

Governing Council

Kyla Anderson,
President

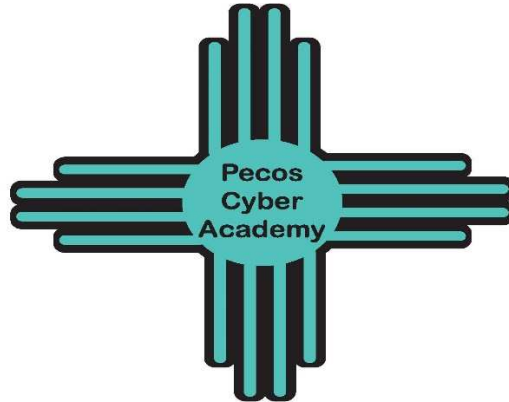
Byron Taylor,
Vice President

Denise Smythe,
Secretary/Treasurer

Brandy Tillian,
Member

Monica Arguello,
Member

Si Trujillo
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 20, 2024 at 6:00 p.m.

<https://zoom.us/j/98903541950?pwd=YzIoOaFkwRmpoSFB5MUlrS1gvckFpdz09>

Meeting ID: 989 0354 1950 Passcode: 639279

One tap mobile

[+16699009128](tel:+16699009128),,98903541950#,,, *639279# US (San Jose)

[+17193594580](tel:+17193594580),,98903541950#,,, *639279# US **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 6:04 p.m.

Roll Call members in attendance-*Kyla Anderson (President), Byron Taylor (Vice President), Denise Smythe (Secretary-Treasurer), Monica Arguello, and Si Trujillo. Brandi Tillian unable to attend due to illness.*

Others in Attendance-*Dan Hill (Attorney), Samantha Gonzales (Compliance and Training under Dan Hill), Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Financial Manager), Allyce Vasquez (Marketing), June Boles (High School Principal), Kelli Loudermilk (Middle School Principal), Kelley Fontanilla (Elementary Principal), Angela Cano (Middle School Dean of Students), Robbi Coker (Special Education), Greg Aguilar (Equity/MS Counselor), Justin Malano (Bi-Lingual Coordinator), Victor Quinones (Teacher), Ashleigh Trice (Teacher), Maggie Baber (Teacher), and Amy Begay (Registrar-- Attendance Coordinator).*

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. Oral Reports---Academic Framework

- a. School Leader's Report-Dr. Hite-Pope-*At the National Association of State Budget Officers (NASBO) the Secretary of Education shared the Unit Value per student \$6,241. At the 120 count we had 1, 800 students. After adjustments we may have a final of 1772 students. Our rating with Cognia was 332, the school average is 253. We have not gotten a final improvement plan from last year's charter school division review. So, it was hard to improve without specific areas to concentrate on.*
- b. High School Principal Report-June Boles-*High School has 822 students with over 200 students in each grade 9-11, with grade 12 at about 156. We had a successful trip with some of our Career, Technical Education (CTE) students to the state capital's Round House session and they got to meet some representatives and learned a lot. We have 3 High School students that will compete in the Technology Student Association (TSA) and about 15 middle school students will participate. Academic Support sessions are working well with adding it to students' schedule so they can access it quickly when needed.*
- c. Middle School Principal Report-Kelli Loudermilk-*Middle Schools has 525 student and averaging about 14 new students each week. We hired a new English Language Teacher and are getting Advisory Classes down to smaller numbers per student.*
- d. Elementary Principal Report-Kelley Fontanilla-*Elementary is at about 452 students. We have worked with the Juvenile Probation Office to help some families get back to traditional school to make sure students are getting their education.*
- e. Special Education Director Report-Robbi Coker-*We recently had our meeting with the Attorney Elena Gallegos to review our Policies & Procedures. We have had up to 32 students recommended for testing by staff and parents. We are working hard to get all student's records up to date and accurate. And making sure all 3-year evaluation are being completed.*
- f. Academic Counselor Report-June Boles-*Counselors are working to on Seniors Transcripts to ensure they are accurate toward graduation requirements. Of the grade 12 students about 63 have already ordered their cap and gowns. So, we will have a good turn out again for the ceremony at Berna Fascio facility on May 18 at 10 am so please attend it a fun time for staff and students.*
- g. Mental Health Therapist Report-Gretchen Potter-*there are 48 students being met with weekly. And am helping the Assessment Team with getting State Testing completed as well.*

- h. Marketing-Allyce Vasquez- *Shirts for staff are ready to be shipped out in time for assessment testing. And we are working on the next smaller bulk order for new staff. And we kicked off the Cultural, Linguistic, Responsiveness education material on our Social Media sites.*
- i. Equity Council-Greg Aguilar- *everything is on track, and we are looking forward to our next meeting in May 2024.*
- j. Assessments-Kelli Loudermilk- *interim testing we are needed to meet 75% proficient for math and reading. Currently we are at 53% for Math and 62.8% for reading. We are projected to meet the expectations by the end of the year. ACCESS testing is in progress and ends March 8. SAT testing will be from March 8-April 26. And the NM state testing from March 25-May 10. And we have testing locations all over the state. Si Trujillo asked what are the 3 largest testing areas? Albuquerque/Rio Rancho, Las Cruces, then Farmington/Los Lunas/Hobbs about the same size.*
- k. Bi-Lingual-Justin Malano- *for the ACCESS testing we have 9 new students that need to be scheduled and tested. We should be able to make our 95%.*

****Note** Dan Hill introduced his associate Samantha Gonzales who will be aiding him in attending meetings and will be the Director of Compliance and Training for schools.

