



**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, February 14, 2023, at 5:30 p.m.

<https://zoom.us/j/96789388084?pwd=N2VaQUhucFY5TVdxcHNrVHIMVjZCZz09>

Meeting ID: 967 8938 8084

Passcode: 810612

One tap mobile

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**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

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 Comment

II. Call to Order: 5:37 p.m.
Roll Call – *Kyla Anderson, Denise Smythe, Lorissa Marshall, Byron Taylor, on the phone Vivian Cullen Brandi Tiliman joined later (6:17 p.m.)*

Others in Attendance- *Dr. Kim Hite-Pope (Executive Director), June Boles (High School Principal) Daelena Potter (Special Education Director), Dan Hill (Attorney), Kelli Loudermilk, (Middle School Principal), Kelley Fontanilla (Elementary Principal), Gretchen Potter (Mental Health Therapist), Katy Winthrop (Marketing/Registrar), Hope Encinias (Wellness Ambassador), Edith Hills (Teacher), Greg Aguilar (School Counselor), Jolene Vasquez (School Counselor) and Amy Begay (Attendance Coordinator).*

III. Routine Business – K. Anderson
a. Approval of Agenda

RESOLVED: The Agenda was approved. The motion passed unanimously.

IV. Oral Reports

- a. School Leader's Report-K. Hite-Pope
- i. Pecos Cyber Academy school year lottery for 2023-2024 opened on February 6, 2023 and will closed February 28,2023. Apply here <https://pecoscyber.org/enroll-now-1>
 - ii. The Lottery Drawing will be March 1, 2023, at 6 p.m. You may attend by registering here: <https://zoom.us/meeting/register/tJ0sc-yhqTosG9apNlKPqgRKi-pgnsjtweBs>

As you can see Pecos Cyber Academy has opened the lottery for School Year 2023-24. And the drawing will be March 1 and you can attend at the link provided above. A reminder that Charter School Division will be coming next week for a visit please look for invites to talk with them.

- b. High School Principal Report June Boles- *We will be using a Power Point presentation to help with our reports tonight. Enrollment is now at 1364 students. And the break down for Elementary 456 students, Middle School 364 students and High School 544 students. We have hired two new teachers and we are now fully staffed at the High School. Each teacher has an Advisory Class and during that class the Social and Emotional Learning (SEL) is being covered. Our Career and Technical Education program is taking shape. Our region will be D and we will be offering courses the following areas for next year: IT Cybersecurity, Education and Training, Teacher Education; Health, Health Science; Law/Corrections/Security, Law Enforcement; and Hospitality and Tourism. Also based on Renaissance data, teachers have been divided into grade level groups to look and the data and identify gaps skills the students may have and target them.*

- c. Middle School Principal Report Kelli Loudermilk- *We have been concentrating on our New Student process. Each new student gets a New Student Newsletter. They receive a call within 24 hours of approved enrollment by a teacher who will go over what to expect such as shipments, getting started, and attendance. The Advisory Teacher will then call within 48 to 72 hours of the first call to introduce themselves and schedule their advisory day to meet with the teacher. Also, Renaissance testing is scheduled in Math and Reading. Check-ins will be established with the students, Social Emotional learning, and review of the Renaissance testing.*
- d. Elementary Principal Report Kelley Fontanilla- *Elementary has hired Mrs. Cortney Miranda for k to 2 Interventions and will start in the next 30 days. We also have been revamping our new student process as well. Our school counselor Mrs. Jolene Vasquez is conducting Welcome calls within 24 hours of approved enrollment and sending welcome emails. Once the student has been sectioned the Homeroom teacher calls to introduce themselves and establish check-in day with the student. Mrs. Vasquez will also be conducting the Social and Emotional lessons once a month with students. The Multi Layered System of Support (MLSS) New Mexico has been establishing has really been working for our struggling students. Students in Student Assistance Teams (SAT) are getting the help they need, and we are getting the students who may need more, the testing needed.*
- e. Special Education Director Report Daelena Potter- *Good evening, tonight I wanted to show you the break down of students in Special Education by school. In Elementary we have 66 students, Middle School 72 students and High School 121 students. Of the 288 students 28 are in the Gifted program.*
- f. Academic Counselor Report- *Our Counselor was unavailable tonight.*
- g. Mental Health Therapist Report Gretchen Potter- *Seeing multiple students weekly. Right now, anxiety is the leading issue. So, we are working on ways to function in class by getting comfortable being on the screen and communicating in the chat box. I will be attending Question, Persuade and Refer (QPR) training soon. I will also be able to use this to train our staff in Suicide Prevention to help students in need.*
- h. Wellness Ambassador Hope Encinias *This month we have a new challenge we can participate in called Right on the Money. It is a super helpful financial health challenge aimed at making participants more confident in money management. It starts February 20 and goes to March 12.*
- i. Marketing- Katy Winthrop *We have had 14,551 hits on our website since launching our marketing campaign. We have had 237 successful enrollment applications and we still the #1 site on Google when searching for an online school. We now have an Animated Video to help walk people through the Enrollment process. And we have a video in Spanish and English talking about enrollment thanks to one our staff members. Lorissa Marshall asked how many enrollments are coming from social media? Katy stated that last month it was 35% and this month almost 40%. We have a successful follow up process in place after we are contacted.*

