

## Governing Council

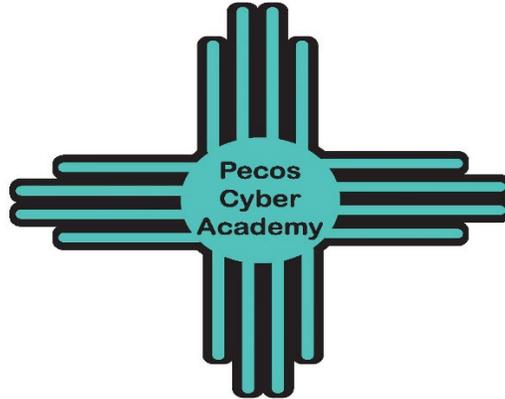
Kyla Anderson,  
President

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.

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## **Pecos Cyber Academy (PCA) SPECIAL 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:**

May 1, 2025 at 5:00 p.m.

<https://zoom.us/j/96884561206?pwd=ciQZwySWRvKGZseNCnyVlnVISNaivX.1>

Meeting ID: 968 8456 1206

Passcode: 501735

[+13462487799](https://zoom.us/j/96884561206?pwd=ciQZwySWRvKGZseNCnyVlnVISNaivX.1),96884561206#,,,,\*501735# US (Houston)

[+16694449171](https://zoom.us/j/96884561206?pwd=ciQZwySWRvKGZseNCnyVlnVISNaivX.1),96884561206#,,,,\*501735# 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](http://www.pecosca.us)

I. Public Comment – *none*

II. Call to Order 5:09 p.m.

Roll Call *Board members present Justin Calder, Si Trujillo, Monica Arguello, and Kyla Anderson. Byron Taylor was not present.*

Others in Attendance: *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), Daelena Potter (Special Education Director), Kelli Loudermilk (Middle School Principal), Kelley Fontanilla (Elementary Principal), Gail Humphrey (Career, Technical and Education Coordinator), Greg Aguilar (Equity Counselor), Monica Garcia (Middle School Liaison), Allyce Vasquez (Human Resources),<sup>4</sup> Ryal McMurray (Teacher), Whitney Polosky (Teacher), Mia Trujillo (Teacher), Sam Gonzales (Director of Compliance and Board Training), Amy Begay (Registrar), Winona Patterson, and Katy Winthrop.*

III. Routine Business – K. Anderson

a. Approval of Agenda

*Motion to approve the Agenda as stated by Si Trujillo, 2<sup>nd</sup> by Monica Arguello. Motion passed unanimously.*

#### IV. Action Items

- a. Child Find Document (action/possible vote) *Daelena Potter explained that even though Pecos Cyber Academy (PCA) is a Virtual Charter School, we must follow the Child Find policy. Meaning we have the duty to find students who have a suspected disability that falls under the Child Find and they must be identified. Monica Arguello asked for clarification about the "Resident School" of the student, meaning our School has all of New Mexico, how does that work? Daelena Potter explained that the initial step, vision, and hearing screening can be done in the student's local school district. We are the "resident school" where the student attends, but the school district can be called on to do the screening of a student. PCA would be the school that would work with the student for the students' needs.*

*Motion to approve the Child Find Policy by Monica Arguello, 2<sup>nd</sup> by Sí Trujillo. Motion passed unanimously.*

- b. PCA Handbook of Special Education Procedures 2025 (action/possible vote) *Daelena Potter stated that she has read the entire Handbook looking for anything that may need to be addressed for our Virtual School. The big change in the Handbook is that the Gifted information was removed by New Mexico Administrative Code (NMAC). Also the new Braille was added and the offices in the state that have moved or had name changes were updated. This is a step we must take for our IDEA application that opened today. We need our policy and procedures approved.*

*Motion to approve the Handbook of Special Education Procedures 2025 by Monica Arguello, 2<sup>nd</sup> by Justin Calder. Motion passed unanimously.*

*The Pecos Cyber Academy assures that is has conducted its annual review of its Policies and Procedures governing special education. Based on this review, the District assures that is has in effect policies and procedures that are consistent with the State's policies and procedures, and meets each of the conditions of assistance under IDEA Part B.*

- c. SY2526 Calendar (action/possible vote) *Dr. Kim Hite-Pope shared that this Calendar after the Board approval will go to the New Mexico Public Education Department (NMPED) for approval. Spring Break will be the last week of March to the 1<sup>st</sup> weekend of April. Monica Arguello asked if we have the required amount of school days? Dr. Kim Hite-Pope stated that we have. And we have the amount of school days to participate in the K12 plus program, which is what we would like to do. Sí Trujillo stated that he did not see the Professional Development (PD) Days for July 28 and 29. Kelli Loudermilk state that it is not stated that way but can be. Would you like it to be changed? Sí Trujillo stated that yes to change it and color code it. Kelli Loudermilk stated she would do so and resend it out to the Board.*

