



**Pecos Cyber Academy (PCA)  
BOARD MEETING  
AGENDA**

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 June 20, 2023, at 5:30 p.m.

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

Meeting ID: 973 9380 4198

Passcode: 547228

One tap mobile

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**Held via teleconference**

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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- *at 5:34 p.m.*  
Roll Call- *Kyla Anderson, Denise Smythe, Byron Taylor and Brandi Tilliman joined at 5:40 p.m.*

Others in Attendance: *Gloria Lopez (Finance Manager), Dan Hill (Attorney), Dr. Kim Hite-Pope, Robbi Coker (Special Education Coordinator), June Boles (High School Principal), Katy Winthrop (Marketing), and Amy Begay (Attendance).*

- 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 that end of year is going fine. And that the Public Education Charter School Division (PEC) relayed back the Pecos Cyber Academy has met conditions put forth by the PEC.*
- b. High School Principal Report-*June Boles that Graduation was a success. Pecos Cyber Academy had 109 seniors and 84 Graduate. Credit Recovery for this summer 3 more students will earn their credits to graduate. PCA graduation rate this year was 77%.*
- c. Marketing- *Katy Winthrop reported that the Summer Marketing launched yesterday June 19. Our High School Principal June Boles was on TV with one of Graduating Seniors the morning of Graduation, and this is now on our website as well. We have launched on Facebook and some Blogs, that will also feature a Culturally Responsive Language blog. Our Student Spotlight section on our website is very popular and students are excited for the new school year to be to be a part of it. We will be utilizing more radio ads this summer as well.*
- d. Financial Report – G. Lopez
  - i. Bank Reconciliation-April and May (attached)-*no variances.*
  - ii. Consolidated Board Report- April and May-*please note that most of funding for Carl Perkins, Next Gen and other Funding have been spent, so we may get our funding again next year.*
  - iii. End of Year Process-*the budget for the SY 2223 school year will be closed and items needing a Budget Adjustment Request will be sent to Denise Smythe for approval.*
  - iv. Request for Reimbursement (RFR)
    - School Avoidance Training Invoice 461114- *This was a Title II item and we requested that it be opened back up to pay from this year's budget. It was approved and this training will be for our Principals, Counselors, Mental Health Therapist, and our Dean of Students starting in July.*

- v. Recommendation of Financial Items for Board Approval from the Finance Committee
  1. Pearson Invoice 343794 (discussion/vote)- *Gloria Lopez explained again that we get Quotes from Pearson and then those are reviewed for accuracy by Lorraine Nobes our Enrollment Specialist. Then a credit memo, with an Invoice are sent back to PCA for payment.*
  2. Pearson Quotes (discussion/vote)
    - Summer
    - April
    - May
  3. Fuel Ed Invoices (discussion/vote)- *Gloria Lopez explained that we had not received any invoices from Fuel Ed since January. These invoices will also be reviewed by Lorraine Nobes and the adjusted Invoices will be paid. Gloria did continually ask for the invoices over the months.*
    - 41163
    - 41167
    - 41169
    - 41170

RESOLVED: Pearson Invoices 343794, Summer, April and May as well as Fuel Ed Invoices 41163, 41167, 41169 and 41170 were 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.

*None*

#### VI. Action Items

- a. Special Education Handbook of Procedures and Policies SY 23-24 (discussion/vote)- *Robbi Coker explained that as Federal Guidelines change we need to be on top of those changes. This Handbook of Procedures and Policies is the newest with all those guidelines and needs to be approved for PCA.*

RESOLUTION: Special Education Handbook of Policies and Procedures for SY 2324 was approved. The motion passed unanimously.

- b. Approval of the IDEA B Application (discussion/vote)- *Robbi Coker is requesting approval of the IDEA B application for the SY 2324.*

RESOLUTION: The IDEA B application was approved. The motion passed unanimously.

