

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:

February 18, 2025 at 5:30 p.m.

<https://zoom.us/j/93893560104?pwd=aUxPWmtCOUdvNE4vUINDZ0tKNjVqUT09>

Meeting ID: 938 9356 0104

Passcode: 768211

One tap mobile

[+12532050468](tel:+12532050468),,93893560104#,,,,*768211# US [+12532158782](tel:+12532158782),,93893560104#,,,,*768211# US
(Tacoma)

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 5:35 p.m.*

Roll Call – *Board Members present: Si Trujillo, Kyla Anderson, Monica Arguello, Justin Calder and Byron Taylor.*

Others in attendance: Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Financial Manager), Allyce Vasquez (Human Resources), Katy Winthrop (Marketing), June Boles (High School Principal), Daelena Potter (Special Education Director), Kelli Loudermilk (Middle School Principal), Chelsey Coleman (Elementary Dean of Students), Denise Yeary (Special Education Coordinator), Gretchen Potter (Mental Health Counselor), Gail Humphreys (Career and Technical Coordinator), Justin Malano (Bi-Lingual Coordinator), Angela Cano (Middle School Dean of Students), Robbi Coker (Assessment Coordinator), Monica Garcia (Middle School Parent Liaison), Mia Trujillo (Special Education Teacher), Sam Gonzales (Director of Compliance and Board Training), and Amy Begay (Registrar).

III. Routine Business – K. Anderson

a. Approval of Agenda

Motion to approve the agenda by Si Trujillo, 2nd by Monica Arguello. The motion passed unanimously.

IV. Written Reports---Academic Framework

- a. Executive Director's Report-Dr. Hite-Pope *Dr Kim Hite-Pope reminded the Board that the Charter School Division would be visiting on February 19. A schedule for the day was sent out via email and that no more than 2 Board members can attend. As we do not want to have a Quorum. Any Questions about the staff reports?*

Si Trujillo asked about the influx of students in Special Education, is that a normal amount for the school or not? Daelena Potter stated that yes is about normal. Daelena went on to say that we get different kinds of students. There are the ones that want to be here and there are the ones that the Juvenile Probation Officer has referred to us. Those students who have been expelled or suspended from another school. These students typically do not respond to us any better than their previous school. June Boles stated that we get students who have not been in school a long time but have told they must be enrolled somewhere. Daelena Potter stated that the challenge is getting the Evaluation and new IEP in place for the incoming students. But sometimes, due to lack of participation of the student and parents it does not happen.

Justin Calder asked about how the goal for students is determined by the teachers? Is there more need for data? Daelena stated that we have a team of teachers and our coordinator who monitor classes. Teachers write the goals but often without out data to help. We have no designed training on how to do this for our staff. Justin Calder asked if there is training? Daelana Potter stated that there is some. The state may be getting something together soon. And then there is LRP, who does training. We would send some staff to the training and then they would come back to train our teachers. Mia Trujillo stated that Pecos Cyber Academy has the best IEP's (Individual Education Plan) she has ever seen in 14 years of her career.

Justin Calder asked about the assessments of students and where the data come from and how accurate is it? Robbi Coker explained that Elementary students test in DIBELS, IStation, Renaissance, and a dyslexia screener. The rest of the school tests in IStation and Renaissance. Currently we have been trying to assemble the data for grades K-2, to see which test may accurately show the student's progress. As you know Renaissance is the information that the state uses to report their data. Renaissance will get harder for the student when they answer correctly, and progressively easier if the answer is wrong. The levels are 1-4, the highest being the 4 range. Our students are above the state range in math and English. This year we have really been focusing on getting every student tested in Renaissance. We are trying to stress the importance of taking the test and doing it correctly to find ways to better support the student.

Justin Calder asked how the Professional Development go for the Elementary on Friday (February 14). Chelsey Coleman stated that it went really well. Teachers learned a lot and more from each other. It was a great team building exercise.

