



**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:

September 19, 2023 at 5:30 p.m.

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

Meeting ID: 973 9380 4198

Passcode: 547228

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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

I. Public Comment – *none*

II. Call to Order-*5:34 p.m.*

Roll Call – *Kyla Anderson, Byron Taylor, Si Trujillo, and Monica Arguello*

Others in Attendance- *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), June Boles (High School Principal), Edith Hills (H. S. Dean of Students), Chelsea Coleman (Elementary Dean of Students), Daelena Potter (Special Education Director), Angela Cano (M. S. Dean of Students), Katy Winthrop (Marketing), Kelley Fontanilla (Elementary Principal), Greg Aguilar (Counselor), Angie Price (Teacher), Kelli Loudermilk (Middle School Principal), Ryal McMurry (Teacher), Tara Anderson (Teacher), Maggie Baber (Teacher), Mia Trujillo (Teacher), Peter Limardo (Teacher), Frank Shope, Hollie, Victor Quinones III (Teacher), Dan Hill (Attorney), and Amy Begay (Attendance Coordinator),*

III. Routine Business

- a. Approval of Agenda-*A question was asked if the P-Card (Purchase or Procurement Card) should be added to the agenda. Dan Hill was asked to provide some direction. He gave them a few options. It was decided to hold a Special Meeting for this to be voted on.*

RESOLVED: The Agenda was approved. The motion passed unanimously.

IV. Oral Reports--- Academic and Community

- a. School Leader's Report-*Dr. Kim Hite-Pope stated that the Renaissance testing is finishing. And staff will then be utilizing the data to offer intervention and supports for students. Cognia documents are being worked on to turn in for the Advanced ED Accreditation.*
- b. High School Principal Report-*June Boles states that currently there are 1472 students enrolled. Of those 608 are in High School. In ninth 148, 10th 194, 11th 172, and 12th 166 students. Counselors and staff are working with students and families to identify which students are off cohort and devise a plan to get them back on track. In the past, the CTE (Career and Technology Education) program only had two pathways. This year it has been expanded to five pathways. Peter Limardo, a High School teacher, is the schools' Career and College Coach. He will explain somethings that are happening regarding the CTE program. Peter Limardo states that guest speakers are being lined up to talk with students virtually about what their Careers is and what educational paths they had to take to make it there. Also, some of the Colleges that offer CTE pathways were contacted to present to students about what they offer. June Boles then informed the Board about a CTE conference taking place in Arizona at the end of November. And that information would be sent to them after this meeting. June Boles also said that the High School team is working on Safety plans for students who may have had Disciplinary measures at their last school. This plan would be put in place, if needed, at any face-to-face events involving other students.*

- c. Middle School Principal Report-*Kelli Loudermilk stated that they are adding new students each week. The staff will be working with data from the Renaissance testing to individualize plans for students with Math and English and their goals. Middle School is also working on safety plans as needed as well.*
- d. Elementary Principal Report-*Kelley Fontanilla, new students are received daily also. Our dean of students Chelsea Coleman helps with student services and our counselor Jolene Vasquez does the first meet and greet with the families. Renaissance testing, we achieved 100% participation for grade 2 and 3. Reading for fourth grade was 100%. Our first grade Dyslexia testing is complete. Our intervention classes to help students are starting. And Friday Fun days have returned, over one hundred students participated. We are able to get volunteer High School students to read to our Elementary school students. Everyone had a fun time.*
- e. Special Education Director Report-*Daelena Potter has exciting stuff to share. We have gone to trainings recently to learn more about Medicaid funding. Also related services and NOVA training. (STARS) We have been getting positive feedback from Marketing and Parents. We are getting a committee together for Gifted and Special Education. Trainings on the law with staff. Also, DVR presented to parents and what it is about 11 am and 6 pm on the website. We also have a transitions specialist in Mia Trujillo.*
- f. Academic Counselor Report-*none*
- g. Mental Health Therapist Report-*none*
- h. Marketing- *Katy Winthrop states that the schools marketing produces 7-9 leads each day that led to 30% of students enrolling. Facebook, marketing, and TV ads greatly beneficial. Podcasts and radio are not as beneficial. At a county fair this weekend teachers have volunteered to set up a booth and try and get more students enrolled. On our website we have videos of some of our staff from when they were on KQRE New Mexico Living. Also, our Student Spotlight is immensely popular as well.*
- i. Financial Report – G. Lopez
 - 1. Bank Reconciliation-August *Gloria Lopez stated that there was a variance in the Reconciliation this month due to two bills one cleared a day early, August not September, and one cleared after August. But with those items add in correctly the account balances.*
 - 2. Consolidated Board Report- August *our funding continues to be healthy, however, some Invoices from our platform vendors have not been received yet.*
 - 3. Request for Review (RFR) Updates *Gloria Lopez said she wanted to include this so, the board could see this is being completed each month.*
- j. Recommendation of Financial Items for Board Approval from the Finance Committee
 - a. Fuel Education (Stride) SY23/24 NM Contract (discussion/vote)-*Kyla Anders stated this has been reviewed in previous meetings. This is just the final draft.*

