

Governing Council

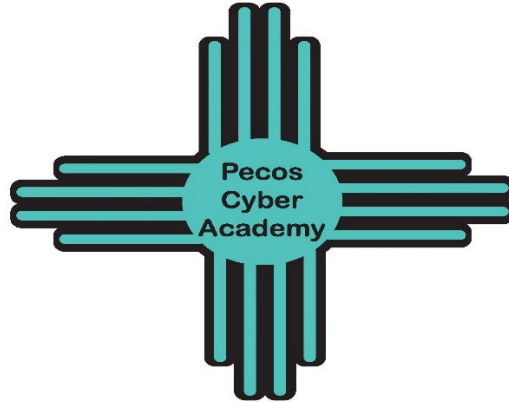
Kyla Anderson,
President

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:

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

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

Meeting ID: 938 9356 0104

Passcode: 768211

One tap mobile

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(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 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-*Byron Taylor, Monica Arguello, Si Trujillo, Justin Calder and Kyla Anderson.*

Others in Attendance-Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), Dan Hill (Attorney), June Boles (HS Principal), Kelli Loudermilk (MS Principal), Gail Humphrey (CTE Coordinator), Greg Aguilar (Equity Council/MS Counselor), Kelley Fontanilla (Elementary Principal), Katy Winthrop (Marketing), Gretchen Potter (Mental Health Counselor), Diane Kemp (Teacher), Robbi Coker (Assessment Coordinator), Denise Yeary (Special Education Coordinator), Monica Garcia (MS Parent Liaison), Daelena Potter (Special Education Director), Allyce Vasquez (Human Resources), Melanie Bussiere (Teacher), Aryanna Vargas (HS Student), Justin Malano (Bi-Lingual Coordinator), Mia Trujillo (Teacher), and Amy Begay (Registrar).

III. Routine Business – K. Anderson

a. Approval of Agenda

Motion to Approve the Agenda by Si Trujillo 2nd by Byron Taylor. All approve motion passed unanimously.

IV. Written Reports---Academic Framework

- a. Executive Director's Report-Dr. Hite-Pope *Dr. Hite-Pope asked if there were any questions about the written reports?*

Monica Arguello asked, "How is the Equity Book Sharing for Professional development is going for the staff?" Katy Winthrop stated that her group of staff members meet weekly to discuss the reading section, and then try to apply it to real world encounters in the school. Katy stated that has helped her a lot, and also with dealing with other staff members. June Boles says her group does the reading and then they get little assignments to complete each week. Dr. Kim Hite-Pope stated that there will be a presentation from each group about their book near the end of the semester.

Si Trujillo stated that he is happy the school will be bringing the FFA(Future Farmers of America) in the school. Si stated that it helped him a lot in High School. Si Trujillo also asked what CTSO stands for. Gail Humphrey said it is the Career Technical Student Organization. This group along with their parents and staff will be going to the Round House during the Legislative Session. They will meet with the Lt. Governor and tour the Roundhouse, while there and learning about the funding for the CTE program. Also note that the CTE pathways will now be known as CTE Clusters instead.

Monica Arguello asked how many students will test out of the Bi-Lingual program. Justin Malano said we had 4 students but 2 transferred.

Monica Arguello said the Elementary video of Jingle Bells was extremely cute. Kelley Fontanilla said that Mrs. Raven spent hours on the editing. And that the funding for the HIT literacy program will be extended. And that the Elementary is signed up for the summer session already, whatever it will be called. Right now there is a 65% participation rate in the Elementary school for this program. The data so far projects the student will gain a grade in Reading by the end of the semester, which is really exciting.

Monica Arguello said she is impressed with the Middle School Comprehensive Orientation Sessions that were implemented.

Monica Arguello also said the attendance incentive looks good and asked if there has been feedback from the students? Katy Winthrop says yes there is excitement and that there are a lot of questions about the prizes. Getting gift cards has been a challenge but for the best coverage we went with Mc Donald's. Everything should be ready by the end of the month for the first drawing.

Monica Arguello asked if there is enough staffing for High School with such a high number enrolled. June Boles stated that they learned from the trend from last year and staffing was increased from the beginning of the school to accommodate the high number. We were able to cover for all the CTE Pathways for High School.

Si Trujillo asked if procedures are being followed for the procurement of the gift cards. Katy Winthrop assured that she met with Gloria about how to go about it and that she if following everything Gloria outlined.

Kim Hite-Pope reminded the Board that the PEC (Public Education Commission) will be reviewing the school on February 19th. And that a couple of Board Members will need to be available to answers any questions. In the meantime, we have been met our conditions and should be getting a letter soon reflecting that.

Currently hour enrollment is at 1731, with 59 more students coming on board soon, 18 pending approval and 19 students interested in our school.

