

Governing Council

Kyla Anderson
President

Sí Trujillo
Vice President

Monica Arguello
Treasurer/Secretary

Justin Calder
Member

Arsenio Romero
Member



Executive Director

Dr. Kim Hite-Pope

Title IX Coordinator

Kelley Fontanilla

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:

<https://zoom.us/j/94082853524?pwd=djLEkTH1meglqG6oE94Aamcs0NOkQa.1>

Date And Time

October 21, 2025 at 5:30 p.m.

Meeting ID: 940 8285 3524 Passcode: 198703

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 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: *5:32 p.m.*

Roll Call Board Members in Attendance: *Kyla Anderson, Si Trujillo, Monica Arguello, Justin Calder and Arsenio Romero.*

Others in Attendance: *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), Allyce Vasquez (Human Resources), June Boles (High School Principal), Monica Garcia (Dean of Students High School), Mia Trujillo (Dean of Students K-7), Gretchen Potter (Mental Health), Jon Orris (9th Grade FAST), Greg Aguilar (Federal Programs), Justin Malano (Bi-Lingual Program), Rick Bustos (11th Grade FAST), Kari Amador (8th Grade FAST), Kate Gomes (12th grade FAST), Jennifer Rose (CTE Coordinator), Byran Coltrane*



(new Special Education Director), Hope Encinias (High School parent liaison), Melanie Bussiere (Elementary Teacher), Dan Hill (Attorney), and Amy Begay (Registrar).

III. Routine Business – K. Anderson

- a. Approval of Agenda *Clarification Question by Sí Trujillo, Item 6 c June with Waiver of Nepotism or with Dr. Kim Hite-Pope. June to update that piece.*

Motion to approve the Agenda as stated by Sí Trujillo, 2nd by Monica Arguello. Motion approved unanimously.

IV. Written Reports---Academic Framework

- a. Executive Director's Report-Dr. Hite-Pope *As you know Daelena Potter will be leaving us, and we now have a new Director of Special Education Mr. Bryan Coltrane who has vast experience. Our enrollment is currently at 1714 students with 47 students in enrollment process and 122 students starting the process. A reminder the Charter School Division (CSD) will be here to a Virtual review on March 11th, 2026. The school choice fair is January 24, 2026 in Santa Fe and Las Cruces on January 31, 2026. We have staff ready to attend either location. And Allyce Vasquez will be leaving October 24 for a new adventure.*
- b. High School Principal Report- June Boles
- c. K-7 Principal Report-Kelley Fontanilla
- d. Special Education Director Report-Daelena Potter
- e. Mental Health Therapist Report- Gretchen Potter
- f. Federal Program Director- Greg Aguilar
- g. Assessments-Kelli Loudermilk
- h. Bi-Lingual-Justin Malano

Questions on the Board Reports?

Monica Arguello just wanted to thank the authors of the reports for the detail provided that keeps the Board informed and relays the effort of teachers and staff in finding ways to continually supporting our students.

Justin Calder asked about the Curriculum needs mentioned in the CTE report? June Boles stated she met with the New Mexico state CTE Coordinator to discuss aspects of PCA's curriculum. The Coordinator state we were good with the Intro to Agriculture courses we have for this semester and next semester but that we would need find something for next year concerning Horticulture. Justin Calder was impressed with the 100% Renaissance Testing of students. June Boles shared that the High School is currently mapping their curriculum for core classes and creating a Pacing guide which where students are during the course of a semester with lessons. Sí Trujillo just wanted to Thank Allyce Vasquez and Daelena Potter for their hard work and contribution to Pecos Cyber Academy over the years.



i. Financial Report--- Financial Framework

- i. Bank Reconciliation-September
- ii. Consolidated Board Report- September
- iii. Sweep Account September- and Sweep YTD
- iv. InBank September Statement

Gloria Lopez asked if there were any questions regarding the Bank Reconciliation, Board Report, Sweep Account or InBank statements. Justin Calder stated he would like to attend a Finance/Audit meeting, and Arsenio Romero express his desire as well. Dr. Kim Hite-Pope state that would be welcome but that we would have to post the Meeting on our Website as with a Quorum of Board Members we would have to follow the Open Meetings Act. Dan Hill agreed. Dr. Kim Hite-Pope just asked they provide their intentions to attend so there is time to post on the website the Meeting. In the meantime, the meetings are recorded if they wish to review them.