- 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. Mental Health Therapist Report- Gretchen Potter
g. Marketing- Katy Winthrop
h. Equity Council-Greg Aguilar
i. Assessments-Robbi Coker
j. Bi-Lingual-Justin Malano
k. Career and Technical Education (CTE)- Gail Humphrey

I. Financial Report--- Financial Framework

- i. Bank Reconciliation-January
- ii. Consolidated Board Report- January
- iii. Sweep Account -January and Sweep YTD
- iv. Recommendation of Financial Items for Board Approval from the Finance Committee
 - BAR 584-000-2425-0012- I Operational
 - BAR 584-000-2425-0013-I 25153
 - BAR 584-000-2425-0014-M 24106
 - BSR 584-000-2425-0015-IB 26107

Motion to approve the BARS ending in 0012, 0013, 0014 and 0015 by Si Trujillo, 2nd by Justin Calder, motion passed unanimously.

- Pearson Quote/Invoice

Motion to approve the Pearson Quote, and allow Monica Arguello to approve the invoice to be paid by Si Trujillo, 2nd by Justin Calder. 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 January 21, 2025 meeting (discussion/vote)

Motion to approve the minutes of January 21 as stated by Si Trujillo, 2nd by Byron Taylor. Motion passed unanimously.

VI. Action Items

- a. Second Contract Amendment of Pearson contract (discussion/possible vote) *Dr Kim Hite-Pope explained that this contract will allow Pearson to build a curriculum for PCA in Canvas for our staff and students for next year. This will help to see actual time data in PowerSchool for our parents, such as grades and attendance. This will also make it easier on staff as Canvas works with PowerSchool.*

Motion to approve the Second Contract Amendment of Pearson by Monica Arguello, 2nd by Si Trujillo. The motion passed unanimously.

- b. Pecos Cyber Academy Brand and Use Policy (discussion/possible vote) *Dr. Kim Hite-Pope explained that this is needed so that people will not take our brand and logo and change it to something else. That our logo and school colors are not to be changed.*

Motion to approve the Pecos Cyber Academy Brand and Use Policy by Byron Taylor 2nd by Si Trujillo.

- c. PEC (Public Education Commission) Grant award letter (discussion/action, possible vote) *this was covered earlier in the Financial Report under BAR 0015. No action needed here.*

- d. Joint Powers Agreement for the New Mexico School for the Blind and Visually Impaired (discussion/possible vote) *Dr. Kim Hite-Pope explained that the document has been revised and should look better from before.*

Motion to approve the Joint Powers Agreement for the New Mexico School for the Blind and Visually Impaired by Justin Calder 2nd by Byron Taylor. Motion passed unanimously.

- e. Cohort Alignment/Night School (discussion/possible vote) *Dr. Kim Hite-Pope explained that many of the High School students work during the day. And they cannot get face to face help after school hours. The hours would be from 5:30 pm to 7:15 pm, like office hours. There would be teachers from General Education and Special Education available. We may have the teachers who will do this work a flex schedule. They would start later in the day to cover the hours in the evening. It would be Tuesday to Thursday. The teachers who will do this will be endorsed in the core classes. If the Board approves this, then we will work to outline how this will work, talk with teachers, and bring back that back at another meeting. The courses would be the Credit Recovery, to help students get their High School Diploma. Justin Calder and Byron Taylor liked this idea. Byron Taylor suggested maybe to hire teachers just for this night school for next year. Dr. Kim Hite-Pope stated that High School is still growing this year and more would be needed for next year at the pace it is growing now.*

Motion to approve the Cohort Alignment/Night School by Byron Taylor 2nd by Si Trujillo. Motion passed unanimously.

- f. PCA AI (Artificial Intelligence) Policy/Contract (discussion/possible vote) *Dr. Kim Hite-Pope explained that this policy and contract is needed, as AI grows in use and application. The policy explains the accepted use of AI, and the contract is between the student and teachers is an agreement by the student to follow the policy. On the policy you can see that the use of AI was referenced by Dr. Kim Hite-Pope which reflects the correct use of AI. Since the use and application of AI is growing this policy and contract will probably be updated as time goes on. But the school needed something in place, so students are aware of the proper use of AI.*

Motion to approve the AI Policy/Contract by Si Trujillo 2nd by Byron Taylor. Motion approved unanimously.

