



**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:

October 12, at 6:00 p.m.

<https://zoom.us/j/98903541950?pwd=YzI0aFkwRmpoSFB5MUlrS1gvckFpdz09>

Meeting ID: 989 0354 1950

Passcode: 639279

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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 *6:01 p.m.*

Roll Call- *Kyla Anderson (President), Byron Taylor (Vice President), Denise Smythe (Treasurer/Secretary), Brandi Tillian (Board Member), Monica Arguello (Board Member), and Si Trujillo (Board Member).*

Others in Attendance- *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), Chelsea Colman (Elementary Dean of Students), Kelley Fontanilla (Elementary Principal), June Boles (High School Principal), Daelena Potter (Special Education Director), Monica Garcia (Teacher), Edith Hills (High School Dean of Students), John Wisner (Guest Speaker), Kelli Loudermilk, Gretchen Potter (Mental Health), Greg Aguilar (Counselor), Katy Winthrop (Marketing) and Amy Begay (Attendance/Registrar). Dan Hill (attorney joined at 6:21 p.m.*

III. Routine Business – K. Anderson

a. Approval of Agenda

Motion to Approve Agenda by Si Trujillo, motion second by Monica Arguello. The motion passed unanimously.

IV. Oral Reports---Academic Framework

- a. School Leader's Report-K. Hite-Pope- *The 40Day count was this week and we had 1,438 students enrolled. We budgeted with the New Mexico Public Education Department (NMPED) 1,272 student for this year. With the higher number of students enrolled on the count day our Budget will get an increase. Our Graduation date has been set for May 18, at the Berna Facio Profession Development Center in Albuquerque. I am trying to secure our Guest Speaker for Graduation and have three candidates.*
- b. High School Principal Report- *June Boles shared that High School is still growing with 669 students. We are going strong with our Career and Technology Education Program (CTE). We have a committee that is working with the Career and Technology Student Organizations as well. And we trying to promote to our student body that are a variety of extra-curricular activities for them to participate in. The Graduation Committee has set the date for Graduation and the next step is to set a date for Cap and Gown Day to relay to the Seniors on how to get all that entails ordered. We have 160 Seniors, fifty-two of which are off cohort. With the progress the Seniors are making currently we estimate 72-75% of them will Graduate in May. We will monitor them to provide as much support as we can.*
- c. Middle School Principal Report- *Kelli Loudermilk our school is also growing we received thirty new students over the last 3 weeks. Our biggest grade is the eighth. We have our Advisory Success classes going Monday to Thursday every week. Mid-Semester Progress Reports are going out and we will be setting up Parent/Teacher conferences after that. Currently Middle School has 368 students.*
- d. Elementary Principal Report- *Kelley Fontanilla Elementary has 425 students. We have completed 98% of the testing and 100% screen testing for Dyslexia. Of our fourth-grade students 25% of them need Reading support, Text fluency and Comprehension support. Our Read Aloud sessions we get eighty student or more attending.*