*Motion to approve the SY2526 Calendar with the amendments discussed by Sí Trujillo, 2<sup>nd</sup> by Justin Calder. The motion passed unanimously.*

- d. SY2526 Salary (action/possible vote) *The salary schedule was sent out to the Board; this is the 4% the Governor signed into law.*

*Motion to approve the SY2526 Salary Schedule by Sí Trujillo, 2<sup>nd</sup> by Monica Arguello. The motion passed unanimously.*

- e. SY2526 Purposed Budget (action/possible vote)
  
- f. Executive Director to receive 4% salary increase for SY2526 as stated in HB2, all NM educators will receive a 4% salary increase. (action/possible vote) *Dr. Kim Hite-Pope stated that for transparency that the law stated all educators would get the 4% salary increase and this is to make sure the Board is aware of that. Monica Arguello asked how we are doing with the Administrator's salary are we being competitive? Dr. Kim Hite-Pope stated that all administrators are getting the 4% increase. Meaning everyone employed by PCA is getting the 4%.*

*Motion to approve the Executive Director 4% salary increase for SY2526 by Justin Calder, 2<sup>nd</sup> by Sí Trujillo. The motion passed unanimously.*

- g. Purchase of an Office Building (action/possible vote) *Dr. Kim Hite-Pope stated that the idea of having our own building and creating our own Information Technology (IT) Department has been brought up. Our students wait 10 days or more for a computer to arrive to start school. We are exploring the idea of doing that ourselves. And to do that we need more space and a place for the IT department to be housed. Our current building has been up for sale for over 2 years. The asking price is \$450,000. The property is about an acre and valued at \$480,000 roughly. The other half of the building has a large open space, 2 nice sized offices, bathroom, extra room, and a back entrance. Monica Arguello asked how much square footage is it? Dr. Kim Hite-Pope was not sure about that but could find out later. Since we are currently leasing we have not requested any permission to remodel our part of the building. Buying a building is a long process, and there are many steps to be taken, especially with needing the NMPED approval. Sí Trujillo asked could we buy a building and have tenants to create some revenue? Sam Gonzales was posed the question. Sam Gonzales stated that the question about owning a building and creating revenue would best answer by Dan Hill (Attorney) but that she did know of one school that does do this. As far as all of the steps needed to buy the building again, that would be in Dan's area of expertise. Justin Calder asked, how much is the rent currently? Gloria Lopez stated it was \$1400 per month and water is included. But not the gas and electricity. Dr. Kim Hite-Pope clarified that the purchase of an office building is the building we are currently in. We are not looking at other buildings. It would be for this particular building as we know the heat, and air conditioning are new. Right now we are just wanting the Board approval to move forward with the next steps about buying the building. Later if we want to, we can change our mind and not buy it. Trying to find a way to support our students in a more efficient way, is why we are looking to purchase this building. Sí Trujillo and Justin Calder asked how buying the building would affect the Budget that was just approved? Gloria Lopez, state that it would come from the Reserved items that was mentioned for the link items that were presented. Basically, jut moving the funds to cover the purchase. With NMPED approval.*

*Motion to approve the possible purchase of the current office building we are leasing by Sí Trujillo, 2<sup>nd</sup> By Monica Arguello. The motion passed unanimously.*

## V. Informational Items

- a. The 12-month staff voted for a 4-day work week during summer, starting 6/2 through 7/25, M-W---7am to 5pm, Thursdays 7am to 4:30pm. Passed by a very wide margin. *Dr. Kim Hite-Pope explained that a survey was sent out to the 12-month contract employees about changing the work schedule for the dates June 2 to July 25. It was an overwhelming yes of the change for the summer. Most of the Administrative staff work these hours regularly but to avoid some burnout taking a 3-day weekend would be helpful. We just wanted to inform the Board of the schedule change.*
- b. Face-to-face all staff PD Kelley Fontanilla explained to the Board that we have booked at the Embassy Suites in Albuquerque and that a questionnaire was sent out to the staff, with questions like are they bringing family members, how many, the cost of meals for the family members and cost of the extra events for each of the family members. We are planning a meet and greet with the staff and the Board. We have a guest speaker lined up, a High School Presenter on attendance, and an AI (Artificial Intelligence) Specialist coming. And we will have breakouts for Canvas training for staff and the Math Alignment. We are trying to avoid it being the boring start of the year trainings. A survey will be going out to the Board soon about their needs for their families to make reservations.

VI. State of Closure

VII. Adjournment *6:23 p.m.*

Confirmation of Next Meeting May 20, 2025 at 5:30 p.m.