

Coral Community Charter School Governance Council (GC)

4401 Silver Ave SE
Albuquerque, NM 87108
August 12, 2025, 5:30 pm

MINUTES

I. This open meeting was held at 4401 Silver Ave SE with a virtual link posted on the CCCS web site (coralcharter.com).

A. The meeting was called to order with a quorum at 5:40 pm by the Chair, Susan Steketeo.

B. Roll Call						
Name	Office	Present	Absent	Arrived late	Departed Early	Present electronically
Allison Hendricks-Smith		X				
Mary Merchant	Secretary	X				
Susan Steketeo	Chair	X				
Melinda Thompson	At large		X			
Tim Tokarski	Treasurer					X
Karin Trujillo	Vice-Chair					X

C. School Staff: *Lori Bachman*, ED (Executive Director), *Julia Weeks*, Operations Manager (who left the meeting at 6:35pm), and *Heather Sickenger*, Assistant Principal were present with *Katy Sanchez*, CFO and *Dan Hill*, Attorney present electronically.

Public Guests: none

Guests of the Board: none

D. The agenda was reviewed. It was amended by changing item IV to the ED Support Committee (item VI). A motion to approve the agenda as amended was made by Mary Merchant and seconded by Allison Hendricks-Smith. A vote was taken and the motion passed unanimously.

E. Minutes for June 10, 2025 were discussed. Several corrections were made. A motion to accept the minutes as corrected was made by Allison Hendricks-Smith and was seconded by Susan Steketee. 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 July 31, 2025, were discussed. The financial documents were approved, by vote unanimously, with a motion to accept the financials made by Allison Hendricks-Smith and seconded by Tim Tokarski.

Student enrollment for 25-26 is Pre-K 36 (38) and K-5 189 (201). The lottery list is 7. There is an open house scheduled for September 4 from 5:30 to 7:00 pm.

III. Budget/Finance Committee;

The following BARS were presented by Katy Sanchez:

- BAR 1D-Special Capital Outlay
- BAR 3D -Universal Free Lunch
- BAR 4M-SEG
- BAR 5M-SEG

The BARs were accepted unanimously after a motion from Tim Tokarski and a second by Allison Hendricks-Smith.

The SY25 4th Quarter Cash report was reviewed and approved unanimously with a motion by Karin Trujillo and second by Tim Tokarski.

The updated salary schedule was reviewed, with the change of an addition of a social worker salary. The SY26 salary schedule was unanimously approved with a motion by Karin Trujillo and seconded by Susan Steketee.

IV. ED Support Committee;

ED report was presented by Ms. Bachman. Ms. Bachman asked Ms. Weeks to share the recruitment and retention plan. Ms. Bachman presented the document outlining administrative task and the positions to which they are assigned.

V. Audit Committee;

The entrance meeting with our new auditors went very well. They will be on site September 8-9, 2025.

VI. Academic Committee;

Ms. Sickenger, Assistant Principal, presented the student assessment data from EOY and the instructional changes made that are necessary to ensure growth and close gaps.

VII. Governance Committee;

The membership of the committees will remain the same and the agenda will be updated to reflect the current committee chairs.

The updated CCCS Employee Handbook was reviewed and changes were approved unanimously with a motion by Allison Hendricks-Smith second by Susan Steketee.

IX. New Business/Happenings;

- Next Regular Meeting:
September 9, 2025 @5:30 pm

X. Adjournment;

The meeting was adjourned at 7:00 pm.

Mary E. Merchant

Date: ~~September 9, 2025.~~ October 14, 2025

Minutes taken by Mary Merchant, Secretary