- e. *Special Education Director Report-Daelena Potter we have 280 students in Special Education and sixteen students are in the Gifted Program. I am excited we now have a Gifted Committee of teachers, parents, community members and staff. Our Gifted Staff will be attending trainings later this month and Special Education Training will be next month. We will have a Special Education Lawyer do a presentation on the policy and procedures adopted by the board and we will invite the Board Members to attend. This will be voluntary for those who want to come. A goal we had was to hire our own Ancillary Staff and we have hired a Bi-Lingual Specialist, Speech Therapist which I think will really help our Bi-Lingual students. And lastly we have started to implement for our Special Education Staff the importance of self-care. Such as taking walks, hydrating, meditation etc. Byron Taylor asked if we know of the NM Association of the Gifted. Daelena stated that yes and we have two teachers who are a part of that Association.*
- f. *Academic Counselor Report -none*
- g. *Mental Health Therapist Report-Gretchen Potter said she had the honor of Training the staff about Safety and Suicide Prevention. Gretchen stated she also created a Reference sheet for staff on who they would need to contact and how to proceed with safety of the student. Currently twenty-six students are receiving therapy for various things like depression, anxiety, anger, self-esteem issues and identity of self. Thirty-eight percent are High School, 37% are Elementary and 25% are Middle School. We have had twenty-six referrals and twenty-two of those have been contacted successfully.. e remaining I will keep attempting contact every week and until I can speak to them. Gretchen is meeting with twenty-one students weekly, of those six carried over from last school year. Gretchen also sponsors of the Evolvment Team and today we had our site visit. We visited four classes in the High School. And at least five students have signed up for the Training that we are going to have on October 26, and I hope more students sign up.*
- h. *Marketing- Katy Winthrop stated updates to the Website are occurring with adding Staff Pictures. Research shows that this help personalize us to our families. We are also creating a What to Expect Section to help potential enrolling families understand what happens once accepted to our school. Also, we are promoting on social media and our website about extracurricular activities available here at Pecos Cyber Academy. That attending a virtual school does not mean they miss these activities. Currently our next commercial in production and due to release in early November. Kelley Fontanilla our Elementary Principal will be joining Good Morning New Mexico program on KQRE in November. And once it airs will be adding it to our website, as this is immensely popular. Recently we have attended some county fairs and our booth got a lot of activity. And we enrolled eleven new students from that in person marketing.*
- i. *Equity Report-Greg Aguilar stated no significant changes. At recent state trainings the NMPED called out Pecos Cyber Academy for our Culturally Linguistic Responsiveness (CLR) and Equity trainings, with a job well done. There will be Regional Training later this month. And we will have our semester meeting next month with our committee. Staff are continuing their CLR Training each month on CANVAS.*
- j. *Bilingual Report-Dr. Kim Hite-Pope filling in for Angela Cano. PCA has a total of 120 English Language Learners. Of those eighty-six are still current and thirty-four have been exited, this is all grade K-12. Bilingual teachers are preparing to complete screeners for training in November and December. Then they start ACCESS training and certification for all school testing in January and February of 2024. The Bilingual team is meeting every two weeks and completing the Annual Progress Report (APR) and it has been submitted. We are waiting of approval of this document, one of the goals in the document is to implement a Parent Advisory Committee (PAC). This committee will help support immigrant children.*
- k. *Financial Report --- Financial Framework*
- i. *Bank Reconciliation-September-no variances*

- ii. Consolidated Board Report- September
- iii. Recommendation of Financial Items for Board Approval from the Finance Committee
 - a. Digitize Dead Files (discussion/action)- *Dr. Kim Hite-Pope stated that we have a considerable number of dead files of records at our office. And would like to look into the cost and legalities of digitizing the files to a cloud storage site. A number of other schools or doing the same thing. Kyla Anderson said it sounded like a promising idea. But we table this until Dr. Kim Hite-Pope can research costs and legalities so we can vote and approve at a future date.*
 - b. BAR 584-000-2324-0002-D
 - c. BAR 584-000-2324-0003-I 27107
 - d. BAR 574-000-2324-0004-T
*Motion to approve BAR 584-000-2324, BAR 584-000-2324-I and BAR 574-000-2324-T by Byron Taylor, second by Monica Arguello.
Motion approved 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. Minutes from meeting September 19, 2023 (discussion/vote) *Si Trujillo stated that a minor correction needed to be made under section H. Instead of WQRE it should read KQRE.
Motion to approve Minutes of September 19 with correction by Si Trujillo, second by Byron Taylor.
Motion approved Unanimously.*
- b. Minutes from the Special meeting September 26, 2023 (discussion/vote) *Motion to approve Minutes of the Special Meeting September 26 by Byron Taylor, second by Si Trujillo.
Motion approved unanimously.*

VI. Action Items

- a. Mr. Wisner Presentation Trip (discussion/vote) *Mr. Wisner happy to be here to talk about how your staff could sign on to take trips to various locations around the world. My wife Monica Garcia a teacher here at PCA took a trip with this travel group and it was very pleasant. I used to organize trips for our eighth graders. This travel group was with other adults, and I found out that they also do trips for School Staff and their families. They are a great Travel group during the pandemic they 100% refunded their customers. They also have doctors and dentists on call 24/7 for their customers. I wanted the opportunity to present this opportunity to your staff. I have made a presentation to my own district as well. We will be having a trip to Washington D. C. and New York City. Next year 2025 we will have a trip to Scotland. The company is called World Strides.*

