unfinished business.

New Business:

There was no new business.

The next meeting of the GC is December 15, 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.

XI. Adjournment:

The meeting was adjourned at 6:35 pm.



Governance Board Secretary
Signature

11/17/2020

Date

Minutes taken by Mary Merchant, Secretary

CCCS Governance Council Committees 2020-21

Academic Committee

Mary Merchant – Chair
Sue Steketee

ED Support Committee

Mary Merchant - Chair
Keren Fenderson

Finance Committee

Mike Reeves – Chair, GC Treasurer
Keren Fenderson

Audit Committee

Mike Reeves – Treasurer
Mary Merchant – GC Member, Committee Chair
Katy Sanchez – Chief Financial Officer
Lori Bachman – Executive Director
Anne Hazelwood – Parent
Brandon McFatrige – Community Member

Governance Committee

Tim Tokarski – Chair
Sue Steketee

Facility Committee

Tim Tokarski - Chair
Mike Reeves