Coral Community Charter School Governance Council (GC)

4401 Silver Ave SE
Albuquerque, NM 87108
May 19, 2026, 5:30pm

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 5:42 pm by the Chair, Susan Steketee.

B. Roll Call						
Name	**Office**	**Present**	**Absent**	**Arrived late**	**Departed Early**	**Present electronically**
Allison Hendricks-Smith	At large	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), *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 and a motion to approve the agenda as presented was made by Karin Trujillo and seconded by Tim Tokarski. A vote was taken and the motion passed unanimously.

E. The vote for April minutes was tabled until the May meeting.

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 April 30, 2026 were discussed. The financial documents were approved unanimously with a motion to accept the financials made by Tim Tokarski and seconded by Allison Hendricks-Smith.

III. Budget/Finance Committee;
The following BARS were presented by Katy Sanchez:

- BAR 32I – SEG
- BAR 33IB – REC District Fiscal Agent
- BAR 34M – Teacher-Principal Training and Recruiting
- BAR 35M – HB33
- BAR 36I – Title XIX Medicaid
- BAR 37D – IDEA-B
- BAR 38D – Preschool IDEA-B

A motion was made to accept the BARS as presented by Ms. Sanchez by Melinda Thompson and seconded by Tim Tokarski. The vote was unanimous to accept the motion.

The SY27 budget documents were also presented by Ms. Sanchez. A motion to accept the SY27 proposed budget for funds 21000, 21100, and 24106 by Melinda Thompson and seconded by Tim Tokarski. The vote was unanimous to accept the motion.

Presentation and discussion of an update to the Internal Controls and Procedures Policy was presented. Tim Tokarski made a motion to accept and Susan Steketee seconded. The motion passed unanimously.

IV. Audit Committee;
The audit committee met and the new audit "entrance" meeting for the next fiscal year will meet in September.

V. Governance Committee;
The discussion of the update on the Governance Council Handbook was tabled.

At this time there are no relevant topics from Dan Hill to discuss.

Presentation and discussion of the proposed update on the Restraint and Seclusion Policy were introduced and were added to the Parent/Student Handbook. Melinda Thompson motioned to accept the policy and Susan Steketee seconded. The motion passed by a unanimous vote.

Presentation and discussion of an update to the Employee Handbook was presented. The update was regarding the new PTO regulations. Karin Trujillo made a motion to accept and Melinda Thompson seconded. The motion passed unanimously.

Presentation and discussion of the updated Student and Parent/Guardian Handbook took place and Melinda Thompson motion to accept and Susan Steketee seconded. The motion passed unanimously.

VI. Academic Committee;
The testing for the year 25-26 has been completed.

VI. ED Support Committee;
No meetings this month. Ms. Bachman reviewed her report.

VIII. II. Closed Session;
Pursuant to Section 10-15-1(H)(2) NMSA 1978, the Board voted to meet in closed session to discuss subject of the attorney-client privilege matter pertaining to threatened or pending litigation in which the governing council is or may become a participant. Karin Trujillo so motioned and the motion was seconded by Melinda Thompson. The motion carried unanimously. The board moved into closed session.

The board returned from open session. No actions or votes were taken.

IX. New Business/Happenings
- Next Regular Meeting:

X. Adjournment;
The meeting was adjourned at 7:34 pm.

Mary E. Merchant

Date: June 9, 2026
Minutes taken by Mary Merchant, Secretary