



**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:

November 14, at 6:00 p.m.

meet.google.com/caj-kaxb-deg

Join by phone

(US) +1 401-315-8344 PIN: 590 679 253#

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: *6:03 p.m*

Roll Call – Board Members in attendance *Kyla Anderson (President), Byron Taylor (Vice President), Denise Smythe (Treasurer-Secretary), Brandi Tillian (member), Si Trujillo (member), and Monica Arguello (member).*

Others in Attendance- *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), June Boles (High School Principal), Chelsea Coleman (Elementary Dean of Students), Daelena Potter (Special Education Director), Greg Aguilar (Counselor/Equity Director), Kelli Loudermilk (Middle School Principal-Assessment Director), Kelley Fontanilla (Elementary Principal), Gretchen Potter-Marshall (Mental Health Specialist), Dan Hill (Attorney), Katy Winthrop (Marketing), Allyce Vasquez (Marketing), Gloria Lopez (Finance Manager), Jolene Vasquez (Elementary Counselor), Shannon Woodrow (Teacher), Sarina Paul (Teacher), and Amy Begay (Attendance-Registrar).*

III. Routine Business – K. Anderson

a. Approval of Agenda

Motion to Approve the Agenda Si Trujillo, seconded by Denise Smythe. The motion passed unanimously.

IV. Oral Reports ---Academic Framework

- a. School Leader's Report-Dr. Hite-Pope *Currently the school enrollment as of today is 1, 625 students. We are growing and that is good news. Will be hiring more teachers to help keep caseloads to a minimum, that our Budget will allow. We have a new Marketing person Allyce Vasquez will be taking over for Katy Winthrop, who will be leaving us to pursue a position in the private sector. Allyce Vasquez addressed the Board and is happy to be here.*

Dr. Hite-Pope shared that the administrative team has put together a plan that would enable anyone to be able to fill in for another position if the need was to happen. Another staff member could step in and complete those job duties.

Also, we will be hiring two more High School Counselors, so there will be one for each grade. Sadly, we are also losing a Counselor Charli Poe, who is pursuing her career elsewhere.

- b. High School Principal Report June Boles *As of today we have 761 students in High school. 9th grade 168 students, 10th grade 129 students, 11th grade 194 students and 12th grade 170 students. We do have some 12th graders who are 20 yrs. old who are pursuing their High School diploma. The Career, Technical Education Program is going strong. Mr. Limardo our CTE specialist has been bring in guest speakers in different careers to explain to student the education that is needed in those career fields. It has been very well received. The Graduation committee has been meeting, and we were able to get Dr. Romero to be our Guest Speaker this year.*

Our semester will end on December 19 at 9:59 p.m. all grades will be finalized after that. I would like to make an adjustment to our Plagiarism Policy and bring it before the Board at the next meeting. The change will be minor, we have been having meetings with students we believe are taking advantage of Artificial Intelligence apps. And getting them to understand that they do not need to cheat. That we provide many supports to help

