



**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, March 21, 2023, at 5:30 p.m.

<https://zoom.us/j/92022835818?pwd=MVJqbnJNYkVGeW1WSm9VMIF6SU01dz09>

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:**

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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](http://www.pecosca.us)

I. Public Comment – K. Anderson

*No public comment*

II. Call to Order: 5:38 p.m.

Roll Call-*Kyla Anderson, Vivian Cullen, Denise Smythe, Brandi Tiliman, and Lorissa Marshall. Byron Taylor joined later by phone. (6:12 p.m.)*

Others in Attendance- *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez Finance Manager, 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), Edith Hills (Teacher), Charli Poe (Senior School Counselor), Jolene Vasquez (Elementary School Counselor), Sarina Paul (High School Teacher), Valorie Gracey (Elementary Teacher), Sandra Miranda (Elementary School Teacher), Maggie Baber (Special Education School Teacher), and Amy Begay (Attendance Coordinator),*

III. Routine Business – K. Anderson

a. Approval of Agenda

RESOLEVED: The Agenda was approved. The motion passed unanimously.

IV. Oral Reports

- a. School Leader's Report-K. Hite-Pope--*Our enrollment has increased from 1274 to 1402 Since we started our Marketing campaign in December 2022. Our numbers grow daily while withdrawals are low. Feed back from the Charter School Division about their visit. One of the concerns was the training completed by Pecos Board Members to date. Which was only 2 out of the 5 and 1 new member. Please remember the school will reimburse members expense to complete the training.*
- b. High School Principal Report June Boles--*Hello, progress reports for the first 9 weeks of the semester have been sent out as of March 19, 2023. We will be holding an all-school Virtual Assembly the last week of March. To go over expectations to finish the year. We have 3 High School Students who will be going to Las Cruces next weekend for the Technical Association Competition. They will be presenting two projects for judging. Preparations for Graduation are continuing with securing a Venue. And all teachers are preparing for the testing by getting substitutes for their Live Lessons when they are out testing.*
- c. Middle School Principal Report Kelli Loudermilk--*Good evening, we now have 382 students in Middle School! Our teachers are working to complete Next Step Plans with the 8<sup>th</sup> graders to prepare them for High School next year. Our 6<sup>th</sup> and 7<sup>th</sup> grade teachers will begin their End of Year Calls beginning in April to discuss class options for those students*

*returning next year. Middle School is preparing for State testing and all Class Connects will be covered for all Classes by teachers.*

- d. Elementary Principal Report Kelley Fontanilla—*Elementary is gaining new students daily and we are super excited the Marketing is working so well. Our K-2 Interventionist starts tomorrow March 22. Our teachers are also gearing up for End of Year testing i.e. iStation, Dibels/Fluency Renaissance and for grades 3-5 state testing. End of Year Call and placement of students for next year will start soon as well.*
- e. Special Education Director Report Daelena Potter—*Good Evening, we have 294 students currently on an Individual Education Plan (IEP) of those 27 students are gifted. This week will have all our annual IEPs completed and Eligibility Determination Team (EDT). Those students left are those in the initial evaluation stage. Senior students exit IEPs are scheduled for May. DLM's (Dynamic Learning Maps) testing window is open, and we are currently completing state assessments for them.*
- f. Academic Counselor Report Charli Poe—*Counselors are currently working on Next Step Plans, and they are about 50% complete. I am currently monitoring Seniors closely as we approach graduation. Right now, 89 will graduate with a possible 95 students if they complete their courses. We will also be starting to do our Credit Check for grade 9-11, for next school year to make schedules. And we have started our Senior Spotlight in the newsletter highlighting those students who may be going on the Technical School, College or Military Service.*
- g. Mental Health Therapist Report Gretchen Potter—*Good evening, I am getting a lot of new referrals for students. Most in regard to Anxiety and helping them learn to cope with different things with school and everyday situations. And working toward their goals.*
- h. Wellness Ambassador Hope Encinias—*Hope was unable to attend this meeting.*
- i. Marketing- Katy Winthrop—*Good Evening, right now we are getting about 6000 hits a month on our website, and we are now #1 on Google, which is a big jump from where we started. Currently about half the students who come to use through our Marketing are enrolling with Pecos. Of these students our retention of them is high. A couple of weeks ago Dr. Kim Hite-Pope and one of our amazing students was featured on KRQE Sunday Morning and can be found on their website. I will be importing the feature to our website soon. And we have a wonderful actor who is also a teacher, who is helping us with getting more Marketing Videos on our Website.*
- j. Financial Report – G. Lopez
  - i. Bank Reconciliation-February (attached)
  - ii. Consolidated Board Report- February (attached)
  - iii. Recommendation of Financial Items for Board Approval from the Finance Committee
    - a. BAR 584-000-2223-0005-I Carl Perkins