- 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

m. Financial Report--- Financial Framework

- i. Bank Reconciliation-December
- ii. *Justin Calder asked what is Peer to Peer? Gloria Lopez stated that is a grant Mr. Greg Aguilar secured for the school. Greg Aguilar stated that is funding to allow High School Students to tutor Middle School students and get paid for it. The HS students average about 2-3 hours each day. We will be implementing after hours tutoring sessions soon from 3:30 p.m. to 5:30 p.m. There is a demand for it. We plan to try and add 2 to 3 more tutors and we are getting a staff member to monitor it as well. Right now we have 4 tutors in the High school.*
- iii. Sweep Account -December
- iv. Recommendation of Financial Items for Board Approval from the Finance Committee
 - a. BAR 584-000-2425-0009-T CTE(discussion/vote) *this is transfer of funds from instructional to non-instructional based on the new guideline from the state.*
 - b. BAR 584-000-2425-0010-I Carl Perkins(discussion/vote)
 - c. BAR 584-000-2425-11-T (discussion/vote)
 - d. Pearson Invoice 27542926 (discussion/vote)
 - e. Mileage changes for Travel 2025 requests (discussion/ possible vote) *the mileage rate changed on January 1, from \$0.66 to 0.67. Would to retroactively reimbursement any staff members who have traveled this month with the new rate.*

Motion to approve BAR 584-000-2425-0009, 0010, and 0011 by Monica Arguello, 2nd by Si Trujillo. Roll Call vote Monica Arguello yea, Byron Taylor yea, Justin Calder yea, Si Trujillo yea, and Kyla Anderson Yea. Motion approved unanimously.

Motion to approve the Pearson Invoice by Byron Taylor, 2nd by Justin Calder. Motion passed unanimously.

Motion to approve the mileage change and pay retroactively any travel for the month of January by Byron Taylor, 2nd by Justin Calder. Roll call vote Monica Arguello yea, Byron Taylor yea, Si Trujillo yea, Justin Calder yea, and Kyla Anderson yea. 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 December 17, 2024 meeting (discussion/vote)

Motion to approve the Minutes of December 17, 2024 by Si Trujillo 2nd by Monica Arguello. Motion approved unanimously.

VI. Action Items

- a. Governing Council members to be reimbursed for attendance board meeting for \$45 a meeting starting February 2025 (discussion/possible vote)

Motion to approve the \$45 reimbursement of Board members for attending the meeting by Si Trujillo, 2nd by Byron Taylor. Roll call vote Monica Arguello yea, Byron Taylor yea, Si Trujillo yea, Justin Calder yea, and Kyla Anderson yea. Motion passed unanimously.

- b. Updated P-card Policy (discussion/possible vote)

Justin Calder says the wording of in compliant needs to read "in compliance." Also the wording in contradictory is some places in regard to needing a PO for everything and the P-card being used. Si Trujillo stated that one of the reasons we could not get the P card with Wells Fargo is that the school would not be utilizing it enough to warrant it. With INBank we need to watch that trend as well especially because we can earn interest on the card when using it. For example with paying the Pearson Invoices. Dr. Kim Hite-Pope stated that with procurement laws and putting the P card out for Administrative use, it is a bit scary. The policy needs to be voted on as the school is going to be in the statewide testing window in the next 45 days. Dr. Kim Hite-Pope invited Justin Calder and Si Trujillo to help with the adjustments to the P-Card policy.

Motion to approve the P-card policy with the suggested revisions by Si Trujillo. 2nd by Byron Taylor. Roll call vote Monica Arguello yea, Byron Taylor yea, Si Trujillo yea, Justin Calder yea and Kyla Anderson yea. Motion passed unanimously.

- c. Requests for personal leave must be received at least three (3) working days prior to the first day of leave and must be approved by BOTH the immediate supervisor AND the Executive Director. Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at anyone (1) time.

Personal leave may NOT be granted during the following periods without prior written approval of BOTH the immediate supervisor AND the Executive Director.

1. Two days immediately preceding or following a holiday or vacation.
- 2. During the 2 weeks preceding the end of semester.**
3. During the first two (2) weeks or the last two (2) weeks of school.
4. One week prior and during the Mandated State Testing Window

Dr Kim Hite-Pope stated that this does not include sick time. But there are certain things that only the Teacher of record can perform at the end of each semester that Administrators cannot do. Very special circumstances will be considered.

Motion to approve the new personal leave policy by Byron Taylor 2nd by Justin Calder. Motion was approved unanimously.

d. Vigil Contract 2025-26 (discussion/possible vote)

The Vigil Contract is just a backup in case Gloria is unable to perform her duties for any reason. Si Trujillo says the address for the school on the contract needs to be updated.

Motion to approve the Vigil Contract with the amended address by Si Trujillo, 2nd by Monica Arguello. Motion approved unanimously.

e. Grading Scale High School (discussion/possible vote)

June Boles says we want to simplify the Grading scale to make it more equitable for all students. So that any grade "A" would be 4, "B" would be 2 and so on. Byron Taylor asked about the AP and Honors students. Would they just get a 4 for an A? June Boles stated yes they would. Almost all of the students who take our AP course do not test in their District for the AP course, they do not want to go through the steps to do so. Monica Arguello asked about the Honors classes. If they take the AP or Honors courses and make all that effort do they only get a 4 for an A? June Boles said yes that would how it would be counted. Justin Calder asked what other schools are doing in regard to the AP and Honors students and the GPA? June Boles stated she will research what other schools are doing and update the Board at the next meeting.

The grading scale was tabled.

VII. Information Item

a. Update on the Attendance Initiative

Katy Winthrop stated this was covered earlier in the meeting. Are there any further questions? None were asked.

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 asked for a motion to go to Executive session motion by Si Trujillo 2nd by Justin Calder. Motion was approved unanimously.

Board went into Executive session at 6:51 p.m.

Board returned from Executive session at 7:03 p.m. Kyla Anderson stated that no items discussed not on the Agenda. No actions were taken.

Roll call vote Si Trujillo yea, Justin Calder yea, Monica Arguello yea, Byron Taylor yea, and Kyla Anderson yea.

IX. Statement of Closure

X. Adjournment at 7:07 p.m.

Confirmation of Next Meeting February 18, 2025