



**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:**

Tuesday, September 20, 2022, at 5:00 p.m.

<https://zoom.us/j/96789388084?pwd=N2VaQUhucFY5TVdxcHNrVHIMVjZCZz09>

Meeting ID: 967 8938 8084

Passcode: 810612

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**

I. Public Comment – NONE

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)

II. Call to Order: *5:06 pm*

Roll Call – *Kyla Anderson, Brandy Tilliman, and Denise Smythe.*

Not in attendance: *Vivian Cullen and Lorissa Marshall*

Others in Attendance: *Dr. Kim Hite-Pope (Executive Director, Gloria Lopez (Finance Manager, Daelena Potter (Special Education Director), June Boles (High School Principal, Kelli Loudermilk (Middle School Principal), Robbi Coker (Special Education Director), Gretchen Potter (Mental Health Specialist), Charli Poe (Academic Counselor, H.S.), Cathy Cope (Parent) and Amy Begay (Board liaison). Later joined by Katy Winthrop (Registrar).*

III. Routine Business – K. Anderson

- a. Approval of Agenda

RESOLVED: The Agenda was approved. Motion passed unanimously.

Public Comment was invited to anyone present. There were none.

IV. Oral Reports

- a. School Leader's Report-K. Hite-Pope
  - *The school finally has their Employer ID Number EIN, so name of the school can be changed officially to Pecos Cyber Academy.*
  - *Hired a new Registrar for PCA her name is Katy Winthrop and will try and introduce her at the next meeting.*
- b. High School Principal Report-June Boles
  - *Recently attended conference discussing Career and Technical Education (CTE) Pathways and will be meeting with High School Counselors to discuss plans for students.*
  - *In October there will be Learning Events, mandatory for all teachers to have an event either in Person or Virtual.*
  - *Intervention classes are on going and will be tracking the students and their success in conjunction with their participation in the class.*
  - *A Science teacher will be leaving High School and currently looking at candidates to hire. But is a plan in place to cover for the teacher leaving by other staff.*
- c. Middle School Principal Report-Kelli Loudermilk
  - *Data came back from early testing and Math Support Classes are now in their 2<sup>nd</sup> week. We knew that this would be a subject in need of extra support.*
- d. Elementary Principal Report-*none currently Kelley Fontanilla not available for the meeting*

- e. Special Education Director Report- Daelena Potter
  - *Analyzing the data, which can be a great source to find out what ways we can support students. Meaning in their current Individualized Educational Plan (IEP) and the Goals and Objections.*
  - *We have lost two Special Education teachers recently, one to stress and the other that will pay them more. The current plan is to hire one for one of the positions for now.*
  - *Many of the Special Education staff under a great deal of stress from many different avenues, the school is not the biggest factor in that. Parents, Special Education guidelines, services to be provided to families, and the parents expectations for their student(s). This has become a concern for our staff and any resources that may help would be welcomed.*
  - *Ms. Robbi Coker will be talking to you about our Ancillary services later.*
- f. Academic Counselors Report-Charli Poe
  - *The counseling staff will be starting the Social, Emotional Learning (SEL), sessions next week. We hope this to be beneficial to all our students.*
  - *Also, we have started our meetings and contacting seniors about graduation and if they may need Credit Recovery.*
  - *And we will be meeting with students to discuss Financial Aid for college. And another session to discuss Dual Credit*
- g. Counseling-Mental Health Report-Gretchen Potter
  - *Mostly working with the General Education Students K-12.*
  - *Utilize the Assertive Community Treatment (ACT), which brings mindfulness and helps establish a sense of direction and awareness to the individual.*
- h. Wellness Ambassador Hope Encinias *unavailable for tonight's meeting*  
*Purpose of the Wellness Ambassador is to support teachers with Work and Life Balance.*
- i. Financial Report – G. Lopez
- i. Bank Reconciliation-August (attached) *no issues, that Variance is standard carry over and will be released once the Audit is completed. Hopefully in October.*
- ii. Consolidated Board Report- August *no issues.*
- iii. Recommendation of Financial Items for Board Approval from the Finance Committee- *None currently*
- iv. Update on State Audit SY 21-22 *things are proceeding any requests made by Audit team we provide, hopefully the Audit will be completed in October.*

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. Approval of Minutes from Meeting on August 30, 2022 (attached)

RESOLVED: Minutes of the August 30, 2022, meeting approved. Motion passed unanimously.

## VI. Action Items

- a. SY 22/23 Student Handbook (discussion/vote) *no discussion*

RESOLVED: SY 22/23 Student Handbook approved. Motion passed unanimously.

- b. Ancillary Salary Schedule (discussion/vote)

Discussion:

*Brandi Tilliman questioning the Salary Schedule and a Teacher with a Master's degree and an Ancillary teacher with a Master's Degree and if the pay would be the same. And would it not be fair.*

*Daelena Potter stated that having an Ancillary Teacher on staff would help keep costs down by not having to Contract with an Ancillary Service. That having that Staff as part of PCA is not only costs lower, but the students' benefit from having someone staffed by Pecos Cyber Academy.*

RESOLVED: Ancillary Salary Schedule approved. Motion passed with two yea's and one nay.

- c. Updated PCA Wellness Policy (discussion/vote) *no discussion*

RESOLVED: Updated PCA Wellness Policy approved. Motion passed unanimously.

## VII. Information Items

- a. Equity Council Update- Greg Aguilar unavailable for tonight' meeting.
- b. Assessments Update-Kelli Loudermilk  
*Presenting a Power Point showing the testing differences from the state's Cognia system, and the Renaissance testing used by Pecos Cyber Academy. Math scores show a large gap except the 8<sup>th</sup> grade. And the English Language Arts (ELA) testing the gap is not as large. With both Pecos Cyber Academy doing better than most scores around the state.*
- c. Bi-lingual update-Angela Cano unavailable for the meeting
- d. Pecos Cyber Academy Plan for Continuity of Educational Services
- e. Spanish---#1-9-92022—Pecos Cyber Academy Plan for Continuity of Educational Services Spanish  
*Items C. and D. is a compliance issue the school must meet for the State. Mostly deals with Re-entry to school if the school had to shut down due to COVID restrictions once again.*

RESOLVED: Pecos Cyber Academy Plan for Continuity of Educational Services (English) approved. Motion passed unanimously.

RESOLVED: Spanish---#1-9-92022—Pecos Cyber Academy Plan for Continuity of Educational Services. Motion passed unanimously.

- f. Employee Handbook Update-reformatting-*Dr. Hite-Pope stated that changes discussed in the last meeting have been completed and the re-formatting with those changes now completed.*

VIII. Statement of Closure

IX. Adjournment: 6:40 pm

Confirmation of Next Meeting Date – Tuesday, October 18, 2022, at 5:00 p.m.