RESOLVED: The Fuel Education SY23/24 contract approved. The motion passed unanimously.

- b. BAR 584-000-2324-001-B Medicaid-*Gloria Lopez stated this is a funded grant and with it we are able to have a part-time registered nurse on staff to review, immunization records, and health records of students so they may be given the correct supports at testing time.*

RESOLVED: The BAR 584-000-2324-1B was approved. The motion passed unanimously.

- c. Update to Travel Request Form- *Gloria Lopez says that her attention was brought to the line under the signature on the form by a fellow employee. And that the wording needed to be corrected. Instead of:*

I hereby certify that the above travel was done in connection with authorized school business and that the above state is true, and payment thereof has not been received.

To

I hereby certify that the above travel will be in connection with authorized school business. I will submit a signed copy of the appropriate purchase order along with itemized receipts for reimbursement within 30 days of the approved travel date(s).

RESOLVED: the Updated Travel Request change was approved. 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 of August of August 15, 2023 (discussion/vote)

RESOLVED: The minutes of August 15, 2023 was approved. The motion passed unanimously.

VI. Action Items

- a. Black Education Compliance Document NM Dash (discussion/vote)- *Dr. Kim Hite-Pope stated that to comply a statement (provided to board) and acknowledgement of it must be on the school website.*

RESOLVED: The Black Education Compliance items for NM Dash and the Pecos website was Approved. The motion passed unanimously.

- b. Pecos Cyber Academy Ongoing Training Plan SY23/24 (discussion/vote)- *Dr. Kim Hite-Pope stated that the school staff have an on-going training scheduled each month to be in compliance with the Charter School Division and State Requirements.*

RESOLVED: The Pecos Cyber Academy training schedule approved. The motion passed unanimously.

- c. Prohibition of Racialized Aggression and Prohibition of Discipline Related to Race, Religion or Culture (discussion/vote)- *Dr. Kim Hite-Pope explained that this was in last year's student handbook. But this is an updated part of that Act that needs to be put in the Handbook.*

RESOLVED: The Prohibition of Racialized Aggression and Prohibition of Discipline related to Race, Religion or Culture was approved. The motion passed unanimously.

- d. KRQE Renewal Contract (discussion/vote)- *Katy Winthrop explains that for our Marketing we have found that our TV spots and websites work really well. With this contract we get four appearances on NM Living. And production is included in the contract.*

RESOLVED: KRQE contact was approved. The motion passed unanimously.

VII. Information Items

- a. Resignation of Xavier DeLeon from the Board-*Dr. Kim Hite-Pope explains that this is so the Board and the Charter School Division can see why this person resigned after being voted onto the Board. After considering things Mr. DeLeon felt that with trying to get his PHD that he would not have time to devote to being a member.*

VIII. Statement of Closure-*Kyla Anderson asks if Tuesday September 26 at 6 p.m. would be a good Time to meet and discuss and vote on the P-card, this was agreed upon.*

VIII. Adjournment: 6:47 p.m.

Confirmation of Next Meeting Date is October 17 –at 5:30 p.m

DRAFT