



**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 16, 2024 at 6:00 p.m.

<https://zoom.us/j/98903541950?pwd=YzIOaFkwRmpoSFB5MUlrS1gvckFpdz09>

Meeting ID: 989 0354 1950 Passcode: 639279

One tap mobile

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[+17193594580](tel:+17193594580),,98903541950#,,,,\*639279# US Held via teleconference

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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](http://www.pecosca.us)

I. Public Comment – K. Anderson-*none*

II. Call to Order: *6:01 p.m.*

Roll Call Board Members in Attendance-*Brandi Tillian, Denise Smythe, Si Trujillo, Byron Taylor, Monica Arguello, and Kyla Anderson.*

Others in Attendance: *Dr. Kim Hite-Pope (Executive Director), Dan Hill (Attorney), Gloria Lopez (Finance Manager), Daelena Potter (Director of Special Education), June Boles (High School Principal), Kelli Loudermilk (Assessment/Middle School Principal), Kelley Fontanilla (Elementary Principal), Allyce Vasquez (Marketing), Gretchen Potter (Mental Health Counselor), Edith Hills (Dean of Students H. S.), Greg Aguilar (Equity/M.S. Counselor), Justin Malano (Bi-Lingual Coordinator), Angela Cano (Dean of Students M.S.) and Amy Begay (Attendance/Registrar).*

III. Routine Business – K. Anderson

a. Approval of Agenda

*Motion to approve the Agenda by Denise Smythe, 2<sup>nd</sup> by Byron Taylor. The motion passed unanimously.*

**IV. Oral Reports---Academic Framework**

- a. School Leader's Report-Dr. Hite-Pope- *Currently we have 1,714 students enrolled. Of those we have 147 EL (English Learner) students. 100 of those students will be taking the ACCESS test starting soon. A reminder that Charter School Division will be visiting the school on February 5. I should be getting the schedule for the meeting tomorrow January 17. We have a new Bi-Lingual Coordinator Mr. Justin Malano. Justin Malano was introduced and addressed the Board. Justin has been working in the school's bilingual program for the last 4 years. He was mentored by Brenda Ruvalcaba who is amazing. Justin is excited to bring new resources and other things to improve the program.*
- b. High School Principal Report June Boles-*High School will be getting 2 more counselors, so we will have one counselor for each grade. Career, Technology, and Education (CTE) update, there will be a meeting for 3 days in Albuquerque to help with the budget for the CTE program for High school. We have students interested in getting a First Aid certificate and the program will be starting off this semester. We will be taking some students to the State Round House from our CTE program so they can listen to committees and meet representatives about the CTE program. In other news, our failing grade report came out and at least half the students in Algebra 2 failed. We are looking at more ways to support these students for this class as it is needed for graduation. And those students who failed all of their courses, we found are not actively schooling. We will be going following the attendance Tier letters and referrals needed. We are also looking at better ways to support our EL students and students with IEP's (individual education plan).*
- c. Middle School Principal Report Kelli Loudermilk-*Middle School Classes are up and running. And our Elective classes have kicked off as well. We have 47 new students so far this semester that brings middle school to 459 students.*
- d. Elementary Principal Report Kelley Fontanilla- *Elementary is growing we have 17 new students that puts Elementary at 449 students. We are completing Renaissance testing for the returning students. Our goal for this past semester with our Interventions was to see growth in reading and math of 20% with our students. We have seen in reading a growth*

rate of 26.2% in reading and 26.6 in math. May of the students in our Intervention program are making up a year of growth in their education. Our project involving 10 teachers using an ILP (Individual Learning Program) for our students using Eureka Math, and Pearson lessons. Our Friday fun day will be learning how to make snow and to read aloud a book about snow.

