



**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, January 18, 2022 at 5:00 p.m.

<https://zoom.us/j/92022835818?pwd=MVJqbNjNYkVGeW1WSm9VMlF6SU01dz09>

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

---

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 – K. Anderson

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 and Roll Call – K. Anderson

Ms. Anderson called the meeting to order at 5:03 p.m. The meeting was open to the public and held via Zoom Conference Platform, due to the state precautions regarding public health and safety during the COVID-19 Pandemic.

Board Members Present: Kyla Anderson, Vivian Cullen, Denise Smythe, and Brandy Tillian (via zoom video conference and phone).

Board Members Absent: Jennifer Sears

Guests Present: Dr. Kim Hite-Pope (School Leader); Gloria Lopez (Business Manager); Kelley Fontanilla (Elementary Principal- Multi-Layered System of Supports (MLSS Coordinator); Lorraine Nobes (STARS Coordinator); Daelena Potter (Special Education Director); Freda Daugherty (High School Principal and EL Coordinator); Amanda Shaner (Middle School Teacher); Desiree Hirdman (Special Education Teacher); Angela Cano (Middle School Teacher); Kelly Martin (Teacher); Lorraine Nobes (STARS Coordinator); Amy Begay (Attendance Coordinator-Board Meeting Liaison); Dan Hill Charter School Attorney; Kelli Loudermilk (Middle School Principal, Testing Coordinator). Pecos Cyber Academy STEM Team and their teacher Jeanne Kumpunen. All attendees via phone or Zoom video conference.

## III. Routine Business – K. Anderson:

- a. Approval of Agenda – no corrections or additions

RESOLVED: the Agenda was approved as is.

## IV. Oral Reports

- a. School Leader's Report-K. Hite-Pope
  - School Choice Week, PCA has booth at Albuquerque Convention for January 22. Starts at 11 am Dr. Kim Hite-Pope will be there.
  - Hiring-an Elementary Interventionist and an Enrollment Specialist #2
  - Power School Training and Connexus trainings for teachers coming soon in regards to enrollment
  - New Board Member to be voted on at February 15 Board meeting.
  - Considering moving the Pecos Cyber Academy office out of Carlsbad to a more central location. Staff at the current office would work virtually, and would hire a day to day clerk out of new office. Check with New Mexico Public Education Department and the New Mexico Charter School Division if possible

## Questions:

Denise Smyth wanted to know what the limit of Board Members allowed and if any resolutions need for it? The limit of members is nine and no new resolutions needed.

Vivian Cullen asked about the Enrollment and if Pearson is being cooperative? Yes, the transition team provided by Pearson very helpful.

Vivian Cullen wanted to know who would be answering any questions about enrollment and who would be responsible for Enrollment? Dr. Kim Hite-Pope explained that is why another Enrollment specialist will be hired. That there will be an Enrollment Team.

- b. Financial Report – G. Lopez
- i. Bank Reconciliation December (attached)
  - No Variance and balanced
- ii. Consolidated Board Report
  - Ms. Lopez presented the Consolidated Report, Discussed the Operation Fund, IDEA B fund. The Carl Perkins; Go Library funding; and the other STATE Allocations of grants and Property.
- iii. Recommendation of Financial Items for Board Approval from the Finance Committee
  - a. BAR-020-005-2122-0009-M an internal adjustment of funds in the Budget
    - Denise Smyth motioned to approve the BAR, Vivan Cullen seconded.

RESOLVED: BAR is approved. Motion passed unanimously.

- b. Pearson Invoice 16532161 from November 2021
  - Denise Smythe motioned to approve the Pearson Invoice, Vivan Cullen seconded.

RESOLVED: Pearson Invoice approved. Motion passed unanimously.

Following the approval of the BAR and Pearson Invoice Vivan Cullen stated that a Board Member should be presenting the Financial part for the Board, as another step of checks and balances in regards to the Finance and Auditing.

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 the December 14, 2021 Meeting (attached)
  - Motion to approve the Minutes by Denise Smyth, seconded by Kayla Anderson.

RESOLVED- Minutes approved. Motion passed unanimously.

#### VI. Action Items

- a. PCA Culturally and Linguistically Responsive Plan
- b. PCA Culturally and Linguistically Responsive Framework

-Vivian Cullen motioned to approve the plan and framework of the Culturally and Linguistically Plan and Framework, seconded by Denise Smythe

RESOLVED the Culturally and Linguistically Responsive Plan and Framework approved unanimously.

VII. Information Items

- a. Presentation STEM Challenge Team-the Team did a presentation on how they developed a prototype machine that scans a card, with name, COVID vaccine status. Also demonstrated how the application can be used right from a phone, and provide recent COVID tests, vaccine and booster status. The STEM team will be doing a presentation at the FACEBOOK headquarters later this semester and presenting to Molina Health Providers.
  
- b. Dan Hill to provide information about Charter Trainings- Mr. Hill informed the Board when deadline is for trainings, June 2022. Mr. Hill also stated he can provide some trainings after the Board Meetings each month. Vivan Cullen requested a listing from the New Mexico Public Education, of the trainings completed by Board members so far. Vivan Cullen requested that a list of trainings required and completed be presented at each of the Board meetings for the rest of the year.

VIII. Adjournment at 5:58 pm

Confirmation of Next Meeting Date – Tuesday, February 15, 2022 at 5:00 p.m.