



**Pecos Cyber Academy (PCA)
BOARD MEETING
MINUTES**

Pursuant to the New Mexico Open and Public Meeting Laws, notice is hereby given to the members of the PCA Board and the general public that the PCA Board will hold a meeting open to the public on:

Date and Time:

Tuesday, January 24, 2023, at 5:30 p.m.

<https://zoom.us/j/96789388084?pwd=N2VaQUhucFY5TVdxcHNrVHlMVjZCZz09>

Meeting ID: 967 8938 8084

Passcode: 810612

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**Held via teleconference due to State Precautions regarding Public Health and Safety
During COVID-19 Pandemic:**

Below is an agenda of all items scheduled to be considered. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the Chair.

Reasonable efforts will be made to assist and accommodate persons with a disability. Please contact Dr. Kim Hite-Pope, EdD at 575-236-4005.

AGENDA

The Board welcomes participation by the members of the public both in-person and telephonically. To address an item on the agenda, before the scheduled start of the meeting, an individual must write their name and a short description of the agenda item on which they wish to comment on the card provided and submit this to the Chair, along with any materials they want to have distributed to the Board. Individuals who wish to address the Board telephonically must contact the School Principal by phone or by email at least twenty-four (24) hours before the scheduled start of the Board meeting. If the individual wants to provide any written materials to the Board, these should be emailed to the School Principal at least twenty-four (24) hours before the scheduled start of the meeting.

The total time for any individual to present, either in person or via telephone, on an item on the agenda shall not exceed three (3) minutes, unless the Board grants additional time.

Individuals desiring to make a formal presentation to the Board on an item not on the agenda but desiring it be placed on the agenda must provide notice and written submissions detailing the subject of the presentation to the School Principal at least fourteen (14) days prior to the meeting. Any such presentation shall not exceed fifteen (15) minutes in duration, unless otherwise permitted by the Chair.

To view the Board Public Comment Policy, visit the school's "Our School Board" page at www.pecosca.us

I. Public Comment – K. Anderson

No Public Comment

II. Call to Order: 5:39 p.m.

Roll Call – *Kyla Anderson, Brandy Tiliman, Vivian Cullen, Denise Smythe, Lorissa Marshall, and Byron Taylor.*

Others in Attendance: *Dr. Kim Hite-Pope (Executive Director), June Boles (High School Principal), Daelena Potter (Special Education Director), Dan Hill (Attorney), Kelli Loudermilk, (Middle School Principal), Kelley Fontanilla (Elementary Principal), Gretchen Potter (Mental Health Therapist), Katy Winthrop (Marketing/Registrar), Hope Encinias (Wellness Ambassador), Edith Hills (Teacher), Sarnia Paul (Teacher), Robbi Coker (Special Education Coordinator), And Amy Begay.*

III. Routine Business – K. Anderson

a. Approval of Agenda

RESOLVED: The Agenda was approved. Motion passed unanimously.

IV. Oral Reports

- a. School Leader's Report-K. Hite-Pope—*The Charter School Division will be conducting a visit to the school on February 21 for a review. Interviews will be conducted with some of the Board Members. Invites will go out to you for a late or early evening meeting. This is a normal occurrence conducted by the Charter School Division.*
- b. High School Principal Report- June Boles—*Currently enrollment for High School is up to 537 students. We are conducting Professional Learning Communities (PLC's), by grade and are Watch group for each grade is coming down. A new Science Teacher will be starting in February. And we will be looking for a math teacher for next school year as we have one that will be retiring. And we will be gearing up for the Career, and Technical Education pieces to be launched.*
- c. Middle School Principal Report-Kelli Loudermilk—*Preliminary data shows that our Growth Goal set by the Public Education Committee will be met by years end for Math. That is 79% proficient. Information on the English portion will still be coming in. The overall goal is to reach 76% proficient at years end. It looks like we may meet it. Enrollment is up to 339 students.*
- d. Elementary Principal Report-Kelley Fontanilla—*Elementary is seeing gains in proficiency as well. Our enrollment is at 457 students. We currently using Dibels to get the reading fluency information for our students. We were able to get 98% of the students tested for proficiency. And our Family Fun Days are picking up in popularity as we had over 100 families attend our last Fun Day last week.*

Special Education Director Report-Daelena Potter—*We have successfully submitted our Indicator 13 to the Public Education Department (PED). There was a little bit of confusion at the state level as to our name, if we were Pecos Connections Academy or Pecos Cyber Academy, but we were able to explain why there are two names for our school. We will be moving one of our teachers to High School to help, with staff member going on Maternity Leave. And that will leave open a position to be filled in the Special Education department. And I have been diligently researching different curriculums to help support our student's needs. It has been interesting to say the least. I hope to have something we can use for the next school year.*

