



**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, April 18, 2023, at 5:30 p.m.

<https://zoom.us/j/93144830480?pwd=eURvS1FqY2piY2Z0czVvYjVmYzBpUT09>

Meeting ID: 967 8938 8084

Passcode: 810612

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**Held via teleconference due to location of Board Members and Staff as well as individual work schedules.**

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

*none*

II. Call to Order :5:36 pm

Roll Call Board Members in attendance- *Kyla Anderson, Byron Taylor, Brandi Tilliman, Denise Smythe, and Lorissa Marshall.*

Others in Attendance: *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez Finance Manager, Daelena Potter (Special Education Director), Dan Hill (Attorney), Kelli Loudermilk, (Middle School Principal), Katy Winthrop (Marketing/Registrar), Edith Hills (Teacher), Charli Poe (Senior School Counselor), Sarina Paul (High School Teacher), Maggie Baber (Special Education School Teacher), Charlotte Griffin (Teacher) Greg Aguilar (Counselor), Angela Cano (Bi-Lingual Coordinator), Hope Encinas (Health Ambassador)*

*Kimber Sanchez (Teacher), Robbi Coker (Special Education), Kellie Cobos (Teacher), Dana McBee (Teacher), Sylvia Bryan (Office Manager) and Amy Begay (Attendance Coordinator),*

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 our Enrollment continues to increase, and a PowerPoint will relay those numbers*
- b. High School Principal Report *Eddie Hills Graduation is on Saturday May 3 at the Berna Facio Profession Building in Albuquerque at 6 p.m. we would love the Board Members to attend. We are excited about our courses being offered next year in High School as we will have the Career and Technology Education starting in our curriculum. Our Bell Schedule will be changing next year as well. High School will now have Core Courses at 1<sup>st</sup> and 3<sup>rd</sup> periods, Electives during 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> periods, and 6<sup>th</sup> and 7<sup>th</sup> periods will be Academic Support periods. Next Step Plans are moving along steadily, and we will have Credit Recovery for the summer session. The National Honor Society will be inducting up to 18 new students on April 27.*
- c. Middle School Principal Report-*Kelli Loudermilk we are working on our End of Year tasks which include the Next Step plans for our 8<sup>th</sup> graders and calls out to our 6<sup>th</sup> and 7<sup>th</sup> grades students. Our Renaissance testing is starting for our 3<sup>rd</sup> round of testing.*
- d. Elementary Principal Report *Daelana Potter reporting on behalf of Kelley Fontanilla. The Read Across New Mexico was a big success with 2400 books being read by students. The result of the challenge was that Mrs. Fontanilla would kiss a creature; in this case it was a guinea pig. The Elementary is working on End of Year tasks as well.*
- e. Special Education Director Report *Daelena Potter all annual Individual Educational Plans (IEP) have been completed. Currently incoming students will have their incoming meetings in regard to their IEP's. In May all Senior IEP's will be held. We are looking at the EDTs for next year and already getting their testing scheduled for this summer.*

- f. Academic Counselor Report *Charli Poe we have 108 Seniors and of those we believe 85 will be walking for Graduation. Summer school Credit Recovery is being worked out and we may have some Summer Graduates if they complete their Credit Recovery courses. Next Step Plans are ongoing.*
- g. Mental Health Therapist Report-unavailable
- h. Wellness Ambassador *Hope Encinias we have a webinar April 19 about the Science of Optimizing Life and Health. April 24 is Mindset Monday focusing on achieving goals. April 26 is Wellness Wednesday focusing on a balanced life. And April 27 is Cooking day with focus on having one day a week with no meat. And what vegetables can give protein to a diet. And we are continuing our Unplug Challenge, which is to see how much of the daily items we use that we can unplug. Such as cell phones, radios, coffee makers, tablets, computers, game systems, etc.*
- i. Marketing- *Katy Winthrop we have started our Open House sessions for those who are interested to know more about our School. We have started crawler ads to our tv spots, with information about the Open Houses, we are continuing our push on Social Media platforms and have started to send out Monthly newsletters to those families who have contacted us. Upcoming we will be showcasing June Boles and one of our Graduating Seniors in a TV segment. And we will be creating new crawlers ads for over the summer and next school year. We will also be creating a new script for our radio ads and doing a Kindergarten round up.*
- j. Financial Report – G. Lopez
  - i. Bank Reconciliation-March (attached) *no variances*
  - ii. Consolidated Board Report- March *no questions*
  - iii. Cash Balance Report-March *no variances*
  - iv. Recommendation of Financial Items for Board Approval from the Finance Committee
    - BAR 584-000-2223-0007
    - BAR 584-000-2223-0008

RESOLVED: BAR 584-00-223-007 AND BAR 584-000-2223-008 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 Minutes from Meeting on March 21, 2023 (attached)

RESOVLED: The Minutes for Meeting on March 21 were approved. The motion passed unanimously.

