



**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:

December 19, 2023 at 6:00 p.m.

<https://zoom.us/j/98903541950?pwd=YzIOaFkwRmpoSFB5MUlrS1gvckFpdz09>

Meeting ID: 989 0354 1950

Passcode: 639279

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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 – K. Anderson-*no public comments.*

II. Call to Order: *6:01 p.m.*

Roll Call Board members in Attendance-*Kyla Anderson, Byron Taylor, Denise Smythe, Brandi Tillian and Si Trujillo.*

Others in Attendance: *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), June Boles (High School Principal), Kelli Loudermilk (Middle School Principal), Kelly Fontanilla (Elementary Principal), Daelena Potter (Special Education Director), Gretchen Potter (Mental Health Therapist), Allyce Vasquez (Marketing), Dan Hill (Attorney) and Greg Aguilar (Counselor-Equity Council).*

III. Routine Business – K. Anderson

a. Approval of Agenda

Motion to approve the Agenda by Denise Smythe, 2nd by Byron Taylor. The motion passed unanimously.

IV. Oral Reports---Academic Framework

- a. School Leader's Report-Dr. Hite-Pope- *Currently the school enrollment for the 80-day reporting was at 1,585 students. Today with current students and supplemental students it is 1,662 students. Charter School Division will be conducting a Virtual Review of Pecos Cyber Academy on February 5, 2024. Protocols and interviews will be sent out to the Board when they are received. We recently gave a Power Point presentation to Cognia, formerly Advanced Ed. They were very impressed by our school. Earlier this week there was a meeting at the Round House in Santa Fe, welcoming viewpoints from the Public about House bill 130. This would be in response to the New Mexico Public Education Department (NMPED) proposal to make school districts and charter schools to have a 5-day school week and the 180-day school year. Board Member Denise Smythe was at the Round House. Denise Smythe stated that there were supposed to be 4 sessions and that up to 50 people could speak in each session for 2 minutes to state their opinion on the proposal. Each session did have 50 people sign up to speak. It took a long time. When Denise left at 4:30 p.m. they were only through half the speakers in the second session. Reports were that the rest of the sessions went well into the evening. The speakers were recorded, and comments posted online. It is unclear if this proposal will move forward as it has not gone through the proper steps to be introduced in the next legislation session.*
- b. High School Principal Report June Boles- *We went to the Career and Technical Education conference and there were people from all over the nation. We learned about a lot of programs in the ground setting and a lot about software programs out there for things like computer coding, and game design. We look forward to the state meeting next month to see how we can expand more offerings to our students in the Career and Technical education program. Today is the last day for students to complete their courses. All courses will close at 10 p.m. Tomorrow morning, we will have a staff meeting and go over the checklist that all teachers will need to complete for the end of this semester. Closing the courses is a detailed undergoing and we want all high school staff to be supported.*

- c. Middle School Principal Report Kelli Loudermilk- *We also wrapped up course for students today and will have a staff meeting in the morning as well. We will be getting the gradebooks ready to publish report cards. And we will be looking at our Course reports to determine which students did well and recognize their efforts. And those students who seem to be struggling and find ways to support them and communicate that are supports for those students.*
Assessments, we have been working hard to get staff and computers ready for Access testing starting next semester. We are also making sure our teachers will be ready to test the students. We will have 100 students taking the test this year. We will also be sending out newsletters to students, parents, staff, and the Board about testing next semester as well.
- d. Elementary Principal Report Kelley Fontanilla- *We are holding steady with 432 students in Elementary school. We are almost complete with Mid-year Renaissance testing. Those that are still needed we will complete when we return in January. Attendance for students is being addressed with our School Counselor Jolene Vasquez and our homeroom teachers. Our goal was to have 10% or less of the students failing due to attendance. We are at 12% currently. We also will be closing out courses for the semester.*
Si Trujillo asked, "when do we withdraw students with attendance issues?" June Boles stated that Tier letters are issued to students who are not actively engaged school. At each stage of the attendance letters, supports are provided to students to help them. If the issue continues we send police out for a welfare check on the students. Kelley Fontanilla stated that in Elementary school we have students and families meet with Jolene and homeroom teachers to try and determine the issues that might be keeping student from school. And we try to help address those issues to support them. If we do get to the Tier IV letter then a call to the Children, Youth and Family Department (CYFD) and the Juvenile Probation Office (JPO) and the student and family are referred to them. At this point we may withdraw a student. We also try to talk with families that the Virtual setting may not be the best fit for their student.
- e. Special Education Director Report Daelena Potter- *Currently we have 329 special education students and 31 students in the Gifted program. We have until April 2025 to get our Gifted program ready, and we are proceeding at a steady pace but not rushing. Once we have this plan ready will be present it to you, the Board before sending on to the NMPED. Dr. Kim Hite-Pope and I attended the state Conference recently for Special Education. I was on the Veterans panel. And it was great to be able to help other professionals with issues or questions that might have. We did invite Dr. Cage to visit our school and see what we have to offer our students. We have not heard back yet.*
June Boles and I met to discuss ways to help support Special Education students in High School. June agreed that we needed a 3rd option for students in Math. For Algebra, Geometry and Algebra 2 courses. Brandi Tillian wanted to know what they meant by a 3rd option, is it another course altogether? June stated that it would still be the math course but in smaller groups of students. The teacher would still cover the same material but at a different rate and presented differently for students to understand and grasp.
- f. Academic Counselor Report June Boles- *There are 167 seniors in High School. Of those 14 students are due to graduate in December. Their courses and transcript are being reviewed by our Counselor Aniesa Trujillo to make sure the student have met the requirements. The diplomas will be sent out in January. We are also keeping track of those students who are graduating in year 5 and 6 of high school. Meaning those students who are 19 or 20 years old.*
- g. Mental Health Therapist Report Gretchen Potter- *I am still meeting students one on one. And I am currently working with 41 students. I am working with students with trauma,*

