

Governing Council

Kyla Anderson,
President

Byron Taylor,
Vice President

Monica Arguello,
Secretary/Treasurer

Si Trujillo,
Member

Justin Calder,
Member



Executive Director
Dr. Kim Hite-Pope

Title IX Coordinator

Kelley Fontanilla
Pecos Cyber Academy
1841 Old US Rte.66 Ste. B
Edgewood, NM 87105
505-886-3900

All complaints regarding sexual harassment and
Title IX issues. Must be filed with the coordinator.

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:

September 17, 2024 at 6:00 p.m.

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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 at 6:00 p.m.

Roll Call Members in Attendance: *Byron Taylor, Si Trujillo, Monica Arguello, Justin Calder, and Kyla Anderson.*

Others in Attendance: *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), June Boles (High School Principal), Angela Cano (Dean of Students Middle School), Chelsey Coleman (Dean of Students Elementary), Gretchen Potter (Mental Health Therapist), Greg Aguilar (Equity Council), Justin Malano (Bi-Lingual Coordinator), Daelena Potter (Special Education Director), Allyce Vasquez (Human Resources), Edith Hills (Dean of Students High School), Gail Humphrey (CTE Coordinator), Robbi Coker (Assessment Coordinator), Sarina Paul (Teacher), Sam Gonzalez (Director of Compliance and Board Training) and Amy Begay (Registrar/Attendance).*

III. Routine Business – K. Anderson

a. Approval of Agenda

Motion to approve the Agenda by Byron Taylor; 2nd by Monica Arguello. The motion passed unanimously.

IV. Written Reports---Academic Framework

- a. Executive Director's Report-Dr. Hite-Pope
- b. High School Principal Report- June Boles
- c. Middle School Principal Report-Kelli Loudermilk
- d. Elementary Principal Report-Kelley Fontanilla
- e. Special Education Director Report-Daelena Potter
- f. Academic Counselor Report-June Boles
- g. Mental Health Therapist Report- Gretchen Potter
- h. Marketing- Katy Winthrop
- i. Equity Council-Greg Aguilar
- j. Assessments-Robbi Coker
- k. Bi-Lingual-Justin Malano

Questions by Board members regarding reports. Byron Taylor asked what is the status of the equipment being sent out to the Middle School students.? Dr. Kim Hite-Pope stated that all the staff have their computers. Angela Cano stated that many of the student have their computers and equipment. The rest is in transit. Orientation for how to log-in and how to access courses is being conducted. Dr. Kim Hite-Pope shared that the High School and Elementary teachers have been helping train the Middle School teachers on using Pearson and Canvas training. Monica stated that the Marketing about Why I Love PCA sounded like a great promotion. Si Trujillo asked how do we generate hits in the search engine to get Pecos Cyber Academy to come up first in the search? Dr. Kim Hite-Pope stated that Katy Winthrop (Marketing) was unable to attend the meeting, but an answer will be provided.

I. Financial Report--- Financial Framework

- i. Bank Reconciliation-August
- ii. Consolidated Board Report- August
- iii. Recommendation of Financial Items for Board Approval from the Finance Committee
 - a. BAR 584-000-2425-0005-I Operational (discussion/vote)

Motion to approve the Bank Reconciliation, Board Report and BAR 584-000-2425-0005-I by Monica Arguello, 2nd by Byron Taylor. 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. Minutes of August 20, 2024 meeting (discussion/vote)
- b. Minutes of the Special meeting September 7, 2024 (action/vote)

Motion to approve the minutes of August 20 and Special meeting September 7, 2024 by Si Trujillo 2nd by Byron Taylor. The motion passed unanimously.

VI. Action Items

- a. Move Human Resource files from Las Cruces to office in Edgewood to be Digitized (discussion/action) *Dr. Kim Hite-Pope stated that the Human Resources files need to be moved from Las Cruces to the office in Edgewood, so that the files can be picked up to be digitized. So*

that they are available easily and for future storage. A review of the employees I-9 form need to be conducted as well. Dr. Kim Hite-Pope and Kyla Anderson would retrieve the boxes. Si Trujillo asked why not just use a shipping vendor? Dr. Kim Hite-Pope stated the cost is too much.

Motion to approve moving the Human Resources documents to the office in Edgewood by Byron Taylor; 2nd by Monica Arguello. The motion passed unanimously.

- b. Sick Leave Bank to be added to the Employee Handbook (discussion/action) *Allyce Vasquez stated that some of the policy needs to be changed. Since we have a large staff only 1 sick day would be requested to be donated. Rather than a cap of days we would ask for a minimum of 50 days for total in the Bank. If the bank gets below 50 days then more would be requested of the staff. The section stating the open enrollment for the Sick Leave bank would be changed to October 1-10, since September has already passed.*
- Byron Taylor asked what is the total staff? Gloria Lopez stated 143 currently. Dr. Kim Hite-Pope shared that there would be a Sick Leave Bank Committee to oversee the sick days. Byron Taylor asked if this committee would meet with face to face with the person requesting the days or would it be by paper? He said he did that before, and it was not a pleasant experience. Monica Arguello shared she was at a school district that never met face to face with the requesting staff members. Dr. Kim Hite-Pope stated that it would be by written request. And that the committee will be volunteers of staff members and there would be no administrators on the committee. Byron Taylor stated that there should be a cap so staff will not use in the bank continuously. Gloria Lopez stated that there are other resources out there to help with any extended leave needed by staff. Dr. Kim Hite-Pope that maybe the cap should be per employee? And that once staff are back to work full time that they contribute to the sick leave bank as a way to pay back to other staff.*

Motion to approve the Sick leave bank with the stated changes by Byron Taylor; 2nd by Monica Arguello. The motion passed unanimously.

- c. Updated Grievance for Parents and Community members Policy (discussion/action) *Dr. Kim Hite-Pope shared that this document needed to be updated so the NM State Charter School Division would accept it as part of the documentation that PCA needs to submit. Si Trujillo state that it looks like some grammatic errors need to be fixed.*

Motion to approve the Grievance Policy for Parents and Community members by Monica Arguello, 2nd by Byron Taylor. The motion passed unanimously.

- d. Updated Open Meetings Act Resolution (discussion/action) *Dr. Kim Hite-Pope shared that this document also needed to be revised with more detail to meet the NM State Charter School Division requirements to be submitted. The one approved in July 2024 was not sufficient. Once signed it will be posted to our website.*

Motion to approve the Open Meetings Act Resolution by Si Trujillo, 2nd by Justin Calder. The motion passed unanimously.

VII. Information Items

- a. GC Retreat, Book at Hotel Encanto in Las Cruces, Arrive on November1, 2024 and Depart on November 3, 2024 *Dr. Kim Hite-Pope stated that the travel forms would be sent to all Board members. That there would be more Board Training at this retreat.*

VIII. Statement of Closure

VIII. Adjournment: *6:48 p.m.*

Confirmation of Next Meeting October 15, 2024 –at 6:00 p.m.