I. Financial Report--- Financial Framework

- i. Bank Reconciliation-January- *no variances*
- ii. Consolidated Board Report- January-*no variances*
- iii. Recommendation of Financial Items for Board Approval from the Finance Committee
 - a. BAR 584-000-2324-0006-T Operational (discussion/vote)
 - b. BAR 584-000-2324-0009-I Title II (discussion/vote)
 - c. BAR 584-000-2324-011-I Operational (discussion/vote)
 - d. BAR 584-000-2324-0012-I SB-9 Capital (discussion/vote)
 - e. Pearson Invoice 24100666 (discussion/vote)
 - f. Fuel Ed Invoice 43830 (discussion/vote)
 - g. Fuel Ed Invoice 43573 (discussion/vote)
 - h. Fuel Ed Invoice 43575 (discussion/vote)
 - i. Special Education Workday Proposal April 4-6 (discussion/vote)
 - j. Procurement Request letter & Procurement Schedule (discussion/vote)

Motion to approve all Financial Items a. to j. above by Byron Taylor, 2nd by Si Trujillo. 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 from the January 16, 2024 meeting (discussion/vote)
Motion to approve the minutes from January 16, 2024 by Si Trujillo. 2nd by Byron Taylor. Motion passed unanimously.

VI. Action Items

- a. Digitizing Records-Presentation table item from last session (discussion/vote)-Allyce Vasquez-*of the three companies discussed at the last meeting NUBE Group was able to provide most of the answers we asked. NUBE can be bonded if that is what we want. They do have an insurance company that will cover not only their company but our documentation as well. They can provide training and maintain a server for us if that is what we want. They do store documents for other companies if required. To do the job documents would be moved to their facility. The time frame to complete would be about a month. Kyla Anderson asked, can the work at our office? How long would that take? Will they charge more because we will have more documents to process by the time we decide? Allyce stated that NUBE would honor the price quoted to us originally. Monica Arguello asked, how big is the scanner they use? Is it portable to move to the office? Kyla Anderson stated she is uncomfortable moving the documents to another facility. Monica Arguello asked, can we meet with the NUBE group and asked them some more questions? Allyce Vasquez stated she would contact them and see but they already expressed wanting to meet with the PCA Board. Kyla Anderson, we need to meet again soon with the NUBE group let's schedule a Special Session. Dr. Kim Hite-Pope stated that the last week of February most of the administrative team will be unavailable. She suggested March 1 or March 5. Kyla Anderson, we will meet with the NUBE group on March 5 at 6 p.m. We will table this action item.*
- b. New Travel Jot Form (discussion/vote)-Allyce Vasquez- *(a small presentation on what the form would look like and how it works was shown). This form will be used by all staff that travel and the information is streamlined for approval. Rather than, a chain of emails back and forth to all parties needing to approve the travel this form moves from one person to the next and keeps the information all together. Greg Aguilar stated that since we purchased Jot Form all the information belongs to PCA. No other entity can access the information. Once the travel is approved we will also use the form for the reimbursement of the travel and staff can input all receipts and information all in one place. Rather than send many emails in some cases. And we can go back and look specifically to any travel quickly for review if needed.*

Motion to approve the jot form for travel requests and reimbursement by Byron Taylor, 2nd by Monica Arguello. Motion passed unanimously.

- c. Special Education Workday April 5-7
 - Proposal (discussion/action)
- d. Special Education RFP and proposal schedule (discussion/vote)-Robbi Coker - *Currently our contracts for ancillary and related services for our Special Education Department will expire later this year. As a result, we will need to put together a Request for Proposal (RFP) for new contract agreements for speech therapy, occupational therapy, physical therapy, Diagnosticians/School Psychologists and more. The special education team is also seeking for approve to travel and meet in Santa Fe to work on the details for the RFP to be posted for bids.*

Motion to approve the travel for Special education workday and the RFP bid to be awarded by Si Trujillo, 2nd by Monica Arguello. Motion passed unanimously.

VII. Information Items

- a. 2023-2024 Final Unit Value Memo-Gloria Lopez-*as stated earlier the Secretary of Education sent out the memo for funding for each student (unit amount) for next year at \$6,241.67.*
- b. FY-24 Notice of Travel Rule Updates-Gloria Lopez-*at the NASBO conference there was discussion about changes to travel reimbursements in New Mexico. We can now use up to 100% of the*

recommended mileage reimbursement according to the Internal Revenue Service (IRS). Which now is at \$0.66 per mile. And to be reimbursed it must be 50 miles one way to the destination. I we can retroactively pay the difference to any of our employees who traveled starting from February 1. Si Trujillo asked, how many employees qualify for this monetary difference? Gloria Lopez stated up to 5 employees. Byron Taylor asked, so they would just be paid the difference? Is that correct? Gloria Lopez stated that yes.

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, Byron Taylor, Denise Smythe, Si Trujillo, and Monica Arguello went to executive session at 7:33 p.m. Kyla Anderson invited Dan Hill, Gloria Lopez, Allyce Vasquez, and Dr. Kim Hite-Pope to the session.

Return from Executive Session at 7:43 p.m. Roll Call that no action took place and only discussion was held

Byron Taylor -yeah

Si Trujillo - yeah

Monica Arguello- yeah

Denise Smyth- yeah

Kyl Anderson- yeah

VIII. Statement of Closure

VIII. Adjournment at 7:46 p.m.

Confirmation of Next Meeting Special session March 5, 2024 at 6 p.m.