anger issues, anxiety, and those with low self-esteem. And trying to get the students to focus on their future.

- h. Marketing Allyce Vasquez- *We are continuing to work with KQRE on our new commercial. This time will be featuring one of our new families to PCA. And also talk about things our students can still participate in such as local sport teams and Graduation Ceremony. We are also continuing to provide our Cultural, Linguistic Responsiveness (CLR) by providing on Facebook and our website different holiday celebrations observed by different cultures.*

- i. Financial Report---Financial Framework Gloria Lopez
 - a. Bank Reconciliation-November *no variances*
 - b. Consolidated Board Report- November *funding on track*

- c. Recommendation of Financial Items for Board Approval from the Finance Committee
 - i. Pearson Invoice 23775211 (discussion/vote) *the invoice has been internally reviewed and approved by our Enrollment Specialist Lorraine Nobes.*

 - ii. Fuel Ed Invoice 43504 (discussion/vote) *this invoice still needs to be internally reviewed. Once it has been, please approve Denise Smythe to approve the payment of invoice and if need be to submit a credit to the vendor.*

Motion to approve the Pearson Invoice 23775211 and the Fuel Ed Invoice 43504 to be reviewed and paid by Sit Trujillo, 2nd by Byron Taylor. The motion was approved 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 November 14, 2023 (discussion/vote)

VI. Action Items

- a. School Leader Evaluation (discussion/vote) *Kyla Anderson stated there might have been some confusion about this being the Board packet. It was sent out to the members before the meeting. The Format of the document was changed slightly, and we need to decide what to review and add questions to the Evaluation. Kyla stated she liked section 7 on the document but that the members could email her their suggestions or question that they want to include. Byron Taylor stated he liked #7 as well. Byron Taylor motioned to have section as the School Leader Evaluation, 2nd by Si Trujillo. Motion passed unanimously.*
- b. Graduation Policy (discussion/vote) Kim Hite-Pope- *to be in accordance with NMPED we found we did not have a Graduation Policy. Our attorney Dan Hill reviewed it as well. He did ask about requirements for Graduation. Those requirements are in the Student Handbook and updated each year to meet NMPED requirements. Motion to approve the Graduation policy by Denise Smythe, 2nd by Byron Taylor. Motion approved unanimously.*
- c. Fuel ED Invoice 43504 (discussion/vote) already approved see above.

- d. Participation in "Top 10 Best Online School in America, 2024." By Education Insights Magazine. (discussion/vote) *Dr. Kim Hite-Pope forgot to include that this would be a \$700 dollar expense to be included in the Magazine. They would interview our Administration staff and add us in the issue.*
Si Trujillo motioned to pay the \$700 to be in the Top 10 Best Online School in America 2024 by Insights Magazine, 2nd by Byron Taylor. The motion was approved unanimously.

VII. Information Items

- a. Equity Council Gregg Aguilar- *there is nothing to report today. Other than the Council meeting was rescheduled to December 22, 2023 by request of some new parents who want to be able to attend. It will be at noon, and I should have a report next month.*
- b. Assessments- previously discussed.
- c. Bi-Lingual Dr. Kim Hite-Pope- *as mentioned earlier we have 100 students who will be taking the Access test. Our Bi-Lingual teachers will be reviewing what the test looks like and helping students with any questions they may have. We think a good number of the students have the ability to test out of the program with this test.*

VIII. Statement of Closure *Kyla Anderson confirmed the next meeting date.*

VIII. Adjournment- *6:51 p.m.*

Confirmation of Next Meeting Date January 16, 2024—at 6:00 p.m.