



**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, August 30, 2022, at 5:00 p.m.

<https://zoom.us/j/99353382962?pwd=WHVQY1gwd2QrbTBORU50dEpoSlldoZz09>

Meeting ID: 993 5338 2962

Passcode: 444010

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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 – 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: 5:08 p.m.

Roll Call – V. Cullen

Board Members in attendance: *Vivian Cullen, Brandi Tilliman, Denise Smythe, and Lorissa Marshall. Kyla Anderson joined the meeting later at 5:48 p.m.*

Others in Attendance: *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Finance Manager, June Boles (High School Principal), Daelena Potter (Special Education Director), Kelli Loudermilk (Middle School Principal), Kelly Fontanilla (Elementary Principal), Dan Hill (Attorney), Greg Aguilar (K-8 Counselor), Sharon Hart, Mariah Tolzmann, Jennah McKinley, Marquelle McFarland, Charli Poe, Kathy Hutchins, Tammy Hajovsky, Karen Kaufman, Sarina Paul, Gina Fox, Richard Stephens, and Amy Begay (Board Liaison).*

III. Routine Business – V. Cullen

a. Approval of Agenda

RESOLVED: The Agenda approved. Motion passed unanimously.

IV. Oral Reports

a. School Leader's Report-K. Hite-Pope

- *Currently attending Training for STARS (Student Teacher Accountability Reporting System). She will be going for the next few days as well.*
- *The rollout of the two Learning Platforms has happened and there have been some bumps in both systems with moving the school to each of them.*
- *Most issues have been resolved and each week it gets better.*
- *And our School Principals and staff have been marketing around the state at different Fairs.*

Lorissa Marshall asked about current school enrollment. And what the enrollment was at the end of May 2021.

*Dr. Kim Hite-Pope related current Student Enrollment is at 1256. And stated she did not have the May numbers but guessed about 1400 to 1500.*

b. High School Principal Report-June Boles

- *For High School we have increased the Live Lessons for all students*
- *Also have implemented Live Lesson for Elective Courses as well*
- *And scheduling students who are currently failing into Intervention classes to provide support. For example, course requirements and Portfolios.*

Question from parent about Live Lessons on Planner and Student Check-ins?

*June Boles stated there had been some issues with students overbooked with Live Lessons at the same time and it should be resolved. June Boles stated that any student check-ins that conflict with Parent or student schedule can be rescheduled.*

- c. Middle School Principal Report- Kelli Loudermilk
- *Middle School is now in the 4<sup>th</sup> week after Launching the Stride Learning Platform.*
  - *This platform has also allowed an increase of LiveLessons or Class Connects for our students daily.*
  - *Each week all of us getting more comfortable.*

Lorissa Marshal asked what is being done to help student and parents with the stress of going to a new Learning Platform? And that many parents cannot contact the school why is that?

*Kelli Loudermilk stated that before and after school started that the Middle School held 4 Parent nights with Stride Trainers, and at least 2 answer and questions sessions with Parents. And all those sessions were recorded and sent to all our Caretakers to help.*

*Vivian Cullen stated that all new phone numbers, website, and email were sent out to parents.*

- d. Elementary Principal Report- Kelley Fontanilla
- *Kelley Fontanilla states so far Elementary is doing good.*
  - *Testing for students is almost done*
  - *And that screenings for students are almost complete*
  - *Family nights (daytime) to start next month and will be the 3<sup>rd</sup> Friday of each month.*
- e. Special Education Director Report-Daelena Potter
- *Daelena Potter is Attending the STARS training*
  - *Also finished the Medicare Training. Which is a way to get services for those students who have need of physical therapy, speech services, Social Worker services, mental health services and any other treatment plans that may fall into this area*
  - *Had a Learning Coach night this month. Not a big turn out but planning for another in the month of September.*
  - *We did have a teacher resign recently, for personal reasons.*
  - *Our department has students in both platforms, and everyone has been great and learning so much. We have a great staff*
- f. Financial Report – G. Lopez
- i. *Bank Reconciliation July (attached)-Gloria stated we do have a variance at this time but that is normal for the Cash Carryover until the SY21-22 Audit is completed.*
  - ii. *Consolidated Board Report -all items are within expectations for this point in the School Year.*
  - iii. *July Equalization-This was a report put out by the State about any funds that would need to be returned to the New Mexico Public Education Department (NMPED) concerning the Extended Learning, which we opted out of. So, we did not have to return any funding.*
  - iv. *Cash Ending Report-this is a report that is requested by the NMPED, and we are in good standing. So, we would only have to do this report quarterly.*
  - v. *Audit Entrance Conference SY 21-22 August 19, 2022- the meeting was held, and Lorissa Marshall was able to attend as our Board member representative. This audit still falls under the Carlsbad Municipal School District as we were still a charter school under them for the SY 21-22 school year.*

- vi. Recommendation of Financial Items for Board Approval from the Finance Committee -none currently.

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 July 19, 2022 (attached)

RESOLVED: Minutes of the July 19, 2022, approved. Motion passed unanimously.

#### VI. Action Items

- a. Approve Sharon Hart as a new Board Member (discussion/vote)

Discussion:

*Kyla Anderson stated that she would like to wait to approve another Board Member at this time. Would like to have a pool of applicants to look over. Kyla Anderson would like to keep Sharon Hart's application until there are more applications.*

*Vivian Cullen stated she would like to keep the number of members at this time to avoid a tied vote.*

*Lorissa Marshall stated there can be an even number of members and in case of a tie vote then the Board President can cast the deciding vote.*

*Dan Hill (attorney) Stated that the tie vote by Board President is not what would happen. In the case of a tie vote, it would stay tied and the motion would not pass.*

*Kyla Anderson made a motion to hold Sharon Harts' application until there are more applicants before another member is voted onto the Board.*

RESOLVED: Application of Sharon Hart will be held until more applicants are received before another member is added to the Board. Motion passed with 4 yea's and 1 nay.

