



**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:

August 15, 2023 at 5:30 p.m.

<https://zoom.us/j/93144830480?pwd=eURvS1FqY2piY2Z0czVvajVmYzBpUT09>

Meeting ID: 973 9380 4198

Passcode: 547228

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Held via teleconference.

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 505-609-8197.

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 – *none*

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

Roll Call – *Kyla Anderson, Byron Taylor, Denise Smythe, and Si Trujillo*

Others in Attendance- *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), June Boles (High School Principal), Edith Hills (H. S. Dean of Students), Chelsea Coleman (Elementary Dean of Students), Dealena Potter (Special Education Director), Angela Cano (M. S. Dean of Students), Katy Winthrop (Marketing), and Amy Begay (Attendance Coordinator). Dan Hill (Attorney) joined at 6 p.m.*

III. Routine Business – K. Anderson

a. Approval of Agenda

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

IV. Oral Reports

a. School Leader's Report- *Dr. Kim Hite-Pope stated we are now at 2 ½ weeks into school and we have some new from our Marketing Department. Katy Winthrop would you please inform us of what has been happening. Katy Winthrop state that our enrollment is at 1,427 students which up 16% from four months ago. We are on track for our goal in October of 1,500 students enrolled. Our upcoming campaign will feature Special Education and Gifted Students and our own Special Education Director Daelena Potter will be on a TV spotlight on KRQE and the CW locally. We will then feature this on our website and later it will remain on the Special Education section of our website. We are excited with these next steps to the Marketing campaign.*

Dr. Kim Hite-Pope relayed that we have 55 part-time students. These are supplemental students that we have contracted with another School District. They were looking for a Math teacher and I suggested that they have their students enroll for the Math classes with us. This supplemental enrollment was something the Public Education Department (PED) rolled out a few years ago and we have been trying to utilize it. We may get another 15 students from another District in the next few weeks as well. This supplemental enrollment helps pay for our Marketing.

b. High School Principal Report *June Boles High School currently has 696 students enrolled. Today was the 11th day of school and we worked on our 10 day no show students. I have been working most of the day to contact students who have not attended yet and try and find out why. In most cases the students did not know school started. We are using the Zoom Classroom and as with anything new, we have had some issues but nothing really major. All our teachers use tools to engage the students during classroom time.*

- c. Middle School Principal Report *Angela Cano (Dean of Students) Enrollment is at 348 students currently. As June Boles stated we are working on 10-day no-show students. All of our new teachers have gotten through Orientation and all of the micro-trainings and have gotten off to a good start. Students have been getting into their Advisory classes and attending Orientations, so they know the expectations of them for the school year.*

- d. Elementary Principal Report-*Chelsea Coleman (Dean of Students) enrollment is at 440 students. And like High School and Middle School we are working on the 10-day no show students. We are receiving between 3-5 new students daily. This year we have a New Student success meeting or advisory for our students and parents. They are welcome to come as much as they like and can work in our Demo program to learn how to do things in the platform. Our staff is also taking advantage of the customization tool for their Zoom classrooms as well.*

- e. Special Education Director Report-*Daelena Potter we have 294 students in our program currently. Both Special Education and Gifted. I will be attending training later this week about the new law regarding the Gifted Program, so I hope to have more information about it next time. As you know the Governor has taken over the Special Education by Executive Order while they are working to find someone to head the Department. We are also utilizing Teach Town, a program more for the ability for Special Education Students rather than just overall education. We have gone to this as one of our platforms does not adjust to this Curriculum for our students on that Pathway. Progressing over the course of this year, we will be trying to find ways to get more socialization aspects into our program for our students as well.*

- f. Financial Report – G. Lopez
 - i. Bank Reconciliation-July *we have begun our new school year and please review our beginning balance. We have also opened up for our Audit for the SY 22-23 with the state.*
 - ii. Consolidated Board Report- July *as you can see we have a number of new Budget items or awards for the school year. We are excited to have these as it means our school is going in a positive direction.*

- g. Recommendation of Financial Items for Board Approval from the Finance Committee
 - i. Wells Fargo Collateralization of Public Funds Resolution (discussion/vote) *Gloria Lopez stated that as part of the Audit we must present this documentation. However, it was noted that they name on this document has not changed yet and needs to be. If approved I will send the document out via DocuSign for the members to fill out. This document will help ensure our deposited funds for the Budget awarded to us by the State of New Mexico should there be a failure at the bank level.*

RESOLUTION: The Wells Fargo Collateralization of Public Funds Resolution 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 the Minutes July 31, 2023 (discussion/vote)

RESOLUTION: The minutes of July 31, 2023 was approved. The motion passed unanimously.

VI. Action Items

- a. Tabled from July meeting Student Handbook Update Internet Subsidy for SY 23-24 (discussion/vote) *Dr. Kim Hite-Pope stated that there was not a lot of time to come up with other solutions. However, if providing Hot Spots to all students for the year at \$45 a month for 10 months for 1500 students the cost would be over \$175,000 for the year. Where if subsidy was provided for those at-risk students, free and reduce lunch eligible, the cost would be about \$75,000 for the year. Denise Smythe stated that providing the subsidy for the at-risk students would be sufficient that schools are not expected to provide for ALL students, there is no funding for that. Si Trujillo stated that while it would be nice to provide for all students, Denise is correct. Byron Taylor agreed. Dr. Kim Hite-Pope stated that then it is agreed that PCA will provide a subsidy check in June for \$16.95 a month payable up to 10 months or for a total of \$152.55 for the year. This will be awarded on a family basis who are eligible for the reduce lunch program.*

RESOLVED: The Student Subsidy will be updated according to the above statement and was approved. The motion passed unanimously.

VII. Information Items-*none*

VIII. Statement of Closure

VIII. Adjournment- *6:37 p.m.*

Confirmation of Next Meeting Date September 19, 2023 –at 5:30 p.m.