- e. Academic Counselor Report-Aniesa Trujillo—*Hello I am the new High School Counselor. I want to announce that we have finalized our Graduates for December and we had three. Currently we are working with Seniors to ensure that they are in the correct courses to Graduate. We have a Counseling Corner on the Website and a Senior Spotlight newsletter we send out to highlight those students who have earned Scholarships or acceptance into College or the Military. February 6-10 will be the school Counseling week.*
 - f. Mental Health Therapist Report-Gretchen Potter—*I am working with teachers and students with scheduling therapy, and I have a steady case load. The top issue right now is dealing with Anxiety. So, there is a lot of information being relayed about coping skills. I am currently working on a training for the staff in Crisis Intervention for our students.*
 - g. Wellness Ambassador Hope Encinias—*there is a Money Management Initiative that will be shared out to the staff. It will run from February 6 to March 12. A letter will be sent out to answer any questions you may have about it, once I have received it.*
 - h. Marketing- Katy Winthrop-*I have exciting news, we have reached one of our goals of being the first website to populate when searched for a Virtual School. We have had 9435 hits on our site. We have had 45 students enroll; of those 36 heard our Marketing either on the radio or the TV ad. The next step of the plan is to start changing our banner monthly. Also, I will be starting a You Tube Channel for Enrollment. Things are happening and remember to follow us on Facebook and Twitter.*
 - i. Financial Report – Dr. Kim Hite-Pope
 - i. Bank Reconciliation-December (attached) *no variances and the deposits for Taxes have been itemized. Vivian Cullen asked about a check for over \$4,000, what was it for? Dr. Kim Hite-Pope stated it was to pay for a supplier for school Swag, pens, pencils, and school bags. The person paid was to one who bid the best price to provide the Swag. What will the Swag be used for? We for Marketing. When we attend functions or Fairs where we set up a booth to promote the school.*
 - ii. Consolidated Board Report- December
 - iii. Recommendation of Financial Items for Board Approval from the Finance Committee
 - BAR 584-000-2223-IB
- RESOLED: The BAR was approved. The motion passed unanimously.

- Pearson Quote December 2022—*the monthly quote. Vivian asked why a quote and how does the Invoice get paid? Denise stated that the Quote is received then turned over to Enrollment to check for errors such as double billing or being charged for a student no longer with the school The Invoice is received with the corrected amount which is sent to me for Approval.*

RESOLVED: The Pearson Quote was approved. The motion passed unanimously.

V. Consent Items: The Chair will ask members what items, if any, they want removed from the consent agenda for discussion. If any member asks that an item be moved, it will be moved to the Action Items. After any items have been removed, the Chair will read out the remaining consent items and ask for their adoption in one motion if there is no objection. The minutes will reflect the full text of any resolutions that were adopted as part of the consent agenda.

- a. Approval of Minutes from Meeting on December 13, 2022 (attached)

RESOLVED: The Minutes of December 13,2022 were approved. The motion passed unanimously.

VI. Action Items

- a. Board Training Requirements (discussion)-Dr. Kim Hite-Pope—*Members of the Board, as you know there is a yearly Training for Board members that is required to be completed by June of 2023. I have recently sent out memos on different types of training, costs, and dates for those trainings. Reminder the school does help with the costs. As part of our Charter, you must complete your training for us to stay in compliance. Thank you.*
- b. Charter Renewal Documentation (discussion/vote)-Robbi Coker—*Hello Good Evening Board members. I here to review the part of the Contract that addresses the Medicare billing for our school for our Special Education Department. We have now been fully approved and we received information from the Internal Revenue Service (IRS) as well. I have here the Contract signing page that can now be endorsed from when we were approved. We just need the Signatures filed.*

RESOLEVED: The Charter Renewal Document to be endorsed was approved. The motion passed Unanimously.

- c. By-Laws Addendum added (discussion/vote)-Robbi Coker—*As stated the IRS sent us a letter stating a certain section of the law for Non-Profit entities must have in their By-Laws. It has been added as an Addendum to the Pecos Cyber Academy By-Laws.*
- d.

RESOLVED: The Addendum to the Pecos Cyber Academy By-Laws was approved. The motion Passed unanimously.

VII. Information Items

- a. Equity Council Update-none currently.
- b. Assessments Update-Kelli Loudermilk—*Upcoming first for testing will be the World-Class Instructional Design and Assessment testing (WIDA). There will be 60 students who need to be tested. This will start at the beginning of February and should end about mid-February. Our 11th grade students will be taking the Scholastic Assessment Test (SAT) and there are 125 of them. The Cognia or the AdvancED Measure Progress will start later. And that plan for testing will be shared with all of you to your school emails. There will be a detailed plan, maps and lists of staff for each location so you may get an idea of the scope of this testing.*

- c. Bi-lingual update-Dr. Kim Hite-Pope—*Training for the WIDA testing is being completed by our teachers. Angela Cano is our Bi-Lingual specialist. Students will be called, emailed and texted at least a week in advance. And again the day before the testing.*

VIII. EXECUTIVE SESSION: pursuant to NMSA 1978 Section 10-15-1(H)(2) to discuss the hiring, promotion, demotion, dismissal, assignment, or resignation of or the investigation or consideration of complaints or charges against any individual public employee: **School Leader Contract SY 23-24**

RESOLVED: Motion to go to Executive session was approved unanimously.

Roll Call for Executive Session: *Kyla Anders, Vivian Cullen, Denise Smythe, Brandy Tiliman, Lorissa Marshall and Byron Taylor. Mr. Dan Hill was invited to the session. And then Dr. Kim Hite-Pope was invited 15 minutes later.*

RESOVLED: Motion to exit Executive session was approved unanimously. No action was take during the meeting.

Roll Call: *Vivian Cullen, Kyla Anderson, Lorissa Marshall, Denise Smythe, Brady Tiliman and Byron Taylor*

IX.. Statement of Closure Next Meeting Date – Tuesday, February 14,2023, at 5:30 p.m.

X. Adjournment- *at 6:52 p.m.*