

Governing Council

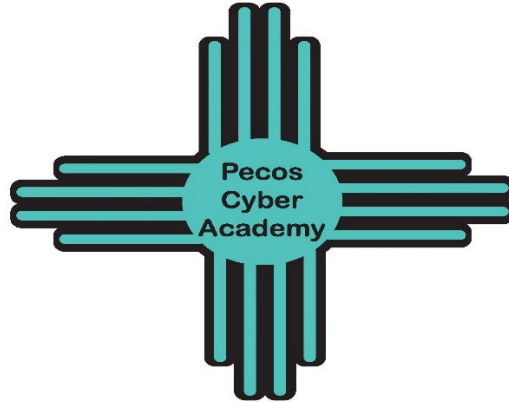
Kyla Anderson,
President

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:

November 19, 2024 at 6:00 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- *6:03 p.m.*

Roll Call – *Si Trujillo, Monica Arguello, and Kyla Anderson. Byron Taylor joined later about 6:17 p.m. Justin Calder did not attend.*

Other is Attendance: *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Audit/Finance Manager), Allyce Vasquez (Human Resources), June Boles (High School Principal), Daelena Potter (Special Education Director), Denise Yeary (Special Education Coordinator), Edith Hills (Dean of Students High School), Angela Cano (Dean of Students Middle School), Chelsey Coleman (Dean of Students Elementary School), Gretchen Potter (Mental Health), Greg Aguilar (Equity Council), Robbi Coker (Assessment Coordinator), Katy Winthrop (Marketing), Gail Humphreys (Career and Technical Education or CTE Coordinator), Ashleigh Trice (Teacher), Justin Malano Bi-Lingual Coordinator), Dana McBee (Teacher), Jaime Walker (Teacher), Laura Brown (Teacher), Gullixon, Dan Hill (Attorney), and Amy Begay (Attendance/Registrar).*

III. Routine Business – K. Anderson

- a. Approval of Agenda *Motion to approve the agenda by Monica Arguello 2nd by Si Trujillo. Motion approved 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
- l. Career and Technical Education (CTE)- Gail Humphrey

Summary-Any questions on the reports. Monica Arguello wanted to state she is impressed with the reports and the information provided.

m. Financial Report--- Financial Framework

- i. Bank Reconciliation-October *no variances*
- ii. Consolidated Board Report- October *no issues*
- iii. Recommendation of Financial Items for Board Approval from the Finance Committee
 - a. BAR 574-000-2425-0008-I (discussion/possible vote) *the sweep year to date of interest on the Wells Fargo account needs to be recorded as revenue. The recommendation of the Audit/Finance committee was to provide an employee appreciation payment or mid-year bonus, for those employees returning next semester. The BAR will reflect that is what the interest or funds will be used for. The interest was \$177, 720.77 which enough to provide \$1000 to each employee.*

The motion to approve the BAR was made by Monica Arguello, 2nd by Kyla. Roll call vote Monica Arguello-Yes Kyla Anderson- yes Byron Taylor (yes) Si Trujillo abstained. Motion passed, with one abstention.

- b. Pearson Invoice 27157711 (discussion/possible vote) *the invoice came in and was reviewed. There were no significant concerns.*

The motion to approve the Pearson Invoice by Si Trujillo, 2nd by Byron Taylor. 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 October 15, 2024 meeting (discussion/vote)

Byron Taylor made a motion to remove the approval of the October 15, 2024 minutes (previously approved) and vote to approve the minutes from the Special Meeting held on November 2, 2024. 2nd by Si Trujillo. Motion passed unanimously.