- b. SY 22/23 Student Handbook (discussion/vote)-

Discussion:

*Dr. Kim Hite-Pope stated there was a recent correction made to the Early Graduation section, but rest of the Handbook reviewed by Dan Hill. The current format should make the Handbook less corporate sounding.*

*Vivian Cullen stated the Table of Contents referring to pg. 4 the school Calendar has the Y21-22 listed not the current school year.*

*Lorissa Marshall stated that the section concerning Graduation for Seniors is not correct and some other errors also need corrections.*

*Dr. Kim Hite-Pope requested the Handbook, with those corrections mentioned by Lorissa Marshall be sent to her for the corrections to be completed.*

*Lorissa Marshall wanted to know who writes the Handbook?*

*Dr. Kim Hite-Pope stated that many Administrative Staff members review the Handbook and make corrections. For example, High School. Middle School and Elementary Principals and Counselors. The Attendance Coordinator, Assessment Coordinator, Equity Council, etc...*

RESOLVED: The Handbook to returned to Dr. Hite-pope for corrections and to be presented at the next Board Meeting. Motion passed unanimously.

- c. SY 22/23 Employee Handbook (discussion/vote)

Discussion:

*Lorissa Marshall stated the Board By-Laws and the position in the Employee Handbook referring to Dr. Kim Hite-Pope's position do not match.*

*Dan Hill stated that is just a matter of vernacular. That if the Board so wishes to make a formal change to the By-Laws they could. But it is not a legal issue.*

*Vivian Cullen stated that the Table of Contents was not right and that some page numbers are missing or do not match up.*

*Also, there is mention of Internal Positions are posted to Employees but does not state where the Posting can be found.*

*Lorissa Marshall asked who is the Human Resources person? What is their Title?*

*Gloria Lopez is the Director of Finance and Human Resources.*

RESOLVED: The Employee Handbook approved with the corrections added. Motion passed unanimously.

- d. Vigil Group Contract (discussion/vote)- *Motion made to Table this item. No second motion made.*

*Motion made to Discuss the Vigil Group Contract, was seconded.*

RESOLVED: Vigil Group Contract to be discussed. Motion passed with 4 yea's and 1 nay.

Discussion:

*Brandi Tilliman asked about the scope of the Vigil Group need for the school.*

*Kyla Anderson stated that Gloria Lopez works long hours and that she would like to see Gloria to be able to work within normal working hours. She asked Gloria what she would like help with.*

*Gloria Lopez stated they could help with some things but that she wants to keep the Financials in her control.*

*Kyla Anderson is concerned about having no one to back up Gloria, regarding payroll, within the school at least. And that if it was ever needed what would the school do?*

*Lorissa Marshall said that this Vigil Contract was brought up in the Finance meeting, by her, and that it was not on the agenda for the meeting. But during discussion that a position was posted to help Gloria.*

*Dr. Kim Hite-Pope stated that yes, the position was posted, no applicants received, and posted again after the Finance Meeting.*

*Kyla Anderson also expressed concern about hiring someone to train to help Gloria as it would create more for Gloria to do during a day as well as regular duties. A transition of some duties to the Vigil Group would not require training.*

*Lorissa Marshal would like to see a contract with Vigil Group that would list the specific duties they will provide and how much it will cost. And would like a review of the contract next year to see if it was worth it. But would rather wait and vote next month.*

RESOLVED: Gloria Lopez Finance and Human Resources Director and Dr. Kim Hite-Pope to meet with the Vigil Group and outline duties that the Vigil Group will aid the Finance Director with. Motion passed with 4 yea's and 1 nay.

- e. I-Station (discussion/vote)- *Gloria Lopez stated that this is up for renewal, but it is felt by Elementary should be for one year only. Usually, the renewal if for 3 years.*

*Vivian Cullen and Denise Smythe both stated that I-Station is up for renewal at the NM State level as well, and there is the possibility that NMPED will go with a different provider.*

RESOLVED: To contract I-Station for 1 year. Motion passed unanimously.

#### VII. Information Items

- a. Equity Council Update- Greg Aguilar- *The Readiness Assessment, that addresses the Yazzie-Martinez lawsuit, has been completed. Recommendations to the Administration will be happening in September. And hope to be able to present that information to the Board in October.*
- b. Assessments Update-Kelli Loudermilk- *Renaissance testing is wrapping up, the administration of I-Station will be in the next weeks as well as the WIDA (World-Class Instructions Design and Assessment) assessments.*
- c. Bi-lingual update- Dr. Kim Hite-Pope (Angela Cano unavailable) *As stated the WIDA assessments will be taking place in the next few weeks. And a Middle School Bi-Lingual teacher has been hired. So, there is now a Bi-lingual Teacher at each school level.*
- d. Important Black Education Act Information and Deadlines Dr. Kim Hite-Pope *sharing with the Board the NMPED Deadlines and information concerning the Act. We have monthly Virtual Trainings in place for all staff up until March, when State Testing begins. And working with DR. Hollie, who is also working with the State to address Cultural Linguistic responsiveness in schools. We are proud to be one of the schools Dr. Hollie is working with. Also, we will be uploading our Documentation to follow the Black Education Act to the NM Dash site in the next few weeks.*

#### VIII. Statement of Closure

#### IX. Adjournment-6:57 p.m.

Confirmation of Next Meeting Date – Tuesday, September 20, 2022, at 5:00 p.m.