- j. Instructional Vendor Quotes- Gloria Lopez *Hello, I would like to clarify our process with our instructional vendors, in regard to quotes and invoices. When one of the Vendors sends a Quote or Invoice it is sent to our Enrollment Specialist Lorraine Nobes for review. Lorraine then sends back to me a report with any discrepancies, and I send that back to the Vendor asking for a credit amount. These quotes and invoices are brought to the Finance/Audit committee, for review and approval to present to the Board to be approved so when the final amount is determined it can be paid.*
- k. Financial Report – G. Lopez
 - i. Bank Reconciliation-January (attached)-*no variances*
 - ii. Consolidated Board Report- January
 - iii. Recommendation of Financial Items for Board Approval from the Finance Committee
 - a. Stride Invoice 39616 (discussion/action)
 - b. BAR 584-000-2223-004-I (discussion/vote)- *these funds will be allocated as a reserve fund.*

RESOLVED: The Stride Invoice and BAR 584-000-2223-004-I was approved. 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. Approval of Minutes from Meeting on January 17, 2023 (attached)

RESOLVED: The Minutes of January 17, 2023 were approved. The motion passed unanimously.

VI. Action Items

- a. Graduation Policy update SY 22-23 (discussion/action) Daelena Potter-*In the current policy for Graduation it is not specific enough for Course Study and the 3 options to Graduation for students. The options need to include Goals and Objectives, Career and Regular Education. We wanted to be clear to our families with this policy.*

RESOLVED: Graduation Policy update was approved. The motion passed unanimously.

- b. Employee Handbook added Gradebook Policy (discussion/action) *Dr. Kim Hite-Pope explained that while we have moved to being a State Charter School some of the corporate language is still lingering in our handbook. In this case teachers need to be grading assignments each week in each class. And we need to be specific about how many assignments.*

RESOLVED: Gradebook policy for employee handbook approved. Motion passed unanimously.

- a. Update Employee Handbook-Employee Residence (discussion/action) *Dr. Kim Hite-Pope we wanted to be more specific about where we wanted our employees to reside. Vivian Cullen asked why this is needed? Dr. Hite-Pope stated that people were inquiring why we did not have staff in other parts of the world. Brandi Tiliman asked about Military Families and how it would affect any staff. In the past, our school did have someone who was in Israel working. But it became very problematic for our students and parents as the staff member was almost impossible to contact. This policy is about what is best for our students and parents.*

RESOLVED: Employee Residence update to Employee Handbook approved. Motion passed unanimously.

VII. Information Items

- a. Equity Council Update Greg Aguilar *no real updates. The Equity Council of New Mexico is to meet later this month. And the Pecos Equity Council is on track.*
- b. Assessments Update Kelli Loudermilk-*As was covered earlier we are doing ACCESS testing. Denise Smythe asked about new students coming in. Kelli stated that yes five new students that came in will be ACCESS tested. And that any new student who did not test at there previous location for ACCESS or the upcoming State testing will be added as needed.*
- c. Bi-lingual update- this was covered earlier.

VIII. EXECUTIVE SESSION: Consideration of approval for the PCA Governing Council to move into closed session pursuant to NMSA 1978 Section 10-15-1(H)(2) to discuss a limited personnel matter related to mediation with Freda Daugherty.

Roll Call to go to Executive Session: *Kyla Anderson, Vivian Cullen, Brandi Tiliman Denise Smythe, Lorissa Marshall, and Byron Taylor. Invited to the session Dan Hill, Dr. Kim Hite-Pope, and Gloria Lopez.*

IX. Reconvene in open session.

Roll Call: *Vivian Cullen, Denise Smythe, Lorissa Marshall, Kyla Anderson, Byron Taylor, and Brandi Tiliman.*

RESOLVED: Motion to exit Executive session was approved and was approved unanimously. Statement no actions was taken during Executive Session in regard to limited personnel matter related to mediation with Freda Daugherty.

X. Statement of Closure *to adjournment*

XI. Adjournment *7:06 p.m.*

Confirmation of Next Meeting Date – Tuesday, March 21,2023, at 5:30 p.m.