

Governing Council

Kyla Anderson,
President

Byron Taylor,
Vice President

Monica Arguello
Secretary/Treasurer



Executive Director

Dr. Kim Hite-Pope

Brandy Tillian,
Member

Monica Arguello,
Member

Si Trujillo
Member

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:

August 20, 2024 at 6:00 p.m.

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

Meeting ID: 989 0354 1950 Passcode: 639279

One tap mobile

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

Time limits will be at the discretion of the GC President and may be listed in the Agenda. In general each public comment is limited to two (2) minutes. The GC asks that all comments be respectful and follow the following guidelines: Individuals from the same group and having similar viewpoints are asked to select a spokesperson to speak on their behalf. Multiple and repetitious presentations of the same view are discouraged and may be ruled out of order by the GC President. When making comments, we ask that you please refer to people by job title (i.e., "head administrator"), do not refer to any person individually or attack anyone personally. Please note that the GC does not have authority over personnel matters at the school, and that the GC will not respond to public comments made during a meeting.

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

I. Public Comment – *none*

II. Call to Order-6:02 p.m.

Roll Call Board Members in attendance *Kyla Anderson (President), Byron Taylor (Vice President), Monica Arguello (Treasurer & Secretary), Brandy Tillian (member), and Si Trujillo (member).*

Others in Attendance *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), Daelena Potter (Special Education Director), June Boles (HS Principal), Edith Hills (Dean of Students HS), Kelli Loudermilk (MS Principal), Angela Cano (Dean of Students MS), Kelley Fontanilla (Elementary Principal), Chelsea Coleman (Dean of Students Elementary), Greg Aguilar (MS Counselor-Equity Council), Justin Malano (English Learners Coordinator), Robbi Coker (Assessment Coordinator), Gretchen Potter (Mental Health), Kath Winthrop (Marketing), Allyce Vasquez (Human Resources), Mia Trujillo (Teacher), Dan Hill (Attorney), Sam Gonzalez (Director of Compliance and Board Training), Kelci Pike (K12), Will Simpson (K12), Jackie Paulk (K12), Justin Calder, Navi, 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. Motion was approved unanimously.

IV. Written Reports---Academic Framework-sent via Board Packet

a. Oral Report Dr. Kim Hite-Pope Executive Director *We are trying out a new way of getting our reports out to you with these written reports in an effort to move the meeting on efficiently.*

b. Board Questions for Written Reports *Dr. Kim Hite-Pope asked the members if they like this new formation or would rather have the verbal reports. Monica Arguello likes the written and Si Trujillo likes the oral reports. No other questions.*

c. GC Training Brief Meeting Guidance—Sam Gonzales and Dan Hill

Dan Hill we want to keep this as brief as possible. Best Training Practices for the Board would be to follow the Open Meetings Act and the Charter School Code.

So an example would be to have a roll call vote for each action, so it makes it easier not to miss it when it is really needed. Many Boards put into their by-laws the Roberts Rules of Order, which a 100-pg. document, which is not necessarily a bad thing but not parts are required for School Board purposes. So a couple of things to remember, especially now that Board meetings are recorded and to be posted by law are:

- 1. One person at a time to talk. Be polite and take turns. Or the chairperson calls one person at a time to talk.*
- 2. When a person states an amendment to an action item, that amendment must be approved by vote Before the final vote for the action item.*

Remember by law the Draft of the Minutes of a meeting must be drafted within 7 days of the meeting. Best practice would be to post the Draft minutes to the website. Then after those minutes are approved, replace with the approved minutes. This promotes transparency.

Si Trujillo asked about going into Executive session. Is there a vote to come out of Executive session before going to back to open session? Dan Hill stated that no, there can be no vote during a closed or executive session. The vote would be in the open session, by roll call, stating that only Agenda items were discussed, and no action was taken. And that the statement of closure is to reflect that no action was taken.

d. Financial Report--- Financial Framework

- i. Bank Reconciliation-July
- ii. Consolidated Board Report- July

Both items were reviewed and approved by the Finance/Audit Committee.

Si Trujillo had a question about Dragon Fly Enterprises is listed in the Bank Reconciliation? Gloria Lopez replied that is part of the Nube Group, who are digitizing the School files.

- iii. Recommendation of Financial Items for Board Approval from the Finance Committee
 - BAR 584-000-2425-0001-I
 - BAR 584-000-2425-0002-I
 - BAR 584-000-2425-0003-I
 - BAR 584-000-2425-0004-I

BARS 584-000-2425-0001 to 0004 motion to approve them by Byron Taylor: 2nd by Si Trujillo. Motion was approved 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 July 16, 2024 (discussion/vote)
Motion to approve the minutes of July 16, 2024 by Si Trujillo, 2nd by Byron Taylor. Motion was Approved unanimously.

VI. Action Items

- a. Fuel/Stride Contract SY 24/25 (discussion/action)
 - Stride Rep Q/A

Monica Arguello wanted to know why there was such a delay in getting computers out tot the students so they could start on time. Jackie Palik stated that they in attendance to discuss the contract, pricing, and any questions the Board might have about that. That she would gladly discuss that and any other concerns at a later date. Si Trujillo wanted to know why there is such an issue with transferring of licenses to the students. And that there is a lack of communication. Si Trujillo also stated the school will be paying approximately 1.5 million on this platform but not getting the communication and service one would expect spending that much money. Dr. Kim Hite-Pope stated that maybe the Board should table the item and have a Special meeting to address these concerns. Rian Meadows (K12) stated that if the contract was

