



**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, December 13, 2022, 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 – V. Cullen
No Public Comments
- II. Call to Order: *5:45 p.m.*
Roll Call- *Vivian Cullen, Brandy Tilliman, Kyla Anderson, Denise Smythe, Lorissa Marshall, and Byron Taylor*

Others in attendance: *Dr. Kim Hite-Pope (Executive Director), Dan Hill (attorney), Gloria Lopez (Finance & HR Director), June Boles, Daelena Potter, Kelli Loudermilk, Gretchen Potter, Charli Poe, Chelsey Coleman, Annette Painter, Justin Malano, Greg Aguilar, Sarina Paul, Tirsia Campos, Peter Limardo, Sadie Wheeler, Ashleigh Trice, Katy Winthrop, and Amy Begay*

- III. Routine Business – K. Anderson
 - a. Approval of Agenda
 - b.

RESOLVED: The Agenda was approved. Motion passes unanimously.

IV. Oral Reports

- a. School Leader's Report-K. Hite-Pope-*Upon return next semester January 3, we will have a Professional Development Day with all staff. We will inform staff that the Vector Training will continue in the next semester each month. We are finalizing the lineup, such as mental health, assessment testing, travel requests, adobe training and other trainings will follow each month on Friday's. The new website is up and running at www.pecoscyber.org and we are getting wonderful results. I encourage the Board to visit the site and check for any irregularities or mistakes.*
- b. High School Principal Report-June Boles-*High School is growing we are now up from students 500 students to 519. We hope you will go to the new website and check out the Student Spotlight section. Our STEM team just competed and won this year's challenge. This is the 4th year in a row. The students were to come up with a product that utilizes green initiatives to better the lives of people in either their community, their city, or their state. Our team created a robot called Buddy R. R, who is used as a CNI companion. At this time, Buddy R. has been designated to go. guide and assist visually impaired individuals when visiting a store to purchase items. The team members are Karma Bromwell, Ron and Euler, Annabelle, Maugar, Caleb Maugar, Norman Maugar and Riley Morris. We continue to have our core classes in the morning as usual. We have added a home room advisory class from 1230 to 1, which will give our home room teachers an opportunity to meet with their home room students in small groups, one group on Monday, another five or six kids on Tuesday, and so on. We'll also use that time to work on our social emotional curriculum. We had been utilizing that in the English language arts class, but I don't like using time there*

Our electives will be offered in the afternoon. Our elective classes only meet once a week. They have an assigned time, and this gives the students an opportunity to actually meet, have an assigned time and place to meet with their elective teacher. The elective teachers, they do lessons, they have their live lesson, they connect it to the curriculum and try to get a little more student participation.

Justin is my bilingual teacher, and he works very hard to make sure that the kids are being served and that they do have access to someone who can help them to understand what it is that the English language arts teacher is asking them to do. We do have an applicant for a Bilingual teacher, and I will be following up on it tomorrow.

We will also be interviewing for a High School Science Teacher; I did interview a candidate and we should have them in place in January.

Driver Ed Zoom introduction was a big success, we had about 75 students show up with their parents. We clearly explained the expectations about this course, and that the mandated hours and screen time is from the State and what they require for students to earn a certificate of completion. Students must participate in 56 classroom hours, which would be 3 times a week for an hour. If a student misses 2 classes they will be moved out of this class and into another Elective course.

We will have a new High School Counselor starting in January. They come with great experience, and I have worked with them previously at another school district.

We will be attending some workshops in regard to the Career and Technology Education (CTE) funding to understand more of what it can be used for and what not used for. So, we can utilize that funding to its best potential.

Vivial Cullen if High School had any mid-term assessment results yet. June Boles stated that they are still in the testing window and may have that information at the January meeting.