*Motion to approve Mr. Wisner to present to PCA staff an opportunity to join a planned trip by Si Trujillo, second by Byron Taylor.
Motion passed unanimously.*
- b. Waiver of Nepotism (discussion/vote) *Dr. Kim Hite-Pope volunteered to step away from the meeting for this action item. June Boles said that she and Kelli Loudermilk have been working to find staff from the Rural Education Program (REAP). Among the candidates we want to interview is the daughter of Executive Director Dr. Kim Hite-Pope. If Sarah Vandevender-Pope is the candidate we hire we want to assure that Sarah would not be under the direct supervisor or evaluated by Dr. Kim Hite-Pope. Right now, we just want the opportunity to interview. Kyla Anderson asked Dan Hill about it, he said that NMSA 1978,*

Section 22-8B-10(B) prohibits nepotism. There is a way to address it through the Board by their approval to allow the interview. If the candidate is chosen to be hired then the board would have to approve a Waiver to hire. Since the Executive Director does all the hiring and firing of the school staff. Si Trujillo wanted to know what the timeline is for hiring the staff member needed. June Boles stated that all the candidates are currently working at other Districts and that they will have to give a 30-day notice if they leave their position to work at PCA. So, if the Waiver is needed it can be included in the November Board meeting.

I Byron Taylor move that the PCA governing council waive the prohibition against nepotism as provided in NMSA 1978, Section 22-8B-10(B) with regard to Sarah Vandevender-Pope of Head Administrator Dr. Kim Hite-Pope, second by Si Trujillo.

President Kyla Anderson called for a Roll Call Vote

Monica Arguello Yes Vote

Brandi Tillian Yes Vote

Byron Taylor Yes Vote

Si Trujillo Yes Vote

Kyla Anderson Yes Vote

Motion approved unanimously.

(Noted Denise Smythe was dropped from the phone call into meeting was not present)

- c. Mutual Agreement Procedures (MAPS) Fiscal year 2024- PCA Travel Request (discussion/vote) (Kyla Anderson contacted Dr. Kim Hite-Pope to rejoin the meeting) *Gloria Lopez shared with the Board the updated Travel rates sent out by the NMPED for the 23-24 school year. The PCA Travel Request form also has the update rates on it for in state and out of state travel.*
Motion to approve the Mutual Agreement Procedures for the SY2324 travel year by Monica Arguello, second by Si Trujillo
Motion passed unanimously.
- d. School Leader Evaluation (discussion/vote) *Dr. Kim Hite-Pope stated that this something that was covered in the recent Board Training and that even though she has a 3-year contract it would be nice to have goals to work toward. Kyla Anderson agreed. Byron Taylor also agreed but feels that some items need to change to fit the Pecos Cyber Academy setting itself to be beneficial. This item tabled until a suitable document with goals can be presented. All Board members will be asked for input.*
- e. P-Card Policy (discussion/vote) *This policy was updated with more specific information on procedures and those responsible to manage the P-Card. Byron Taylor asked what or who would be responsible if the Executive Director and the Finance Manager were incapacitated or unreachable when a need for the P-card might arise. He said he a recent development with someone he knows that is in that predicament currently. Kyla Anderson stated that is something that needs to be looked into. Dan Hill stated that the Board could amend the policy with something addressing that issue at a later date when procedure is ready to present. Kyla Anderson stated she would like to approve the policy now, to get P-card in place sooner rather than later.*
Monica Arguello motioned to accept the P-card policy to amend at a later date as needed, second by Si Trujillo. Kyla Anderson asked for a Roll Call Vote
Byron Taylor yes vote.
Brandi Tillian yes vote.
Si Trujillo yes vote.
Monica Arguello yes vote.
Kyla Anderson yes vote.

The motion passed unanimously.

VII. Information Items

- a. Outcome of the Staff Social Security Vote *Dr. Kim Hite-Pope shared that the anonymous vote for whether to keep paying social security or not was counted. The result was twenty-seven yes and 36 no. So, we will request the Waiver to Exempt paying into Social Security tax because we already contribute to a retirement plan the New Mexico Education Retirement Board.*
- b. SY2324 Staff Survey *Dr. Kim Hite-Pope shared the anonymous results of the Staff survey and the teacher survey and shared different years to show contrast. As the results are anonymous those that indicated they are having a challenging time or are not satisfied cannot be address as we do not know who they are. If they do decide to share then we can make the necessary adjustments and add supports as needed.*

VIII. Statement of Closure

VIII. Adjournment *7:31 p.m.*

Confirmation of Next Meeting Date November 14, 2023—at 5:30 p.m.