not approved and signed tonight, then all services would be suspended or terminated immediately. As they have already done a number of things without payment for Pecos Cyber Academy. Si Trujillo wanted to hear from Dan Hill our attorney. Dan Hill stated that you should think about the Operational part, if you do not approve the contract what will you do? I reviewed the contract and I believe it could be approved tonight. The substantive questions about the work being done versus the actual contract terms seems to be part of the discussion but not a barrier to approve. The question is what would you do if you do not approve? Dr. Kim Hite-Pope stated it would be a heavy lift to get something in place for the middle school students. Dr. Kim Hite-Pope asked Principal Kelli Loudermilk what she thought. Kelli Loudermilk stated that if the contract were not approved it would take several weeks to get computers shipped out from the office to students, put something in place for courses and get it up and running. Middle School has a very expert and experience staff who could get this in place. And yes it would be huge lift and burden for staff and students. Kyla Anderson stated that approving the Contract that the Board wants to meet with K12 as soon as possible to discuss items mentioned in this meeting and any other items that need to be addressed. Rian Meadow stated that they would set something up, and Byron Taylor requested the meeting not be on a Friday or Saturday so he could attend.

Motion to approve the K12 contract by Monica Arguello, 2nd by Si Trujillo.
Roll Call vote Byron Taylor yea Brandy Tillian yea Si Trujillo yeah Monica Arguello yea and Kyla Anderson yea

- b. New Public Education Charter Division (PEC) <https://webnew.ped.state.nm.us/wp-content/uploads/2024/06/Performance-Framework-Approved-5.17.24.pdf>

Dan Hill explained that there are 3 options

1. *Using Test Date*
2. *Use short cycle assessment*
3. *Choose your adventure, meaning like some charter schools have something specific and use part of their mission statement for this part.*

Why should Pecos Cyber Academy go to this framework? After our session in early July with the Public Education Charter School Division (PEC), one of the members told us about this framework. After reviewing it looks like it would work well with our data. And this framework will be something implemented in the coming years. Monica Arguello asked what is the timeline for adapting this framework? Dan Hill it looks like it would be something to present next year to be implemented in the SY25/26. Byron Taylor stated he had been at a school that did something similar in years past and it worked out really well for the school at the time.

Motion to approve applying to amend the framework with the PEC for the SY 25/26 by Byron Taylor, 2nd by Si Trujillo. The motion was approved unanimously.

- c. Updated Title VIII Policy (discussion/action)

Dr. Kim Hite-Pope stated that an update to the current law and is a compliance issue that must be added to Employee Handbook.

Motion to approve the updated Title VIII policy by Si Trujillo, 2nd by Monica Arguello. The motion was approved unanimously.

- d. Student Handbook SY24/25 (discussion/action)
- e. Employee Handbook SY 24/25 (discussion/action)

Si Trujillo had a question about the Social Security being taken out of employee's pay. Dr. Kim Hite-Pope stated that currently yes the Social Security tax is being taken out. But we are still working on the Waiver previously submitted to exempt the employees from Social Security.

Motion to approve the Student Handbooks, High School, Middle School, and Elementary School, as well as the Employee Handbook by Byron Taylor, 2nd by Si Trujillo.

Motion passed unanimously.

- f. CTE Coordinator travel out of state to VTe Vision Conference December (2024)
(action/discussion)

June Boles stated that herself and the CTE Coordinator were encourage by the State Public Education Coordinator to go to this conference. That this would be highly beneficial to PCA's program. Only the CTE Coordinator would be attending. The conference this year is in San Antonio Texas, and that this expense was already budgeted into the CTE program for this travel. Approximate cost about \$5000 but that is a high estimate.

Motion to approve the travel to the CTE Vision conference by Si Trujillo, 2nd by Byron Taylor.

Motion passed unanimously.

- g. Mr. Calder possible new Board Member

Si Trujillo stated he has worked with Mr. Calder. Mr. Calder stated that he has been a teacher in math, and that he has worked with various virtual programs in his career, and he is familiar with this kind of platform. He stated he is excited to work with PCA.

Motion to approve Mr. Calder as new board member by Si Trujillo, 2nd by Byron Taylor. Roll call vote

Byron Taylor yea Brandy Tillian yea Si Trujillo yea Monica Arguello yea Kyla Anderson yea

Welcome aboard Mr. Calder

VII. Information Items

- a. Face to Face Board Training September 7, 2024. From 9 am-3 pm

Dr. Kim Hite-Pope reminded members the Training will be at the office in Edgewood, and she would be contacting about lunch meals and any dietary needs.

- b. Sick Leave Bank (see Employee Handbook)

Si Trujillo asked about the any liability at payout. Dr. Kim Hite-Pope stated that the sick leave is earned and that this bank would be voluntary for staff to give up one sick day to the bank for someone who may need extra days for sick time. This will be added to the September meeting to vote on an include in the employee handbook.

- c. PCA 2023-24 Partial Phase II Annual Report Charter School Division

Dr. Kim Hite-Pope stated that is part of the report and that there are a few mistakes on the document. Such as misspelling of names and dates are incorrect. And that one of the items marked against us was the Certified Purchase Officer (CPO) Gloria Lopez called and asked about it. This was another mistake and that would be something that needs to be looked into. Both Gloria and Dr. Kim Hite-Pope will recertify for the CPO in February of 2025. Si Trujillo stated he noticed the math scores looked low and what is being done to address this? Dr. Kim Hite-Pope stated that more Interventionists were hired. And that there are now Parent Liaisons in each school to help parents and student with more engagement, including the math courses.

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.

None at this time

VIII. Statement of Closure

VIII. Adjournment *at 7:16 p.m.*

Confirmation of Next Meeting Date September 17, 2024 –at 6:00 p.m.