

Coral Community Charter School Governance Council (GC)

4401 Silver Ave SE
Albuquerque, NM 87108
September 9, 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 5:47 pm by the Chair, Susan Steketee.

B. Roll Call						
Name	Office	Present	Absent	Arrived late	Departed Early	Present electronically
Allison Hendricks-Smith						X
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), *Julia Weeks*, Operations Manager, *Heather Sickenger*, Assistant Principal and *Katy Sanchez*, CFO with *Dan Hill*, Attorney, Todd Knousse (associate of Dan Hill) and Kelsi Pike (associate of Dan Hill) present electronically.

Public Guests: none

Guests of the Board: none

D. The agenda was reviewed and a motion to approve was made by Karin Trujillo and seconded by Melinda Thompson. A vote was taken and the motion passed unanimously.

E. August 12, 2025 were discussed. A motion to accept the minutes as corrected was made by Karin Trujillo 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 August 31, 2025, were discussed. Two purchase orders in excess of 20,000 were discussed. The financial documents were approved, by vote unanimously, with a motion to accept the financials made by Melinda Thompson and seconded by Sue Steketee.

Student enrollment for 25-26 is Pre-K 38 (38) and K-5 186 (206). The lottery list is 6.

III. Budget/Finance Committee;

There were no BARs

The updated salary schedule was reviewed, with the change of an addition of a maintenance worker hourly rate. The updated SY26 salary schedule was unanimously approved with a motion by Melinda Thompson and seconded by Susan Steketee.

IV. ED Support Committee;

ED report was presented by Ms. Bachman. Ms. Bachman asked Ms. Weeks to share the past month activities for recruitment and retention and a document is in the meeting folder.

V. Audit Committee;

The on-site portion of the audit was conducted on September 8th and 9th, 2025 and an Audit Committee update meeting was held today, September 9th.

VI. Academic Committee;

Due to issues with the new Istation vendor, Beginning of Year assessments have not been completed yet and therefore the data is not available for review. The 90 Day Academic Plan is being drafted and will be shared with the Academic Committee along with Beginning of Year student assessment data as soon as it is available.

VII. Governance Committee;

The draft GC Handbook was reviewed and will continue to be updated. Dan Hill discussed the recent Albuquerque Public Schools Policy Committee policy discussion and implications.

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:
October 14, 2025 @5:30 pm

X. Adjournment;

The meeting was adjourned at 7:00 pm.

Mary E. Merchant
Secretary

Date: October 14, 2025.

Minutes taken by Lori Bachman, Executive Director