- c. Presentation and approval of the Administrative team, 5 people to go to the Digital Learning Annual Conference (DLAC) in Austin TX February 25-29, 2024. (discussion/vote)- *Dr. Kim Hite-Pope explained that the Digital Learning Annual Conference would be attended by Administration consisting of all building principals, Special Education Director and herself Executive Director. This conference covers anything new and upcoming in the Digital World, vendors we work with will be there so we may meet face to face, and it is a very good opportunity to do some networking.*

RESOLUTION: The trip to the DLAC in February was approved. The motion passed unanimously.

- d. RESOLUTION to approve and be by the Board, regarding Social Security Withholding(discussion/action)-*Robbi Coker explained that since Pecos Cyber Academy received its new Employee Identification Number (EIN) Social Security Tax must be withheld. Some months ago, the Board was asked to allow a vote from school staff if they wanted to opt out of Social Security tax or to keep paying it. The vote was to opt out. Following that an inquiry to complete this process was made and this the first step toward that application.*
- On 4/18/23, the Board was presented with the details of Pecos Cyber Academy (PCA) paying for Social Security Benefits due to the school's change in Employer Identification Number (EIN). The staff did complete a vote to move forward and complete that application and majority voted for PCA staff to return to the previous status of not paying into this program. The Board approved those notes at that time. We are now more aware of the process for the application and are presenting this resolution as Step 1.

RESOLUTION: Step 1 of application to opt out of Social Security, which is a unanimous vote by school staff is approved. Motion passed unanimously.

- e. Attendance Policy updated for Student Handbook(discussion/action)-*Dr. Kim Hite-Pope states that a new policy was needed, and this encompasses attendance at PCA. Attendance will be addressed at a school level this coming school year and will be expected to have logged in by 3 pm.*

RESOLUTION: The attendance policy was approved. The motion passed unanimously.

- f. To be added to Employee Handbook. Related service providers who reside out of the state, i.e., Occupational therapist, physical therapist, speech therapist, social worker, teacher of the visually impaired, nurse, may apply for an employee position for Pecos Cyber Academy and be considered for the position if:
- 1) They hold current required New Mexico (NM) licenses in their field.
  - 2) They hold a current NM Public Education Department (PED) license.
  - 3) Other candidates that currently reside in NM have been considered a priority.

*(discussion/vote)-Robbi Coker explained that finding qualified ancillary personnel in the state of New Mexico is hard as there is a shortage of people in this field. We have had applicants from surrounding states apply, who have New Mexico Licensure. But we cannot hire unless we have something to support it. That is why the policy. Of course, New Mexico residents would be considered first. Brandi Tiliman asked if contractors also hire out of state personnel. Robbi Coker states that yes they do.*

RESOLUTION: The policy to hire NM Licensed ancillary personnel who live out of state is approved. The motion passed unanimously.

## VII. Information Items

- a. As a State Charter we are required to have a Vice President and 2 General Council members on the Finance and Audit Committee, and these must be in place in a timely manner. (July 18 Meeting. *Dr. Kim Hite-Pope stated this to our Board members, so they are aware, that this is needed to be in compliance with the PEC. Byron Taylor wanted to know if the position should be filled by a volunteer or by nomination? Kayla Anderson stated either would be fine. Byron Taylor volunteered to be the Vice President. This vote will be added to the next Board Meeting Agenda.*

- b. Imperative that this year`s GC training be completed **Before 6/30.**-*Dr. Kim Hite-Pope reminding Board members this must be done. Time is almost up.*
- c. SY 2324 Board Training Face to Face (in person) September 16, 2023 at the Edgewood Office to complete entire training required for SY2324. *Dr. Kim Hite-Pope requesting all members to add this date to their calendars. And that once this training is complete they will be done for the year.*
- d. Please send GC "candidate" members resumes or CV (?) to Kyla Anderson no later than July 14, 2023

VIII. Statement of Closure- *Dr. Kim Hite-Pope requests the July meeting be pushed back to July 31.*

VIII. Adjournment- *6:25 p.m.*

Confirmation of Next Meeting Date – Tuesday, July 31, 2023, at 5:30 p.m.