RESOLVED: BAR 584-000-584-2223-005-I was approved. The motion passed unanimously.

- b. BAR SB9 BAR 584-000-2223-0006-I Capital Improvements Chrome Books for testing

c.

RESOLVED: BAR 584-000-2223-0006-I was approved. Motion passed unanimously.

- d. Approval of Pearson Quote March 2023 so Invoice once finalize can be paid (discussion/vote)

RESOLVED: Pearson Quote approved to pay after review is completed. Motion passed unanimously

- e. Social Security Tax (FICA) (discussion/vote) *Everyone, as you know Pecos Cyber Academy has been trying to get its own Federal Tax ID and State Tax ID. We have finally received them. With the notice of our Federal Tax ID we were informed we need to back pay Social Security to January 2023 to mid March 2023. Previously, when the school was under a Corporate Entity Social Security was not taken out due to a provision that employees paid into a Retirement Fund the NMERB (New Mexico Educational Retirement Board). We are informing the Board a vote will be taken from the school staff to see if they would like to pay into the Social Security or apply for an Exemption to not pay the Social Security tax like we did before. Denise Smythe wanted to know what if the Waiver is declined? It may not be denied because employees are paying into NMERB. Right now, we are working on a plan to pay the back taxes in a way that will not hit our employees negatively right away. But paid over the remainder of the year. Of course, each employee will be contacted about how they would like to do this and sign a document stating they understand about paying from January to mid-March.*

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 February 14, 2023 (attached)

RESLOVED: The Minutes of February 14, 2023 were approved. The motion passed unanimously.

VI. Action Items- none

VII. Information Items

- a. Equity Council Update- Greg Aguilar unavailable for the meeting.
- b. Assessments Update—K. Loudermilk *Hello Again. Our state assessment window is from March 27 to May 12. We have testing sites all over the state and have tried to locate them in areas where we have the most students able to make it to those sites. The same for SAT (Scholastic Aptitude Test), for our 11<sup>th</sup> grade students. We have been able to get testing Nirvana for our testing and it will make it much easier for families to see where they are testing, what date, and can confirm their students will attend. Byron Taylor wanted to know if all testing sites will have Internet Access. All sites will be contacted by the Site Manager ahead of time to make sure of when they can access the facility on test day and if the Internet is still accessible. If a change of test site is needed we will make arrangements. All*

*testing schedules will be shared with the Board. And another update will be presented at the April Board meeting. Denise Smythe wanted to know what teachers think of having 4 tests in one day? The testing is actually shorter this year than last year. Some sections last year were 90 minutes or more. This year the sections are 30-60 minutes. So, it will be a shorter day.*

- c. Bi-lingual update—*Kelli Loudermilk sharing update on the ACCESS testing. We had 92% of our bi-lingual student's test. And we are getting new students as well, daily.*

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**

Roll Call to go into Executive Session: *Kyla Anderson, Vivian Cullen, Denise Smythe, Brandi Tiliman, Lorissa Marshall, and Byron Taylor. Gloria Lopez was invited as well.*

RESOLVED: Move to Executive session approved. Motion passed unanimously.

RETURN from Executive Session Statement: No actions were taken during the Executive Session in regard to School Leader Contract SY 23-24.

IX.. Statement of Closure *to adjournment.*

X. Adjournment *6:43 p.m.*

Confirmation of Next Meeting Date – Tuesday, April 18,2023, at 5:30 p.m.