- e. Special Education Director Report Daelena Potter- Currently we have 342 students, 40 are gifted and 8 are twice exceptional students. The Indicator in Nova for 40 day is not available. As a result, we get to pick 10 students to resubmit for the 40-day report for review. We have received a grant for the Bi-lingual real and great reading program. Our progress monitoring presentation we noticed somethings and have initiated trainings on how to report. Dr. Elena Gonzales will be visiting our special education department and anyone who wants to attend, including the board, can attend Friday at 10 a.m. Just inform me and Dr. Hite-Pope so we may post an announcement of you visiting with us on our website if a majority or quorum of board member want to attend that there will be no board activity conducted.
  - f. Academic Counselor Report June Boles- As you know High school is growing and we will soon have a Counselor for each grade level. We have 194 9<sup>th</sup> grade students, 205 10<sup>th</sup> grade students, 205 11<sup>th</sup> grade students and 170 12<sup>th</sup> grade students. For a total of 810 students. One of the new counselors will start January 22 and the other on February 2. Our 12<sup>th</sup> grade counselor Aniesa Trujillo will be meeting with students who failed classes this past semester and those behind on credits to make a plan for graduation. We did have some December graduates and we are reviewing their records to confirm credits for graduation.
  - g. Mental Health Therapist Report Gretchen Potter- Currently I am seeing 42 students on a regular weekly basis. And continue with working with staff with students and families that referred to help them with referrals to other outside counseling. And during testing I will be helping to test students.
  - h. Marketing Allyce Vasquez- Currently working on getting Administration business cards and T-shirts for staff so everyone will have a uniform look during testing. I will have the school logo on it and school name. We are providing CLR on our website and social media posts this month it was Martin Luther King Jr. message.
  - i. Equity Council Greg Aguilar- Equity council had a successful meeting just before the Winter Break. There will be new CLR trainings from the state. The council will meet in May again. And we will review the conditions document with the Charter School Division on February 5.
  - j. Assessments Kelli Loudermilk- Renaissance testing will end January 19 for our existing students. Then those student newly enrolled January 8 will be tested. ACCESS testing opened today. Our first week of testing will be Thursday and Friday, and then every Friday after that in different locations. Spanish speaking students will test with AVANT. We have rolled out testing Nirvana to the staff as a better way to take student attendance, communicate and make it easier for the staff.
  - k. Bi-Lingual -will report next month's meeting.
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- l. Financial Report--- Financial Framework
    - i. Bank Reconciliation-December
    - ii. Consolidated Board Report- December
- Gloria Lopez- Presented the Bank Reconciliation and Consolidated Board report and Byron Taylor had a question about one of the payments. The name of the company did not seem right. Gloria explained that the payment was for one of our W-9 vendors with jot form and school newsletter. And another vendor Byron Taylor asked about was another W-9 vendor with school messenger.

*Si Trujillo asked if there had been any progress with possibly earning interest with Wells Fargo with the funds that are just sitting month to month? No, but Gloria will be meeting them again Wednesday morning. The P card has a required \$40,000 threshold amount for the bank to approve the card.*

*Si Trujillo asked if there a way to see the percentages of what has been spent of the Budget. Yes those percentages are on the Consolidate Board report listed in the last column on the right on the report.*

- iii. Recommendation of Financial Items for Board Approval from the Finance Committee
  - a. BAR 584-000-2324-0008-I (discussion/vote)
  - b. Invoice Stride 43504 (discussion/vote)
  - c. Invoice Stride 43656 (discussion/vote)
  - d. Pearson Invoice 24074060 (discussion/vote)

*A motion was made by Brandi Tillian to approve the BAR 574-000-2324-0008-I, Invoice from Stride 43504 and 43565, and Pearson Invoice 24074060. The motion 2<sup>nd</sup> 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 November 14, 2023 meeting (discussion/vote)
- b. Minutes from the December 19, 2023 meeting (discussion/vote)

*Motion to approve the Minutes of November 14 and December 19 as stated by Si Trujillo, the motion 2<sup>nd</sup> by Monica Arguello. The motion passed unanimously.*

#### VI. Action Items

- a. Digitizing Records-Presentation Allyce Vasquez (*presentation*) *There are 3 quotes from Vendors who state they can process the documents at our office and digitize them. Dr. Kim Hite-Pope reminded the Board that if a vendor quotes a job higher than \$60,000 then the school must put out an RFP by law.*  
*Questions from board: Are they companies bonded? Will they do the work on site at the office? Will any of the documents be shredded and what documents needed to be stored in hard copy to meet legal requirements? Should half of the documents be done now and the other half in the fall so and RFP does not have to be issued? Will the company provide a discount for education?*  
*Dr. Hite-Pope stated that the documents must be stored in two different locations. For PCA one would be PowerSchool and the other probably a cloud. We would need to ask about instant availability of the records being stored for staff purposes. Allyce Vasquez will follow up with the companies and ask the questions from the Board. And see if that will affect the price in the quotes.*  
*Kyla Anderson stated the Action Item would be tabled until the next meeting.*  
(discussion/vote)
- b. Change of Travel Request form with new mileage rate (discussion/vote) *Gloria Lopez- The Travel request form was sent out to staff in preparation for the upcoming testing. Many staff members replied back that the amount for mileage reimbursement was incorrect. Found that the mileage reimbursement is \$.47 a mile rather than the \$.45 on our current*

*travel request form. Si Trujillo stated that PCA consider approving the 80% of travel cost up front for in state travel for our staff.*

*Motion to approve the new mileage rate for the Travel Request form by Denise Smythe, 2<sup>nd</sup> by Byron Taylor. The motion pass unanimously.*

VII. Information Items-none

VIII. Statement of Closure

VIII. Adjournment *at 7:17 p.m.*

Confirmation of Next Meeting Date February 20, 2024 –at 6:00 p.m.