



**Pecos Cyber Academy (PCA)  
BOARD MEETING  
AGENDA**

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:**

Tuesday June 6, 2023, at 5:30 p.m.

<https://zoom.us/j/93144830480?pwd=eURvS1FqY2piY2Z0czVvajVmYzBpUT09>

Meeting ID: 973 9380 4198

Passcode: 547228

One tap mobile

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**Held via teleconference due to State Precautions regarding Public Health and Safety  
During COVID-19 Pandemic:**

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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 575-236-4005.

**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
- II. Call to Order and Roll Call – K. Anderson
- III. Routine Business – K. Anderson
  - a. Approval of Agenda
- IV. Oral Reports
  - a. School Leader's Report-K. Hite-Pope
  - b. High School Principal Report
  - c. Marketing- Katy Winthrop
  - d. Financial Report – G. Lopez
    - i. Bank Reconciliation-April and May (attached)
    - ii. Consolidated Board Report- April and May
    - iii. End of Year Process
    - iv. Recommendation of Financial Items for Board Approval from the Finance Committee
      1. Pearson Invoice 343794 (discussion/vote)
      2. Pearson Quotes (discussion/vote)
        - Summer
        - April
        - May
      3. Fuel Ed Invoices (discussion/vote)
        - 41163
        - 41167
        - 41169
        - 41170

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.

## VI. Action Items

- a. Special Education Handbook of Procedures and Policies SY 23-24 (discussion/vote)
- b. Approval of the IDEA B Application (discussion/vote)
- c. Presentation and approval of the Administrative team, 5 people to go to the Digital Learning Annual Conference (DLAC) in Austin TX February 25-29, 2024. (discussion/vote)
- d. RESOLUTION to approve and be by the Board, regarding Social Security Withholding(discussion/action)
  - On 4/18/23, the Board was presented with the details of Pecos Cyber Academy (PCA) paying for Social Security Benefits due to the school's change in Employer Identification Number (EIN). The staff did complete a vote to move forward and complete that application and majority voted for PCA staff to return to the previous status of not paying into this program. The Board approved those notes at that time. We are now more aware of the process for the application and are presenting this resolution as Step 1.
- e. Attendance Policy updated for Student Handbook(discussion/action)
- f. To be added to Employee Handbook. Related service providers who reside out of the state, i.e., Occupational therapist, physical therapist, speech therapist, social worker, teacher of the visually impaired, nurse, may apply for an employee position for Pecos Cyber Academy and be considered for the position if:
  - 1) They hold current required New Mexico (NM) licenses in their field.
  - 2) They hold a current NM Public Education Department (PED) license.
  - 3) Other candidates that currently reside in NM have been considered a priority.

(discussion/vote)

## VII. Information Items

- a. As a State Charter we are required to have a Vice President and 2 General Council members on the Finance and Audit Committee, and these must be in place in a timely manner. (July 18 Meeting.
- b. Imperative that this year`s GC training be completed **Before** 6/30.
- c. SY 2324 Board Training Face to Face (in person) September 16, 2023 at the Edgewood Office to complete entire training required for SY2324.
- d. Please send GC "candidate" members resumes or CV (?) to Kyla Anderson no later than July 14, 2023

## VIII. Statement of Closure

VIII. Adjournment and Confirmation of Next Meeting Date – Tuesday, July 18, 2023, at 5:30 p.m.