

## Governing Council

Kyla Anderson,  
President

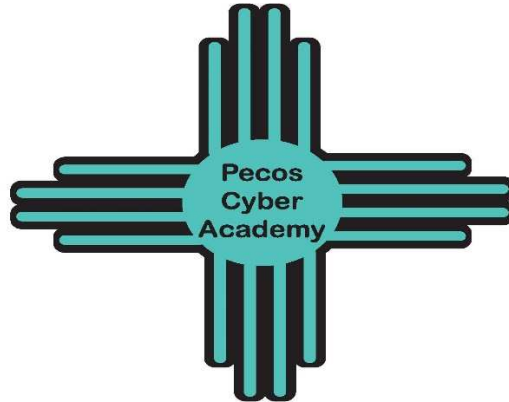
Byron Taylor,  
Vice President

Denise Smythe,  
Secretary/Treasurer

Brandy Tillian,  
Member

Monica Arguello,  
Member

Si Trujillo  
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:**

March 5, 2024 at 6:00 p.m.

<https://zoom.us/j/99884335551?pwd=aTlZTDRCGb2ZSSzk2dnlxSTFVY1FBUT09>

Meeting ID: 998 8433 5551 Passcode: 707592

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+16699009128,,99884335551#,,, \*707592# 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 – none

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

Roll Call Members in Attendance: *Kyla Anderson, Denise Smythe, Monica Arguello, Si Trujillo. Byron Taylor joined at 6:06 p.m.*

Others in Attendance: *Dr. Kim Hite-Pope (Executive Director), Allyce Vasquez (Marketing), Gloria Lopez (Finance Manager), Jolene Vasquez (Elementary Counselor), Michelle De La Garza (Teacher), Mike Ely (representative of Nube Group), and Amy Begay (Registrar/Attendance).*

### III. Routine Business – K. Anderson

#### a. Approval of Agenda

*Motion to approve the Agenda by Si Trujillo; 2<sup>nd</sup> by Monica Arguello. The motion passed unanimously.*

### VI. Action Items

#### a. Digitizing Records-Presentation table item from last session (discussion/vote)-Allyce Vasquez

*At our last Board Meeting there were many questions concerning the safety, timeline, and transportation of our documents to a Vendor to be processed and digitized. Mr. Mike Ely is here to address those questions and answer and new questions the Board may have.*

*Mike Ely- Good Evening, first a little about our Group. We have been in business for 4 years, the company bought out a previous company that had 19-20 years of experience in this field. We handle documents for the New Mexico Public Education Department, New Mexico Charter Division, and numerous other Charter Schools in New Mexico. We are compliant to the Document Retention and Compliance of New Mexico and those compliances required by the New Mexico Records and Archive Department.*

*We have a dedicated box truck to transport documents, it is under lock and key the whole way with no stops along the route.*

*Our facility is secure, behind fencing, secure access to all doors, and is fire safety as well.*

*The first step in our process is to complete Record Management, sorting and recording files into marked boxes for reference.*

*Second step is removing staples, paper clips and sticky notes. Sticky notes are organized in way to be included with documents if needed.*

*Third step is the Scanning of documents to pdf form. All employees have been trained and are HIPPA certified. And understand the importance of this certification.*

*Fourth step is Quality Control. Reviewing the documents to make sure they are in an orderly and legible format and identified correctly.*

*Fifth step is to work with you regarding Retention of Records Disposition Schedule.*

*After that we ready the documents for you to be set up how you wish. Either to an encrypted mobile hard drive, to a Cloud or to a Server.*

#### Questions

*Denise Smythe asked if the documents are transported in fireproof cabinets in case of an accident? Mike Ely stated that no, but they do put the documents in anchor boxes when transporting.*

*Dr. Kim Hite-Pope asked how long it would take for this project to be complete? Mike Ely answered for our size of records about a month. In fact, we get many requests for documents we are working, and we have a system in place to be able to get those documents fairly quickly if needed.*

*Kyla Anderson asked how are the documents destroyed. We work with a company that uses a shredding truck and the documents are crosscut to eight to one eighth of an inch.*

*How much was the contract quoted for again? It was \$59,792.57.*

*Dr. Kim Hite-Pope asked what other costs might there be after the digitizing of the records? Mike Ely answered there are two factors. The utilization of how the records is stored on a server or in a cloud. The cloud version is more expensive. On the server you would need to purchase licenses and those are about \$2500 each. So, you would need to determine how many people would*

*need access. The nice thing about this that is a one-time fee. Then maintenance each year between \$600-\$800 each year.*

*Is there a cost for transferring those licenses from one person to another? If that is a concern then maybe go with upgrading to a concurrent license for about \$3500. So that way it is not assigned to a person but used as needed.*

Action

*Monica Arguello motioned to approve the Digitizing of Records with the Nube Group for the \$59,792.57;2<sup>nd</sup> by Byron Taylor.*

*Kyla Anderson called for a roll call vote.*

*Byron Taylor vote yes*

*Monica Arguello votes yes.*

*Denise Smythe votes yes.*

*Si Trujillo vote yes*

*Kyla Anderson vote yes.*

*The motion passed unanimously.*

VIII. Statement of Closure

VIII. Adjournment at 6:23 p.m.

Confirmation of Next Meeting Date March 19, 2024 –at 6:00 p.m.