



**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, November 15, 2022, at 5:30 p.m.

<https://zoom.us/j/96789388084?pwd=N2VaQUhucFY5TVdxcHNrVHIMVjZCZz09>

Meeting ID: 967 8938 8084

Passcode: 810612

One tap mobile

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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 was invited to anyone present. There were no comments.

II. Call to Order: 5:33 p.m.

Roll Call – *Kyla Anderson, Vivian Cullen, Lorissa Marshall, Brandi Tilliman, and Denise Smythe.*

Others in Attendance-Dan Hill, Dr. Kim Hite-Pope, Gloria Lopez, Daelena Potter, Gretchen Potter, June Boles, Greg Aguilar, Charli Poe, Byron Taylor, Kelli Loudermilk, Hope Encinas, Kelly Fontanilla, Katy Winthrop, Anna Marie Trujillo, Greg Maxie, and Amy Begay.

III. Routine Business – K. Anderson

a. Approval of Agenda

RESLOVED: The Agenda was approved. Motion passed unanimously.

IV. Oral Reports

- a. School Leader's Report-K. Hite-Pope- *Current Enrollment is at 1286. Nothing further.*
- b. High School Principal Report-June Boles, *stated that the Permanent zero in High school has been accepted more readily now by students and families. Teachers have had 65 meetings with parents and students that were failing more than 4 classes at 9 weeks. Also working with Greg Aguilar to implement more ways to implement Career, Technical educational courses in High School to align with State Model Pathways. And High School is getting ready to have the Drivers Education course available next semester, with morning and afternoon classes. A meeting will be held with parents and students in the next month to lay out the New Mexico State Requirements for the course. Which will be mandatory attendance, and having the student turn the camera on during the class.*
- c. Middle School Principal Report-Kelli Loudermilk- *We now have a new Math Teacher that started. Middle School still needs another English Language Arts teacher. The New Mexico History course for Middle School is now completed with the help of many staff and Stride. Middle School is having a family night on Thursday Nov. 17 for families. During the course of the family night, we will share with them links to short training videos, such as how to enter attendance, and how to find student grades.*
- d. Elementary Principal Report-Kelley Fontanilla-*Elementary is doing well. I have been doing my teacher Observations, and they are really doing great. They have student engagement, using the Cultural Linguistic Responsiveness and teaching the skills they need. Looking forward to the next assessment to see how the students have improved so far. The Elementary is having a Turkey Parade and Bingo to when some books. We are also excited to have a Book Author Natasha Wing come and read from one of their books. Probably the Night before a Snow Day.*
- e. Special Education Director Report-Daelena Potter-*The Special Education Department is now fully staffed. Myself and my Director Mrs. Coker have been supporting our staff where needed as well. We have been working closely with the 3 School Principals to create programs that will better align with student needs, to support them better. There are 3 Pathways to Graduation for Special Education, and we are also working closely with High School to get these aligned. Also, we are working on better inclusion in the Virtual World for Autistic students. A big part of that is also supporting the Parents with helping their*

child and their education. Lastly, we are creating a way to get better data from testing to see how students may be improving and where supports might be needed.

Vivian Cullen asked if there is a way Testing Data can be shared with our School Vendors (Pearson and FuelEd) to help with creating supports to improve student skills? Something to look into.

- f. *Academic Counselors Report-Charli Poe-I am the High School Counselor for the 11th and 12th grades. We have created Live Lesson Counseling sessions for students to support them in what maybe next after High School. The next Live Lesson will cover the FASFA (Free Application for Federal Student Aid). Also, Mr. Greg Aguilar has been working hard to get Naviance and PowerSchool to work together. Naviance is a College and Career Program for High School Students. And plans are being made to complete the Next Step Plan for students in the Spring.
It was asked if there were any plans to help 11th grade students to apply for those Scholarships, that must be completed in their junior year? Mrs. Poe stated that yes, Live Lesson sessions are held as needed by grade level.*
- g. *Counseling-Mental Health Report Gretchen Potter-Currently I have students who I am seeing regularly. I also work with teachers by taking references for students and any parents if needed. Any questions? None*
- h. *Wellness Ambassador Hope Encinias-The Walktober event took place. It was a program to challenge those that participated to walk steps in the month of October. There were 459 participants statewide. Pecos Cyber Academy had 12 participants. As a result, many of the participants have increase the number of days they walk each week. In the next weeks, I will be sharing health recipes for the Holidays. And I will encourage staff to share any recipes they may have as well.*
- i. *Marketing- Katy Winthrop- Hello I have over 20 years of experience in Marketing and Computer Resources. I will be presenting you a PowerPoint in which I share how we plan to get a Comprehensive Marketing push created. First we needed to create a SMART (Specific Measurable Attainable Relevant Time-Based) Goal. And then we needed to identify our SWOT (Strengths Weakness Opportunities Threats) issues.
This presentation will cover these items as well as costs involved. (Presentation was presented in the Zoom room for all in attendance)*

Vivian Cullen asked about if Kathy Winthrop would be heading up this project. Katy stated that it would be moving forward as a team. That analytics and metrics would be present to the team and data would be decided by the team on how best to use it and apply it toward the SMART goals and if needs to be added into the SWOT issues.

