



**Pecos Cyber Academy (PCA)
SPECIAL 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 26, 2023 at 6:00 p.m.

<https://zoom.us/j/91313708740?pwd=OGNqUFNvUm0zUUczdTAvMXdwVjBhUT09>

Meeting ID: 913 1370 8740

Passcode: 290000

One tap mobile

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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: 6:02 p.m.

Roll Call – *Kyla Anderson, Denise Smythe, Byron Taylor, Si Trujillo, Monica Arguello, and Brandi Tillian.*

Others in Attendance- *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), Maggie Baber (Teacher), Chelsea Coleman (Elementary Dean of Students), Kelley Fontanilla (Elementary Principal), Dan Hill (Attorney), and Amy Begay (Attendance Coordinator).*

III. Routine Business – K. Anderson

a. Approval of Agenda *Motion to approve the Agenda by Denise Smythe, Byron Taylor seconded.*

The motion passed unanimously.

IV. 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.

NONE

V. Action Items

a. P-Card also known as a Procurement Card (discussion/vote) *Kyla Anderson opened the discussion. Byron Taylor and Monica Arguello both stated they were surprised the school did not already have one. Dr. Hite-Pope requested that the example Policy for the P-Card, sent by Dan Hill be shared on the meeting screen. Dan Hill stated that the policy being shown is a drafted policy or example for another school. A sample of what the policy will look like. Most schools have a card now and the policies are similar. There are some requirements in the Procurement Code about what the P-card can be. So, it is a credit card, but there are some specific requirements that you have to make sure your meet before you can use it. Any questions?*

Si Trujillo asked who is going to get the P-card ready and who will be assigned the card? Will it be just the Principals?

Dr. Kim Hite-Pope replied that it would herself and possibly Kelli Loudermilk the Assessment Coordinator. The two of us would manage it and Gloria Lopez would hold the card and we would inform her of when and for what it would be used. So, Kelli would use it to secure testing sites, and vendors. Also, it may be used for travel for face-to-face testing. It would help reduce the needs to use their own funds when travel is needed.

Kyla Anderson stated that she thinks Gloria holding the card is a great idea and that it will be secure.

Si Trujillo the policy that was referred to is that for Pecos? And do we have one in place already?

Dr. Kim Hite-Pope stated we do not have a policy.

Monica Arguello stated we would have to adopt one, that should be the first step.

Dan Hill stated that yes, it would be good for Dr. Kim Hite-Pope to come back to the Board with a policy to be adopted. And then it would help provide understanding of the bank or whomever will be using the P-card as well. And if you read over the example policy you can see there are requirements to approve, and who will be authorized users and users for the Board as well.

Byron Taylor moved that Pecos Cyber Academy adopt a P-Card and at the next meeting look at the policy to be adopted. Monica Arguello seconded the motion.

Roll Call vote:

Monica Arguello Yes vote.

Kyla Anderson Yes vote.

Si Trujillo Yes Vote

Byron Taylor Yes Vote

Brandy Tillian Yes Vote

Denise Smythe Yes Vote

Motion approved passed unanimously.

- b. Approval of Travel to the ACTE's Career Tech VISION exhibit in Arizona (discussion/vote) - *Dr. Kim Hite-Pope reached out to June Boles to discuss the travel for this event. Gloria Lopez stated that the estimate share with her by Counselor and Grant writer Greg Aguilar the estimate was about \$14,000. June Boles joined the discussion via phone at 6:16 pm. June Boles informed the Board that at the suggestion of High Schools state advisor for the CTE (Career and Technology Education Program) this conference was Budgeted to attend. The people planning to attend would be our TSA Advisor (Technology Student Association) and our College and Career Coach, Greg Aguilar, and myself.*

Si Trujillo asked about if the funds were available?

Gloria Lopez stated that the estimated grant for the funds was \$13,700 and that the estimate submitted was a little over \$14,000. So, I told him that if the total went over that the difference would be taken out of Operational funds.

Denise Smythe wanted to know if all of the grant funds are used on this travel are there any other projected items that would need to be purchased out of Operational funds for the rest of the year to keep the CT program where it needs to be?

June Boles stated that there maybe some fees and that we need to pay for some of the kids to be registered from some of the Career and Technical organizations.

Gloria Lopez added that with the State and Federal grants we are fully funded. And that the CTE and Carl Perkins Grants work hand in hand. And that at the end of the year if we use all the funding we get reimbursed. We want to use the funding, so we do not lose it. So, keep that in mind.

Si Trujillo motioned to approve the Travel to the ACTE Career Tech Vision Exhibit in Arizona. Byron Taylor seconded.

Kyla Anderson called for a Roll Call vote:

Monica Arguello Yes Vote

Si Trujillo Yes Vote

Denise Smythe Yes Vote

Brandy Tillian Yes Vote

Byron Taylor Yes Vote

Kyla Anderson Yes Vote

VI. Statement of Closure

VII. Confirmation of Next Meeting Date *Kayla Anderson proposed to move up the next meeting, to October 16, to get the P-card Policy in place as soon as possible. Monica Arguello stated. moving it up a day will not make much of a difference. Kyla Anderson suggested October 12 at 6 p.m. All agreed.*

Confirmation of the Next Meeting date October 12, at 6 p.m.

Adjournment at 6:43 p.m.