- them write their essays correctly, and to get help with answers they may difficulty with. So I will get a new version of the policy to Dan Hill for review and hope to present it next meeting.*
- c. Middle School Principal Report Kelli Loudermilk *We have 409 students in middle school. We are averaging 10 new students a week. We have two new teachers starting on November 27. We are excited to have them with us going into the Second semester. Our first semester ends on December 19 as well. We will be having meetings with parents during the rest of that week. Yearend assessments will be from December 1 to January 19. The results from that will be reported at the February Board meeting. Testing coordinators are getting ready for WIDA testing for the English Learner students from January to February. Dynamic Learning testing will be from March 18 to May 8. The SAT testing for Grade 11 will be March 18. Monica Arguello asked about PSAT testing for grade 10. Kelli Loudermilk stated that there has been no interest shown from the 10th grade. And if a student wants to test then PCA will plan for the student to test in their local school district. Dr. Kim Hite-Pope shared that Pecos Cyber Academy is not on the Vista Testing site for the state. And that any inquiries about why have gone unanswered. I have a chance to meet with Dr. Romero in the coming weeks and maybe I can ask him.*
- d. Elementary Principal Report Kelley Fontanilla *Elementary school has 434 students currently. We have been trying to do fun things this week for kindergarten to 2nd grade. Our staff is working hard to figure out what works and what does not to support our students to make them successful. Students seem to love the lessons that they are engaged. As the students get older we notice an attendance issue. When they do not attend we cannot engage them. Chelsea Coleman my Dean of Students has held 23 Tier meetings about attendance. We work hard in those meetings to find the root cause of not attending. And try and find supports and resources to help the families.*
- e. Special Education Director Report Daelena Potter *Special Education is following the Data Law, and the importance of responding to it. We have parent and staff request for Evaluations on our students. As of October 31, we 34 requests. We had 21 students were recommended for testing. There were 3 students referred to SAT (Student Assistance Team). And 7 students were put on a 504 plan. In the first week of November, we had 21 student referrals. Of those 10 students were eligible for an IEP (Individual Education Plan), 3 were tested, 6 more scheduled to be tested, 1 student was referred to SAT and 1 withdrew before we could evaluate. The second week of November we 40 students referred. Of those 28 qualified, 9 withdrew, and the rest need to be checked. We have on person on staff working on getting all this completed in the time frame of 15 days, and that is Robbie Coker. She has been phenomenal. All of this while working what we can with in the budget. It has been a lot of testing and documentation. Questions?? Monica Arguello asked if there were any Gifted students. Yes, currently there are 8 in the program. We are working and learning more about the Gifted Program with trying to meet the needs of our students. To support them by grade level and meeting the social and emotional needs. We will be having a guest speaker Ms. Gallegos (attorney) on December 18, and if any of Board member would like to attend please contact me. We need to make sure that if 3 or more of you come we have to announce it. We are also looking to hire 2 more Special Education teachers.*
- f. Academic Counselor Report June Boles *talked about how Pecos Cyber Academy High School is looking to have a counselor at each grade level soon. Greg Aguilar Middle School Counselor addressed the Equity Council and the up coming meeting. And is excited that a good number of parents/guardians showed interest in joining the Committee. There will be a meeting on November 17. State and wellness surveys are due to go out*

- December 15. The state of New Mexico is trying to find ways to check SEL (Social and Emotional Learning) of the students. This survey will also go out to teachers and parents.*
- g. *Mental Health Therapist Report Gretchen Potter-Marshall - The last month has been busy. There were 18 referrals made. Of those 13 students will bring the total of students meeting weekly with me to 37. The other students either have counseling already in their community or needed help with housing. The Involvement First program I had one student. This student made presentations to other grade levels and now there are 6 students involved. The Involvement program is a youth organization that teaches students to advocate for themselves and for others, with law makers. The current campaign is for a tobacco and vape free environment for students.*
 - h. *Marketing- Katy Winthrop Katy stated she has been working with Allyce and she is wonderful. The staff badges are almost ready and will be mailed out soon. We have a blog on our website, and we try to put inclusive festivities for all cultures on there. Our Elementary Teacher Kelley Fontanilla will be on KRQE local television station on Friday November 17. And we are excited one of our parents will be joining her. Our new commercial should be released in December. Byron and the rest of the Board members thanked Katy for a job well done.*

- i. *Financial Report ---Financial Framework*
- i. *Bank Reconciliation-October*
- ii. *Consolidated Board Report- October*
- iii. *Recommendation of Financial Items for Board Approval from the Finance Committee*
 - a. *BAR 584-000-2324-0007-M*
Motion to approve BAR 584-000-2324-0007 by Denise Smythe, seconded by Monica Arguello. The motion passed unanimously.
 - b. *Pearson Invoice 23655805*
Motion to approve the Pearson Invoice 23655805 by Byron Taylor, seconded by Monica Arguello. 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 from meeting October 12,2023 (discussion/vote)*

Motion to approve the Minutes of the October 12, 2023 meeting by Byron Taylor, Seconded by Brandi Tillian. Motion passed unanimously.

VI. Action Items

- a. *Request of the Board to Allow Operational Funds to cover Overage cost of the NM Public School Conference 11/28-12/1 (discussion/action)*
Gloria Lopez explained that the State allowed per diem for hotel costs would not cover all of the hotel charges for the conference for her and Dr. Hite-Pope. And there is a way to cover the expense by petitioning the Board to use Operational funds to cover the difference.

Motion to approve Operational funds to cover the difference for the hotel stay for Gloria Lopez and Dr. Hite-Pope by Brandi Tillian, seconded by Byron Taylor.

Motion passed unanimously.

b. School Leader Evaluation (discussion/vote) *Kyla Anderson suggested that this be tabled for now and to put this on the Agenda for December.*

Motion to table the Evaluation by Si Trujillo, seconded by Monica Arguello.

The motion passed unanimously.

VII. Information Items

a. Google Workspace Consent

VIII. Statement of Closure

VIII. Adjournment at 7:01 p.m.

Confirmation of Next Meeting Date December 19, 2023—at 6:00 p.m.