- c. *Middle School Principal Report- Kelli Loudermilk- Middle School is fully staffed once again. We have hired an ELA grade 8 teacher. Christine Bowden will be popping into different classes rooms this week to observe and get an idea what it is all about and sharing any recordings we can. And of course, she will be doing all the other training required. Mid-year assessments for Middle School opened December 1 and will end 2 weeks after we return next semester. Middle School enrollment is also up from 328 to 336,*

- d. *Elementary Principal Report-Chelsey Coleman- So elementary is doing great. We have gained several new students. As of yesterday, our enrollment stood at 4.56. We are also working on getting everybody tested for that middle of your test in Renaissance Star. Currently, we have tested approximately 85% in reading and in math. We are also working on the middle of your fluency, CBA, just another data point that we do for elementary. So, all of that's going very well. Something fun for elementary. We are continuing with our fun Fridays. We had author Natasha Wingham. She shared her books. She talked about her writing process. We had students be able to ask her questions. She provided answers. And then I believe we sent out 4-6 books to elementary students for attending and asking questions. We had lots of parent's email and call saying they are really loving our elementary fun Fridays. That is all I have.*

- e. Special Education Director Report- Daelena Potter-*First I have to say, I am so excited. We just got through our 80 -day reporting with no errors. That is so hard to do in Special Education. Currently, we have 239 nine students with disabilities. I am excited to announce in our middle school we now have our foundation classes ready to go. So, what I mean by foundation class. classes are these classes that you were in a brick and mortar. When students have a really, really, really difficult time and let's say they're on the seventh-grade level, but they're still working at a second or third grade level either with reading or with math, then they need a little bit more specialized instruction, and we now have that created for our sixth, seventh, and eighth grade. With that, we also have where we can give kids an elective for working with their special education teacher as well. Also excited and I'm surprised Ms. Boles did not mention, she has been very imperative of helping us get some elective classes for our kiddos in the high school that do not like to attend any special education support time. And so, we have now created nine through 12 special education study skills electives. So, kids can come and we're going to work on soft skills. We're going to work on organization. We're going to work on career skills as well as let us help you with homework support and let us help you with our goals and objectives. We're working on indicator 13. Indicator 13 is huge, and so we're pulling those and looking at all that and getting all our files together to be able to send to the state. Next semester, we are planning for the different trainings that we need to provide for special education teachers. And we're looking at different parents' support. So, if anybody ever has recommendations, here's what I see, here's what we can do. Please know we are always open to what other people have to recommend. Or if you've heard from your parents here, please email me and let me know.*

Vivian Cullen asked: You have training coming up is it training we want for our teachers to know or is it something we need to be in compliance for Special Education?

Dealena Potter answered: So, one of them is due to our equity council for us to make sure that one of the surveys that we took is how much our staff and our administration has been trained on understanding all the different disabilities.

February, the fourth Friday for us to be able to train everybody on each of the different disabilities for special education student and what that means and help.

The other ones. our pure choice and it's me asking our special education teachers, what do you need? How can we support you? What else can we implement? So, for example, I know some of them need more help with how to even teach reading basic skills. There has been even how do we teach math? How do we teach written language? So many of us graduate from college and we get these great theories, and we get these great things of where you've studied case studies and then you're thrown into a classroom, and you're told to teach. But you have not been trained necessarily on how to actually teach. And so, our trainings this next semester have all to do with focusing on how to teach and how to teach especially that tier three level of direct instruction with special education students.

Vivian Cullen asked: Are the trainers' people that we've contracted to come in and provide that training or are we tapping into our internal effects?

Daelena Potter answered: I tap into our expertise first at our local place. And then if we cannot get that met, then I will beg still and borrow from Dr. Hite-Hope and Gloria Lopez and say, is there a way that in our budget, I can get others to come.

So, if any of you on here want to offer free training to us, I am happy to consider any of your free training that you would like me to honor and allow you to give to our special education staff. But yes, I'm always looking for free because really in our own school system. And that's what I've been asking my spend teachers I asked them to go and observe other teachers in our buildings. And the reason why is because as we're doing our evaluations. Oh my gosh, we are loaded with talent. We are absolutely loaded with talent, but we get into a mind frame that we only watch what we do. And I want them to watch others because, because we can. learn so much from each other first. And then when we get into this rut in this rut of I can't learn anymore, then we need to go ahead and pull from those outside sources.