- j. *Financial Report – G. Lopez- The Bank Reconciliation and Board Report were presented to the Audit/Finance Committee and there were no concerns. The items are presented to the Board for any questions.*
 - i. *Bank Reconciliation-October (attached)*
 - ii. *Consolidated Board Report- October*
 - iii. *Recommendation of Financial Items for Board Approval from the Finance Committee*
 - *BAR 584-000-2223-001- This BAR is funds received from the Supplemental Enrollment for SY 21-22.*
 - *BAR 584-000-2223-002B -this BAR needs to be tabled at this time. Just before the meeting I was contacted by the Public Education Department, and they are reviewing the funds for this, and we may be awarded more funds after they have done that review. So, I ask that this be tabled at this time.*
 - *Stride Invoice 38099*

- Stride Invoice 38530
- Pearson Quote

RESOLUTION: The BAR 584-000-2223-001 approved.
 The BAR 584-000-2223-002B was tabled.
 The Stride or FuelEd invoices 28099 and 38530 approved.
 Pearson quote approved. Motion was approved unanimously.

- iv. Update on State Audit SY 21-22 *Gloria Lopez stated that a meeting with the Auditors and the Carlsbad Municipal School district was held November 10 and at the meeting the School District stated they would not make the November 15 deadline for the Auditors. And an extension would be filed and that the final findings will be released tentatively in January of 2023.*

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 October 18, 2022 (attached)

RESOLVED: Minutes of the October 18 meeting were approved. The motion passed unanimously.

VI. Action Items

- a. Homeless Enrollment Policy (discussion/action) - *Greg Aguilar presented the Homeless Enrollment policy and that it will align with the New Mexico Public Education Department guidelines. Vivian Cullen asked if Pecos Cyber Academy had any students currently that would fall under this policy. Greg Aguilar stated the currently 3 students did.*

RESOLUTION: Homeless Enrollment Policy approved. Motion passed unanimously.

- b. Adjustment Employee Handbook, days off before and after a school Holiday and process (discussion/action) - *Dr. Kim Hite-Pope explained that the verbiage about leave or days off before and after a school holiday needed to be clarified.*

RESOLUTION: Adjustment to verbiage in the Employee Handbook in regard to days off before or after a holiday was approved. The motion passed unanimously.

- c. Vote in a new Board Member-Byron Taylor (discussion/action) *Kyla Anderson stated we have a new resume to look at to approve a new Board Member. Lorissa Marshall asked about the previous person Mrs. Hart and why they are not being considered as well in this meeting. Kyla Anderson stated that this is the candidate up for a vote. Dan Hill, school attorney stated that Mrs. Hart was not listed on the agenda and cannot be voted on at this time. Vivian Cullen asked how Mr. Taylor came to be interested in Pecos Cyber Academy. Mr. Taylor stated that he had been looking into different educational schools and platforms and looked into Pecos Cyber. Mr. Taylor stated that he had worked with Dr. Kim Hite-Pope at the Estancia School District and that he may have also worked with board member Denise Smythe. Denise Smythe did confirm this. Lorissa Marshall asked about what Kyla Anderson had stated at a meeting before about only having an odd number of Board members. If Mr. Taylor voted onto Board it would an even number. Vivial Cullen stated that she has been deciding to leave the Board and that if she did leave it would put the Board back at an odd number. Kyla Anderson asked for a motion.*

RESOLVED: Membership of Mr. Byron Taylor Approved. Motion approved with Kyla Anderson, Brandi Tilliman and Denise Smythe will a yea vote, Vivian Cullen did not voice a vote, and Lorissa Marshall vote was a nay.

- d. New Pecos Cyber Academy Logo (discussion/vote) -*Dr. Kim Hite-Pope stated that a new logo was needed. Something with full name of the school and clearer. There some complaints about the Road Runner in that previous logo and in some instances people thought it was a chicken.*

RESOLVED: The New Pecos Cyber Academy Logo was approved. Motion passed unanimously.

- e. Dual Credit Policy updated (discussion/vote) *Charli Poe stated that the update to the policy would allow 11th and 12th grade students to take Dual Credit for English 11 and 12 at a college and gain those credits in High School. Same with some Math Courses as well.*

RESOLUTION: Updated Dual Credit Policy approved. Motion passed unanimously.

- f. Discussion and possible action regarding removing council member pursuant to Article VII, Section 6, of the PCA Governing Council Bylaws for the member missing two consecutive regular meetings or two out of six consecutive regular meetings except for when such absence is due to exigent circumstances. (vote) *Kyla Anderson stated that Board Member had missed the previous two Board meeting and Finance/Audit meetings. Lorissa Marshall stated that she missed the previous meetings but did relay that would be able one and the other because of a family emergency. Lorissa Marshall asked to be able to make a statement. She stated that it was her belief that she was being discriminated against because of her race and for speaking out for her community and that she was only considered to be a Board Member because it would look good for the Public Education Committee that a person of color be on the board. Lorissa Marshall asked for this item be tabled. Kyla Anderson asked for a motion. None came.*

No RESOLUTION

VII. Information Items

- a. Equity Council Update -*Greg Aguilar stated that some items may need to be Amended to align to the Martinez-Yazzie act. And that some items may need to be rewritten.*
- b. Assessments Update -*Kelli Loudermilk asked to present a power point with recently release State Assessment scores from last Spring. And that in some of the grades the students met or were slightly above the state and district averages. Grades 6-8 did not perform at those levels. Vivian Cullen stated that she would like to have copy of the power point sent so she can look into the information more. And that she would like to such things sent in the Board Packet that is sent out before all meetings for Board Members to review.*
- c. Bi-lingual update -*none*

VIII. Statement of Closure *meeting adjourned at 7:330 p.m.*

IX. Adjournment and Confirmation of Next Meeting Date – Tuesday, December 13, 2022, at 5:30 p.m.