

Coral Community Charter School Governance Council (GC)

4401 Silver Ave NE
Albuquerque, NM 87108

August 2, 2022, 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 5:36 pm by the Chair, Keren Fenderson.

B. Roll Call					
Name	Office	Present	Absent	Arrived late	Departed Early
Keren Fenderson	Chair	x			
Mike Reeves	at large	x			
Mary Merchant	Secretary	x			
Susan Steketee	Vice Chair	x			
Tim Tokarski	Treasurer	x			
Brian McFtridge	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 Mike Reeves and seconded by Tim Tokarski. A roll call vote was taken: Mary Merchant - Yes, Keren Fenderson - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Mike Reeves - Yes.

E. A motion to approve the minutes as presented from July 5, 2022, was made by Susan Steketee and was seconded by Mary Merchant. A roll call vote was taken: Mary Merchant - Yes, Keren Fenderson - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Mike Reeves - Yes.

II. Finance Committee;

The financial documents (account summary, bank reconciliation, PO report and the balance sheet) from July 31, 2022 were approved after discussion with a motion to accept the financials made by Mike Reeves and seconded by Tim Tokarski. A roll call vote was taken: Mary Merchant - Yes, Keren Fenderson - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Mike Reeves - Yes.

III. Budget/ Finance Committee;

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

- BAR 1I - SEG
- BAR 2M - SB-9 Local
- BAR 3M - Pre K
- BAR 4M - Title XIX - Medicaid
- BAR 5M - PreK
- BAR 6M - ARP ESSER III
- BAR 7M - SEG
- BAR 8M - SEG
- BAR 9M - SEG

The updated Internal Controls Procedures were presented by Ms. Sanchez. After discussion, Mary Merchant made a motion to modify as discussed the Internal Controls Procedures. It was seconded by Mike Reeves. A roll call

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

Ms. Lewis presented the updated Return to School Policy and the updated Covid Safe Policies and Procedures. A motion to accept the updates was made by Susan Steketee and seconded by Mike Reeves. A roll call vote was taken: Mary Merchant - Yes, Keren Fenderson - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Mike Reeves - Yes.

Student enrollment for 22-23 is PreK 40 (38), K5 190 (201) students and the lottery list is at 25 students.

IV. Governance Committee;

There was no governance committee meeting held this month.

Ms. Lewis presented the newly updated GC Bylaws. Changes were discussed and a motion was made by Mary Merchant to accept the GC Bylaws as presented which was seconded by Tim Tokarski. A roll call vote was taken: Mary Merchant - Yes, Keren Fenderson - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Mike Reeves - Yes.

The assignment of members for the GC committees was discussed and positions on GC Committees determined. A motion was made by Mary Merchant to accept the committee assignments as agreed upon. A second was made by Mike Reeves. A roll call vote was taken: Mary Merchant - Yes, Keren Fenderson - Yes, Tim Tokarski - Yes, Susan Steketee - Yes, Mike Reeves - Yes.

Academic Committee

Susan Steketee - Chair
Mary Merchant

ED Support Committee

Mary Merchant - Chair
Keren Fenderson

Finance Committee

Tim Tokarski - Chair (GC Treasurer)
Keren Fenderson

Audit Committee

Brandon McFatridge, Chair
Katy Sanchez - Chief Financial Officer
Lori Bachman - Executive Director
Tim Tokarski - Treasurer
Parent
Community Member

Facility Committee

Sue Steketee, Chair
Tim Tokarski

V. Facility Committee;

There was no facility committee meeting held this month.

VI. Audit Committee;

There was no audit committee meeting held this month.

VII. Academic Committee;

The Academic Committee will meet when the testing results are complete.

VIII. ED Support Committee;

Ms. Bachman highlighted her ED Report. Mary Merchant and Ms. Bachman will stay after the meeting and set a time to meet with each other to discuss goals.

IX. New Business;

There was no new business. The next regular meeting of the GC is on September 6, 2022 at 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.

X. Adjournment;

The meeting was adjourned at 6:26 pm.


Governance Board Secretary
Signature

September 12, 2022
Date

Minutes taken by Mary Merchant, Secretary