- f. *Academic Counselor Report-Charli Poe- The High School Counseling Department has been working on finalizing all end of semester tests to get ready for a smooth transition into the second semester. The Next Step Plan on continuing the High School Counseling informational sessions next semester, as well as our monthly counseling newsletter. The previous topics discussed, during our informational sessions last semester, where dual credit, financial aid, scholarships, and credit requirements for graduation. We are still in the process of planning for next step plans as those will be fast approaching next semester, but we look forward to a great second semester.*

Dr. Kim Hite-Pope asked: How about graduation this year?

Charli Poe answered: Graduation will be in Albuquerque; we are in the stages of finalizing the venue. Right now, looks like we have 130 Seniors eligible to graduate. There's about eight that probably aren't going to make it unfortunately, just because they are very behind in credits. We have a plan moving forward to help those students graduate and hopefully achieve those goals. And I will be looking at the failure report when we come back in January. I will be addressing seniors first, just because they're the priority and then placing them in those classes if they felt a core course or something that's needed for graduation. And then we'll move down the list, starting with juniors, sophomores, and then freshmen that way.

I think it was last week, that they have waived the competency requirements for our current juniors. It was waived for our seniors. Now it's waived for our juniors. So basically, our juniors just have to pass their classes and meet the court requirements for graduation.

Vivian Cullen asked: And that is opposed to what it used to be? Requiring SAT and ACU requirements?

Charli Poe answered: Yeah, so before there was like a menu of options, so there were numerous different tests they could take in order to meet competency in those different areas. But those have been waived, like I said, for our seniors and juniors. And then we're still waiting for those competency scores to come in for our sophomores and our current freshmen. And those are all listed on the New Mexico PED website. So as soon as those are updated, I can get that information out to students and parents.

Vivian Cullen stated: So, it sounds like the waiver is a good thing for us might make things a little easier. I just hope that we're doing a good job of setting our kids up for success for the possibility of college entrance with all of those waivers.

- g. Mental Health Therapist Report- Gretchen Potter- I continue to work with teachers in supporting the mental health of our students. Answering referrals or questions, contacting, and working with students that have been identified as needing mental health support. I meet with several students one on one. And then I continue to support the teachers in trainings and providing information as needed.*

- h. Wellness Ambassador Hope Encinias- Dr. Hite-Pope has stated that Hope Encinias was unable to attend this evening. But she did send out to staff some very yummy healthy food and snack suggestions for the Holidays.*

- i. Marketing- Katy Winthrop-Presentation shared
And I have for you a brief little recap. As has been mentioned a few times, we not only launched our new website, but we changed our domain name also, Pecoscyber.org. It's much easier to remember. And the reason we did that is because in the TV commercials and the radio ads, we realized when we were writing scripts that it was difficult to spell out the old website address. So, if you look at our site, you'll notice right away, there are some things here like free online public school. All of these things, every word in this actually was poured over and over and over to determine what would rank as highest in Google. Our goal ultimately is that when you search for online school in the state of New Mexico that we come up number one, which we are really trying hard to make that happen. So, we've had so far 2,719 hits on our new site in the last two weeks that we've had it up. We've had over 30 web chats directly with us for people that are hitting the website and asking questions about enrollment.*

Miss Boles mentioned. The student spotlight like she had said about the STEM team you can see here's a little snapshot of that page. It's under resources and spotlight if you go to the website and that's where you can see the STEM like I mentioned but also down here you'll see feed, you know, want to be featured here and this we created as a submission for the principals and teachers to submit students. And I will tell you, it's been really exciting to some of these students that have been nominated basically by their teachers for their parents to hear that their student was nominated to be on the student spotlight portion of the website because they, you know, were either really responsible in their class, they were helping their teammates or whatever it might be, but that message in the end was parlayed to their parents, their caretaker. So, it seems to be pretty exciting for them when they hear about it. So, we're going to have some of those coming soon and the next, once I get signoffs on that, everybody's media releases because we don't want to ever put anything on the website where it's not signed off that it's okay for those people to be there. We filmed for our 3D commercial. So exciting. We had three awesome families that volunteered for us to come into their homes and to record their children in their learning environment. And we can expect to see those TV commercials beginning in January between 65 and 100 different times per month, that's really exciting stuff. We also hit the radio wave. We've so far in the last week, we've been featured over 26,000 times on

parenting podcasts that are streaming through the iHeart Media platform.

