

Coral Community Charter School Governance Council (GC)

4401 Silver Ave SE
Albuquerque, NM 87108
June 11, 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 5:30 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	Vice Chair			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 Melinda Thompson. A vote was taken and the motion passed unanimously.

E. A motion to approve the minutes from May 14, 2024 was made by Melinda Thompson and was seconded by Tim Tokarski. 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 Karin Trujillo and seconded by Melinda Thompson.

III. Budget/Finance Committee;

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

- BAR 52T – IDEA-B
- BAR 53M – SEG
- BAR 54I – SEG
- BAR 55I – Food Services
- BAR 56I – Title XIX Medicaid
- BAR 57T – PreK
- BAR 58M – SEG
- BAR 59I – SEG

Student enrollment for 24-25 is PreK 38 (40), K5 175 (201) students. The lottery list is at 46.

Ms. Sanchez let the board know that a new software program for all finances is coming: Axiom. We will have an on line training for the Board on August 6 at 5:30 pm on Teams.

IV. Audit Committee;

There was no activity this month. Moss-Adams entrance meeting will be in June.

V. Academic Committee;

There was no academic committee held this month. The EOY data will be available after June 28.

VI. ED Support Committee;

Ms. Bachman highlighted her ED Report. We were chosen the number 5 school in New Mexico by NICHE. Ms. Bachman's evaluation will be completed and delivered by the end of the month.

VII. Governance Committee;

Ms. Sanchez presented an update to the Internal Controls and Procedures regarding Jury Duty. A motion to accept the changes was made by Melinda Thompson and seconded by Karin Trujillo. A vote was taken and the motion passed unanimously.

Tim Tokarski presented changes to the Student & Parent / Guardian Handbook. After discussion a motion to approve the changes was made by Karin Trujillo and seconded by Melinda Thompson. A vote was taken and the motion passed unanimously.

VIII. Closed session;

Pursuant to Section 10-15-1(H)(2) NMSA 1978, the Board voted to meet in closed session to discuss limited personnel matters with a motion by Karin Trujillo and seconded by Melinda Thompson. The motion carried unanimously.

The board returned from open session. Only matters noticed for closed session on the agenda were discussed and no action was taken during the closed session.

The roll call was called and all were in agreement with the above statement.

A motion to extend Ms. Bachman's contract until then of 2026-2027 was made by Tim Tokarski and seconded by Karin Trujillo. The motion carried unanimously.

A motion to give Ms. Bachman the required raise, 3%, was made by Melinda Thompson and seconded by Sue Steketee. The motion carried unanimously.

IX. New Business;

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

X. Adjournment;

The meeting was adjourned at 7:09 pm.

Mary E Merchant

Date: July 9, 2024.

Minutes taken by Mary Merchant, Secretary