- v. Recommendation of Financial Items for Board Approval from the Finance Committee
 - none
- vi. Invoices- Pearson Invoice *Gloria Lopez asked the Board to approve that the Invoice when provided by Pearson be presented to a Board member to approve so the Invoice can be paid in a timely manner. Sí Trujillo asked if the Invoice would be paid through the P-Card? Gloria Lopez stated yes it would.*

Motion to approve a Board member to give permission to Gloria Lopez to pay the Pearson Invoice when presented by Sí Trujillo 2nd by Justin Calder. Roll call vote to approve Justin Calder yes, Sí Trujillo yes, Monica Arguello yes, Arsenio Romero yes, and Kyla Anderson yes. 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 September 19, 2025 (discussion and possible vote)

Motion to approve the Minutes of September 19, 2025 as written by Monica Arguello 2nd by Arsenio Romero. Motion passed unanimously.

VI. Action Items

- a. Water Safety Policy (discussion/possible vote) *Dr. Kim Hite-Pope and Dan Hill presented the Policy. It was something passed in the last State Legislative Session to be required in Student Handbooks for schools in New Mexico. Dan Hill said it just needs to be in the handbook with information on how to find places for swimming lessons.*

Motion to approve the Water Safety Policy by Justin Calder 2nd by Monica Arguello. Motion passed unanimously.



- b. Updated Return to Work Protocol (discussion/possible vote) *Dr. Kim Hite-Pope asked any questions. Justin Calder asked where is the chart it is referring to? Dr. Kim Hite-Pope stated it would be added when approved and put into the Employee Handbook. Monica Arguello stated the formatting would need to fix. And Arsenio Romero said the sentences are not aligned correctly. This Protocol says an employee needs to be cleared to return by a doctor, if any restrictions and the approval of immediate supervisor and Executive Director.*

Motion to approve the Return-to-Work Protocol with revisions the chart, format, and sentences alignment by Sí Trujillo 2nd by Monica Arguello. Motion passed unanimously.

- c. June Boles Waiver for Nepotism (discussion/possible vote) *June Boles presented the Licenses of the candidate pick by the High School team. This candidate is the daughter of Dr. Kim Hite-Pope but was picked out of other candidates by team who did not know the candidate was related to the Executive Director. This person would be a High School Social Worker who would work with teachers, students and help with the Social Emotion Learning (SEL) at the High School. Maria Hite holds the licenses presented. Monica Arguello asked who Maria Hite's supervisor would be? June Boles stated she would be. Sí Trujillo stated that he did not think a Social Worker for High School was needed but this is ok.*

Motion to approve Waiver for Nepotism by Arsenio Romero 2nd by Monica Arguello. Roll call vote Monica Arguello yes, Arsenio Romero yes, Sí Trujillo yes, Justin Calder yes, and Kylan Anderson yes. Motion passed unanimously.

- d. New Public Education Commission Initiative/Indicators of Success (discussion/possible vote) *Dr. Kim Hite-Pope stated that this is the pilot year for this Commission and that the Board has to fill out the application for the grant. A working session of the Board may be needed. Dr. Kim Hite-Pope says this may become something that will be mandatory in the future. The Board members agreed they must meet in Raton or Angel Fire to complete this. A date and time will be made by consensus over email communication between members.*

Motion to approve the NM Education Commission Initiative (Indicators of Success) by Sí Trujillo 2nd by Monica Arguello. Motion passed unanimously.

- e. Parental and Serious Illness in the Family policy (discussion/possible vote) *Dr. Kim Hite-Pope says this needs to be added to the employee handbook. The last line we apologize ... needs to be omitted. There were questions about the timeline the document was referring to. And the birth of a baby when this time can be utilized by either parent. Dan Hill state that once the existing paid leave is exhausted then this can be used before going to the Family and Medical Leave Act with 12 weeks unpaid job protected leave if family qualifies.*

Wording in other parts of the document came into question like should it specify by contract dates when this policy would be available. Monica Arguello asked what prompt this asking



this policy. Dr. Kim Hite-Pope stated that it is just one of the many things that need to be cleared up in the Employee Handbook. Kyla Anderson finally stated more information, and discussion is needed, and no action will be taken.

