

Coral Community Charter School Governance Council (GC)

4401 Silver Ave SE
Albuquerque, NM 87108
March 12, 2024, 5:30 pm

MINUTES

I. This open meeting was held at 4401 Silver Ave SE.

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

B. Roll Call						
Name	Office	Present	Absent	Arrived late	Departed Early	Attended electronically
Mary Merchant	Secretary	x				
Susan Steketee	Chair	x				
Melinda Thompson	At large	x				
Tim Tokarski	Treasurer	x				
Karin Trujillo	At large	x				

C. **School Staff:** *Lori Bachman*, ED (Executive Director), *Katy Sanchez*, CFO (Chief Financial Officer) present electronically, *Julia Weeks* Operations Manager.

Public Guests: none

Guests of the Board: none

D. The agenda was reviewed and a motion to approve the agenda was made by *Tim Tokarski* and seconded by *Mary Merchant*. A vote was taken and the motion passed unanimously.

E. A motion to approve the minutes from February 13, 2024 was made by Mary Merchant and was seconded by Melinda Thompson. A vote was taken and the motion passed unanimously.

II. Finance Committee;

The financial documents provided in the monthly folder per the CCCS Finance Committee Checklist (account summary, bank reconciliation, PO report, balance sheet, disbursements, etc.) from February 29, 2024, were discussed. The financial documents were approved unanimously with a motion to accept the financials made by Tim Tokarski and seconded by Melinda Thompson.

III. Budget/Finance Committee;

The following BARs were approved as presented by Ms. Sanchez with a motion by Mary Merchant and seconded by Susan Steketee. A vote was taken and the motion passed unanimously.

- BAR 35M – SEG
- BAR 36I – SEG
- BAR 37D – Food Services
- BAR 38I – Title XIX Medicaid
- BAR 39I – HB33
- BAR 40I – SB-9
- BAR 41D – SB-9 State Match
- BAR 42M – SB-9 Local
- BAR 43T – ARP ESSER III
- BAR 45M – IDEA-B
- BAR 46I – SEG
- BAR 47I – SEG
- BAR 48I – Title XIX Medicaid
- BAR 49I – Universal Free Lunch

Ms. Sanchez and Ms. Bachman presented the new updated Internal Controls and Procedures and discussion of the changes followed. The changes were approved unanimously with a motion to accept made by Melinda Thompson and seconded by Karin Trujillo.

The SY25 calendar was presented. After discussion the calendar was approved unanimously with a motion to accept made by Karin Trujillo and seconded Tim Tokarski.

Student enrollment is PreK 35 (40), K5 209 (201) students. The lottery list is at 95 for SY24-25.

IV. Governance Committee;

The updated Unpaid Meal Policy was a request of the audit. It was approved as presented by a motion made by Melinda Thompson and seconded by Karin Trujillo. The motion was approved unanimously.

The Food Authority Administrative Policy was presented and discussed. The policy is new and was approved unanimously with a motion from Melinda Thompson and seconded by Karin Trujillo.

V. Audit Committee;

The SY23 Audit has been completed with 0 findings, congratulations to Ms. Sanchez and the audit committee.

VI. Academic Committee;

There was no academic committee held this month.

VII. ED Support Committee;

Ms. Bachman highlighted her ED Report. Good progress is being made on her goals for 23-24. The surveys from the State will be used for the annual evaluation of Ms. Bachman instead of designing a new survey.

IX. New Business;

The next regular meeting of the GC is on April 9, 2024 at 5:30 pm at the School.

X. Adjournment;

The meeting was adjourned at 6:51 pm.



Date: May 14, 2024.

Minutes taken by Mary Merchant, Secretary