We have goals. We have goals for February 8th. And then we have goals again for October 1st. We have the TV commercials, which are going to hit the wave 65, 100 times a month. We have the radio ads at 173,000 impressions per month.. And then social media where we're doing daily posts on several different platforms.

Again, that 173,000 impressions is what we're projecting for the month of January for on the radio. When I mentioned that we were getting those chat and contact on the website and doing that we're building a list of emails of people that are interested in enrollment. And instead of just letting them go, we're doing what we called a trip campaign. So, as they come into the campaign, they start with message number one and message number two, and it walks them through a series of messages that is dying to ultimately result in enrollment. So that campaign is underway right now, and we should launch that as of January 3rd to all of our people that we've had contact with so far, and then it'll automatically start happening from there on out.

Vivian Cullen stated: Tons of progress. And I think even from the first time that I logged into the website, there have been some changes and improvements just since it was published. I don't know that there's anything that we can do about it, but I did want to make you aware that, well, my work computer, not my personal, but my work computer has a ton of security on it. And I have a VPN. And when I access the site, I get a pop up that says I might be in violation of my company policies because it is a newly registered website. So, a little bit of a concern there. If they're working professionals, they're looking for viable education options for their kiddos. And oh, Larissa says it's blocked on hers as well. So, I kind of thought I might not be the only one.

Katy Winthrop replied: Thank you very much. I'll look into that. I hadn't heard that before, but I really appreciate the comment. And the opportunity to see what that's all about.

- j. Financial Report – G. Lopez- well it is business as usual for that Finance Dept. So, if you would like me to review any of those numbers or any of the items, please, please be more than happy to do so.*

Vivian Cullen stated: I did have something come to my mind that I wasn't sure. I just need to ask like things but like amplified and mid school math and near pod scenario learning, those were payments that are made on the 16th of November. So those are obviously vendors that we work with. And they provide some services and things. Are those monthly or quarterly or year made payments?

Gloria Lopez replied: Mid school math. Math is actually a professional development at the middle school is attending in the month of January. So, it is a registration, and they require prepayment. So, it's their annual mid school conference.

Nearpod that is the yearly subscription.

Presence learning is also a special ed ancillary services and that is a monthly bill.

- i. Bank Reconciliation-November (attached)
- ii. Consolidated Board Report- November
- iii. Recommendation of Financial Items for Board Approval from the Finance Committee

- BAR 584-000-2223-003-M- *Gloria Lopez states the BAR is for the Carl Perkins award. This award is part of the CTE, and the funds need to be moved to cover the Travel Expenses from the STEM competition our students participated in as mentioned by June Boles.*

RESOLVED: The was approved. Motion passed unanimously.

- Pearson Quote November *Byron Taylor asked: Yeah, I've got a question on this next set that Pearson quote, is that a monthly fee that was it 212? Vivian Cullen replied: Yeah, believe it or not, that's a lot better than what we used to pay. A lot better. Byron Taylor asked: About two and a half million a year. Is there something we can do to maybe get as good or better and not pay that amount to Pearson? Dr. Kim Hite-Pope stated: No, no, there's only so many companies in the States, America, that can do what Pearson does. Vivian Cullen replied: And that's why the board has been so focused on changing the direction of Pecos Cyber Academy because, yeah, we needed to do what was best for kids in New Mexico. We needed to provide better alignment with our New Mexico standards. We needed to cut the costs. We needed to cut the over the extreme oversight that we had by that vendor.*

Kyla Anderson left the meeting at 7:02 pm

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 November 15, 2022 (attached)

RESOLVED: The Minutes of November 15, 2022, was approved. Motion passed unanimously.