Policy has been tabled until November meeting

- f. CTE(Career and Technical Education) team to attend conference-June Boles (discussion/possible vote) *June Boles presented a detailed proposal to take the CTE administration and staff to the upcoming Conference in Nashville Tennessee. The Proposal allows for shared rooms and individual stays. Dan Hill stated it is best to do individual. From a legal point of what could happen. As explained earlier this would be the best place to get curriculum for our CTE Program for next semester and the coming years. We have been told this is the premier conference to attend for all things CTE. Our teachers will get a better idea of the direction they may want to go with their programs and get new information. Greg Aguilar has stated that funds are available in the CTE budget to travel to this conference.*

Motion to approve the travel to Nashville Tennessee for the CTE admin and staff as proposed by Monica Arguello, 2nd by Justin Calder. Roll Call vote Arsenio Romero yes, Justin Calder yes, Monica Arguello yes, Sí Trujillo yes, and Kyla Anderson yes. Motion passed unanimously.

- g. Authorization to allow Executive Director to sign Closing Documents for Office Building 1841 Old US Route 66, Suite B Edgewood NM 87015 (discussion/possible vote) *Dr. Kim Hite-Pope stated that the Title Company requested a wire transfer of funds for the building of \$440,000 by October 31, 2025. Sí Trujillo asked what the amount of the closing costs is? Dr. Kim Hite-Pope stated that she had not been given that information. Sí Trujillo also asked what happened with the Earnest money of \$4000, where was it applied? Monica Arguello asked if it was put toward the closing costs? Dr. Kim Hite-Pope said has no information about it. Sí Trujillo said then would the total cost of the building be \$444,000? That is more than what you just shared. Dr. Kim Hite-Pope did say the inspector reduced the estimate on the HVAC system. But any changes to HVAC, security, we need to own the building to get those estimates. What the Board wishes will get done. Sí Trujillo stated we do want the building but what will the total costs be? That is the concerning part. If we wire the money how much more will the closing cost be? And the realtor you said they want \$10,000? We need more information. Could you contact the Title company and ask about the closing costs on the Wire Transfer due October 31, 2025? Arsenio Romero, Justin Calder, Monica Arguello and Kyla Anderson all would like this answer before moving on this further. The authorization to send wire transfer for the building was tabled. Kyla Anderson asked Dan hill if the Board could meet Saturday October 25, 2025 to vote on this then. Dan Hill said yes as long as it is announced or posted 72 hours ahead of time.*



VII. Information Items

- a. School Accreditation *Dr Kim Hite-Pope said this from the State of New Mexico not the Cognia Accreditation. And the information is outline here that will need to be submitted.*
- b. Review of Staff Survey *Dr. Kim Hite-Pope shared the staff survey that was sent out. From the survey analysis report: "A total of 87(out of 167 staff) survey submissions were received and are being analyzed herein, so please keep in that in mind when looking some of the percentages in the answers. The Panaroma Survey is being taken now by students and staff and that may reflect the school more accurately.*

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.

Kyla Anderson roll call vote to go to Executive Session at 7:25 p.m. and to invite Dan Hill and Dr. Kim Hite-Pope. Arsenio Romero yes, Justin Calder yes, Monica Arguello yes, Sí Trujillo yes, and Kyla Anderson yes.

Exit to Executive Session

Return from Executive Session at 7:46 p.m. Kyla Anderson stated that only items listed in Executive session were discussed and no actions were taken. Roll Call vote that no actions were taken Arsenio Romero yes, Monica Arguello yes, Justin Calder yes, Sí Trujillo yes, and Kyla Anderson yes.

IX. Statement of Closure

X. Adjournment- at 7:48 p.m.

Confirmation of Next Meeting Session Special Meeting October 25, 2025 at 10:00 a.m.