#### VI. Action Items

- a. Draft Calendar Review (discussion/action) *Daelena Potter regarding House Bill 130 our Administrative Team worked on a Calendar for SY23-24. Teachers with this new Calendar have 193 contractual days instead of 195. Students will go from 180 days to 193 days. Hours for students will be 8 am to 3 pm. Hours for Staff will be from 8 am to 3:30 pm. First day of school for students will be August 1, 2023 and last day will be May 24, 2024. Thanksgiving break will be 1 week, Winter Break 2 weeks and Spring break 1 week as well. On the Calendar you can see that every other Friday will be early dismissal for students so teachers can have a Professional Development or training.*

*Question was asked about staff reaction to the new Calendar. Most was positive and enthusiastic. There was question from staff and families about Good Friday. The Administrative team decided that the Calendar would follow Federal Holidays.*

- b. *Teacher contractual days reduced from 195 days to 193 days (discussion/action) covered in session above.*
- c. *Draft Teacher Salary Review (discussion/action) Gloria Lopez stated that the New Mexico Public Education Department (NMPED) has not yet released the Salary Schedule for teachers. As soon as the NMPED releases it then the Budget for next year can start to be finalized. Question about Counselors salary schedule and Finance Manager/Human Resource manager. Gloria Lopez stated NMPED does not provide a schedule but that she could try and create one for Pecos. Dr. Kim Hite-Pope stated that there really is no schedule for Gloria's position but that if one could be found at another school district to forward it to her. Dr. Hite-Pope stated that for now Gloria's position and salary is at the discretion of the school Leader.*
- d. *Social Security Outcome (discussion/action) Gloria Lopez that there was a staff vote and it was a close outcome. The staff voted to apply for the provision to not pay into Social Security. The application was filled out and sent in. Pecos Cyber Academy is now waiting on the approval from the Internal Revenue Service (IRS).*
- e. *Draft Calendar due to New Mexico Public Education Department (NMPED) April 14, 2023*
- f. *Budget Due date May 3, 2023 a Special Session might be needed to approve the Budget on April 25 or May 2. (discussion/action) Gloria Lopez the budget to the NMPED is due May 3. Gloria is making a request to have a Special Board Meeting to have the Budget approved and some other items that may be needed before the regular Board meeting on May 16, 2023.*

RESOLVED: Approval of Special Meeting on May 2, 2023. The motion passed unanimously.

#### VII. Information Items

- a. *Equity Council Update Greg Aguilar the Equity Council will be having its year end meeting and invites will go out first week of May. The NMPED Liaison will help Greg and the Equity Council with an Information Graphic about how PCA is doing with Equity.*
- b. *Assessments Update Kelli Loudermilk we are continuing our State Testing. SAT College Board and Cognia. Make-up testing will begin week of April 24 and the finish date will be May 12. And as mentioned our Renaissance testing has started and will continue to the last day of school.*
- c. *Bi-lingual update Angela Cano we have submitted our Bilingual Multicultural Education Program (BMEP) funding application in March and will be sending the Title III plan by May 2, 2023. We are working on a Parent Advisory Committee (PAC). And continuing on finding resources to support our students such as books and cultural information.*
- d. *Resignation of Vivian Cullen effective April 1, 2023 Dr. Kim Hite-Pope we have received Vivian's resignation and we have informed the Public Education Charter School Division.*

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**

Statement that no action was taken during Executive Session vote to agree

Byron Taylor *yes*

Brandy Tilliman *yes*

Lorissa Marshall *yes*

Denise Smythe *yes*

Kyla Anderson *yes*

IX. Statement of Closure

X. Adjournment 7:00 pm

Confirmation of Special Meeting Date – Tuesday, May 2 ,2023, at 5:30 p.m.