VI. Action Items

- a. Sick Leave Bank (discussion/vote) *Vivian Cullen requested a bit of background on this item. Dr. Kim Hite-Pope stated: So, this is basically a standard sick leave bank document a policy. And we have the illnesses that you can obtain sick leave use the bank. The highlighted areas are what we had adjusted for our school because I procured this from another school that we used to be linked with and changed it to fit us. So, and it scrolls down here, and it talks about how many employees we're going to have, five to seven, there's going to be two administrators, there's a counselor, the mental health counselor therapist has been on it, three certified staff. These people, this criterion right here was created to represent the people who volunteered to be on the sick leave committee. So, just so you're aware of that. We do have a committee should you guys approve this that we can start.*

Byron Taylor asked: If a teacher wants to they can accrue 300 days and on the personal leave and sick leave. They can give 10 days and then when they get 10 more days they still have the 300 days.

Gloria Lopez explained further: So, this is a sick leave bank. It's a little different than what you're just bringing up. The other one would be a policy for donation, one on one donation.

I'm familiar with that. We just do have that at the other district where I came from, and it would be a one-on-one donation. So, what it is, is your turn your equal value of your daily rate compared to when you're donating to and that would be what the person might be able to receive payment for.

This is a sick leave bank policy. So, what we're requesting is for those that would like to participate. They'll be donating the eight-day at the beginning to become members and then we'll be accruing those days up to 500. If at one point the sickly bank has 500 days, then the members no longer have to continue to donate and then if those days, if we're awarding days to employees and they go down to the 200, I'm sorry, 300 days, then we'll pass the members to then start donating again. So, at this point since this instance, it would be a new policy for us. Of course, we will have to starting from zero. And but we saw the need for a sickly bank. We had a couple of our employees that were going through, you know, rough times, some that might have needed and would have been helpful if we had this process. So that's what made us move on to implement something moving forward.

RESOLVED: The Sick Leave Bank is approved. Motion passed unanimously.

VII. Information Items

- a. Equity Council Update Dr. Kim Hite-Pope *I will be giving the update because Mr. Aguilar had to leave. And this is what I'm reading off my phone if you allow me to they are working on updating irrelevant documents to the SharePoint. That's a place where documents are housed for the state. This would be several reports that the Equity Council has been working on. And naturally, they've had technical difficulties getting those documents in SharePoint because of the state side. So, he also wanted to let me inform you that the Equity Council will be meeting on a semester basis starting in the new year.*
- b. Assessments Update Dr. Kim Hite-Pope *The assessment team has started attending the NMPED training sessions for Cognia and College Board. We will be updating the staff with the assessment procedures during PD and discussing the results of Renaissance. Our interim assessment results along with any students that will need to complete the assessments in math or reading. The assessment team has started planning access testing locations as well as Cognia assessments for grades 3 through 8 and 11. We are also working to update the website with an assessment page so parents can find the resources needed for each of the different tests administered here at PCA. Now Access testing is done with bilingual students for those that may not know that. We will be testing live also this year face to face as we have in the past. We did have a good practice plus teachers in the community and students OK so in the name have a proposal put before the assessment bureau at NMPED. And at this time, they have said that they will be unable to allow us to test virtual, but we have not given up and we will go ahead and seek the approval next year*
- c. Bi-lingual update Annette Painter *This is the EL program over being the number of students that we have our 61 teachers at each level. We have one bilingual TESOL teacher for Kinder to fifth grade. The second bilingual TESOL teacher for sixth through eighth grade. One bilingual teacher for ninth to 10th to, I'm sorry, 12th grade who also teaches world languages. TESOL. So, teacher currently for ninth through 12th grade for English language development courses, ELD.TESOL. So, teacher being added for September 2nd for, I'm sorry, for semester, or semester 2 for ninth through 12th grade and how our needs being met for ELD students. Informing students apply, they are in the program setting goals with students in academics and English language proficiency assessment, creating lessons to support their individual language acquisition and proficiency in all core courses, monitoring grades,*

academics for all ELD students, including, including, the exited students for up to two years after their exit for the school.

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 move to Executive Session approved. Unanimously.

IX.. Statement of Closure

X. Adjournment at 7:43 p.m.

Confirmation of Next Meeting Date – Tuesday, January 17,2023, at 5:30 p.m.