- g. Final P- Card (discussion/possible vote) *Dr. Kim Hite-Pope explained that the final wording the Purchasing Card has been finalized and that the Policy can be voted on. This now allow use of the P-card.*

Motion to approve the P-Card Policy as stated by Justin Calder 2nd by Byron Taylor. Motion passed unanimously.

- h. Uncontrollable Behavioral Situations and Seclusion Policy for Students in a Face to Face Setting (discussion/possible vote) *Dr. Kim Hite-Pope stated that this Policy was sent out late to the Board. This has to do with the Safety plan the school must provide the New Mexico Public Education Department (NMPED). The first policy sent in was not adequate. This policy we hope will satisfy the Safety plan. As we rarely see our students face to face. We will plan to have students who may have behavioral issues to test one on one with an administrator, with a parent nearby in case they are needed. There is specific training that staff would have to take for a situation where a student may need to be restrained. And that certification also requires on hand practice, for which we as a school are not set up. This we hope would be a solution to satisfy the NMPED for the safety plan. If it not , we will draw up something else to bring to the Board next month.*

Motion to approve the Uncontrollable Behavioral Situations and Seclusion Policy for Students in Face to Face Setting by Byron Taylor 2nd by Monica Arguello. The motion passed unanimously.

- i. Next GC Meeting falls during Spring Break may it be moved from 3/18 to 3/11. (discussion/possible vote)

Motion to move the next Governing Board Meeting to March 11, 2025 by Monica Arguello 2nd by Si Trujillo. Motion passed unanimously.

- j. When should GC be paid for attending meetings----monthly, quarterly, or yearly in June (discussion/possible vote) *Byron Taylor stated he liked quarterly, so did Monica Arguello and Si Trujillo.*

Motion to approve the quarterly payments to the Board for meetings attended by Monica Arguello 2nd by Byron Taylor. Motion passed unanimously.

- k. Should GC Members have background checks? PCA will reimburse GC members. (discussion/possible vote) *Dr. Kim Hite-Pope explained that this would be for transparency. Si Trujillo asked if this would be for new board members as well. Dr. Kim Hite-Pope stated yes. Si Trujillo asked what specifically would keep a new board member from being a member in regard to the Background check. Dr. Kim Hite-Pope stated that that would be established after the board approves this. Gloria Lopez stated that new board members would go through the same process as new hires for the school. And that yes they would be reimbursed for the background check.*

Motion to approve the Background check for Governing Board Members by Byron Taylor 2nd by Si Trujillo. Motion passed unanimously.

VII. Information Item

- a. DLAC (Digital Learning Annual Conference) Presentation *Dr. Kim Hite-Pope stated that she hoped the board enjoyed the presentation sent out to them via email.*
- b. New Public Education Charter Division Requirement-Bylaws Provision *Dr. Kim Hite-Pope explained that this new provision addresses what would happen if the board lost members from 5 members to 3 members to 1 member. OR if all of the members decided to resign at the same time. There will need to be some provision in our bylaws to address that situation. Board members please consider these possibilities and how the school would need to address these situations.*
- c. Grading Scale High School *June Boles explained that this was discussed at the last board meeting. In page 17 of our student handbook the grades and points awarded for each grade is listed for general education, honors classes, and Advanced Placement (AP) classes. June Boles has met recently with a few parents with these concerns. As there was mention of this on our Facebook page. Because our grade point average is not listed on report cards but only the transcripts it caused some concern. As of right now, our grading scale does not to be changed.*

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.

No Executive Session for this meeting.

IX. Statement of Closure

X. Adjournment 6:57 p.m.

Confirmation of Next Meeting March 11, 2025 at 5:30 p.m.