VI. Action Items

- a. Addition to Employee Handbook PCA Child Find Process for Special Education and 504 Students (discussion/possible vote) *Dr. Kim Hite-Pope explained that this is a compliance issue, Daelena Potter explained that this process needed to be written out and put in the staff handbook. Motion to approve the PCA Child Find Process for Special Education and 504 students was by Si Trujillo 2nd by Monica Arguello. Motion passed unanimously.*
- b. Gail Humphrey travel reimbursement to Texas, upfront 80% (discussion/possible vote) *Allyce Vasquez explained the expenses and that some if would be out of pocket to be paid by Gail. Some discussion was made about how to change this issue, so no one has to pay out of pocket for travel. Since that was not on the Agenda the discussion stopped. Motion to approve the 80% advance for the travel for Gail Humphrey was made by Byron Taylor 2nd by Monica Arguello. The motion passed unanimously.*
- c. Bring back Quarterly Face to Face Learning Events; see survey family survey results (discussion/possible vote) *Katy Winthrop went over the survey numbers with Board members and showed how much interest there is in bringing this back, where the population of the students and families interested and weekend vs weekday preference. Motion to approve the face-to-face learning events by Si Trujillo 2nd by Monica Arguello. Motion passed unanimously.*
- d. Sub-committee of 2 Governing Council members to create annual Executive Director Evaluation (discussion/possible vote) *Byron Taylor and Monica Arguello both volunteered to create the annual Executive Director's Evaluation. Kyla Anderson thanked them both for volunteering. Motion to approve the sub-committee to create annual Executive Director Evaluation by Byron Taylor, 2nd by Si Trujillo. The motion passed unanimously.*
- e. Change the Governing Council meeting to start at 5 p.m. (discussion/possible vote) *Byron Taylor said that would work for him as long the meeting does not last past 7 p.m. Si Trujillo, Monica Arguello and Kyla Anderson agreed. Then they discussed that 5:30 p.m. would be better. Motion to change the Governing Council meeting from 5 p.m. to 5:30 p.m. by Si Trujillo, 2nd by Byron Taylor. Motion passed unanimously.*
- f. Digital Learning Annual Conference (DLAC) 80% upfront travel reimbursement for all attendees (discussion/possible vote) *Allyce Vasquez stated that this would be basically the same as the travel for Gail Humphrey from earlier. Motion to approve the 80% up front travel for the DLAC event by Byron Taylor 2nd by Monica Arguello. Motion passed unanimously.*
- g. Black Act (discussion/possible vote) *Dr. Kim Hite-Pope stated that this was another compliance item and that the dates just needed to be adjusted. This part of the New Mexico Dash component. And it is in the student handbook. And includes any completed training or upcoming training need by staff. Motion to approve the Black Act by Si Trujillo 2nd by Byron Taylor. Motion passed unanimously.*

VII. Information Items

- a. Attendance update *Amy Begay that we are continuously trying to find way to improve attendance. And to identify common barriers for our student body. High School is missing the most attendance, then Middle School, and Elementary School is not bad. We have a subcommittee that we have established when we were invited to a National Interest Group. Then they interviewed us. We are waiting to see if we are accepted. Monica Arguello wanted to know what the biggest barriers are. Amy Begay stated that establishing trust or a relationship with the student and the family. Of course there is the mental health issue as well. We hope to get into the National group to learning how to use our data more effectively. And to get ideas of what others are doing that works.*
- b. New Finance/Audit committee member Audra Winters *Dr. Kim Hite-Pope stated we have a new Finance/Audit committee member, and that Audra Winters is extremely interested about PCA.*

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.

Motion to move to 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 by Byron Taylor, 2nd by Si Trujillo. Roll call vote Byron Taylor yea Si Trujillo yea Monica Arguello yea Kyla Anderson yea

Moved to session at 6:50 p.m. Also invited was Dan Hill and Dr. Kim Hite-Pope.

Members returned to regular open session at 7:04 p.m. Kyla Anderson stated that no action items took place. Only that what is on the Agenda 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.

IX. Statement of Closure

X. Adjournment at 7:06 p.m.

Confirmation of Next Meeting December 17, 2024 at 5:30 p.m.