

Pecos Cyber Academy (PCA)
Minutes of the Board Meeting
Tuesday September 21, 2021 at 4 p.m.

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

<https://zoom.us/j/96545601045?pwd=bWV4Mk5kcjA1YU04emNJWVZRMi95Zz09>

Meeting ID: 965 4560 1045

Passcode: 647845

I. Call to Order and Roll Call

Ms. Anderson, via Zoom, called the meeting to order at 4:07 pm. The meeting was open to the public and held via the Zoom conference platform due to the state precautions regarding public health and safety during the COVID-19 Pandemic. Ms. Cullen conducted a Roll Call.

Board Members Present: Denise Smythe and Vivan Cullen (via phone and zoom video conference)

Board Members Absent: Jennifer Sears and Brady Tilliman

Guests Present: Dr. Kim Hite-Pope (School Leader); Gloria Lopez (Business Manager); Daelena Potter (Special Education Director); Freda Daugherty (High School Principal-Bilingual Director); Kelli Loudermilk (Middle School Principal-Assessment Coordinator); Kelley Fontanilla (Elementary Principal-MLSS Coordinator); Lorraine Nobes (STARS Coordinator); Lorissa Marshall (Lead School Counselor); Sadie Wheeler (Teacher-504 specialist); Duggan Household; and Amy Begay (School Attendance Coordinator-Board Meetings Liaison) all attendees via phone or Zoom video conference.

II. Routine Business- K. Anderson

a. Approval of the Agenda

Ms. Anderson asked for move to Approve the Agenda; Ms. Smythe made motion to approve the Agenda and Ms. Cullen seconded. Ms. Anderson stated so moved.

RESOLVED, that the Agenda was approved by the Board

III. Oral Reports

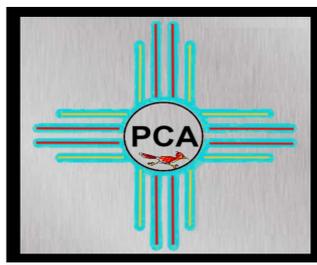
a. School Leader's Report –Dr. K. Hite-Pope

-Update on the School Enrollment status

- Hiring of part-time School Nurse

- Status of the Charter renewal document

- Shout out to Administrative Team and some teachers for work on the Charter Renewal document



B. Financial Report – Ms. Gloria Lopez

i. Bank Reconciliation (attached)

1. Consolidated Board Report SY 21-22

Ms. Lopez presented the Consolidated Board Report for School Year 2021-22. Ms. Lopez discussed the Operational Fund, IDEA B fund, the Carl D. Perkins, the Go Bond Library funding and other State Allocations of grants and property

2. Request for Reimbursement (RDR) 24106

Ms. Lopez stated this was the Reimbursement that the school had been waiting on. For the IDEA B.

3. Pearson Second Installment Invoice

Ms. Lopez presented the second Transition Services Invoice from Pearson. Ms. Lopez Stated this Invoice is not due until October 15, 2021.

4. BAR 020-005-2122-0002

Ms. Lopez stated this is a Maintenance BAR for the Budget

5. BAR 020-005-2122-0005-I

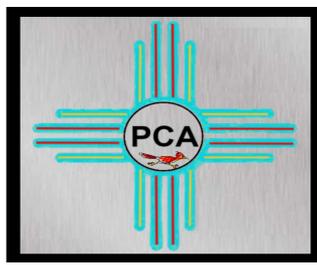
Ms. Lopez stated is the award of the Carl Perkins fund, and to spend the money on Science and Technology by September 30, 2021

6. Bank Resolution to add Ms. Smythe to the Pecos Cyber Academy bank account as Treasurer of the school.

ii. Recommendation of Financial Items for Board Approval from the Finance Committee
Ms. Lopez reviewed the bank reconciliation documentation, as included in the Board materials, including all the statement balances. Ms. Lopez reviewed the financial report included in the Board meeting packet, highlighting the budget and forecasting areas of the financial statements. She reviewed the Pearson Installment Invoice, BAR 020-005-2122-002, (Maintenance for the Budget); BAR 020-005-2122-0005-I (Carl Perkins Award); and the Bank Resolution to add Ms. Smythe (Treasurer) to the Pecos Cyber Academy bank account.

1. Approval of the Pearson Installment Invoice

There being no further discussion, Ms. Smythe made the motion to approve the Pearson Installment, Ms. Cullen seconded



RESOLVED: The Pearson Invoice as discussed, is hereby approved.
The motion passed unanimously.

2. BAR 020-005-2122-0002 Ms. Smythe made the motion to approve the BAR 0002, Ms. Cullen seconded.

RESOLVED: BAR 020-005-2122-0002 as discusses, is hereby approved. The motion passed unanimously.

3. BAR 020-005-2122-0005 Ms. Smythe made the motion to approve the BAR 020-005-2122-005-I, Ms. Cullen seconded.

RESOLVED: BAR 020-005-2122-0005-I, is hereby approved. The motion passed unanimously.

4. Bank Resolution Ms. Cullen made motion to add Ms. Smythe to the Pecos Cyber Academy bank account, Ms. Smythe seconded.

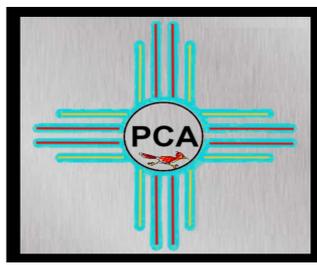
RESOLVED: Bank Resolution to add Ms. Smythe to the Pecos Cyber Academy bank Account is hereby approved. The motion passes unanimously.

- 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 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 July 20, 2021 Meeting (attached)
A motion as made by Ms. Anderson and seconded by Ms. Sears as follows:

RESOLVED, the Consent Items; Minutes of the July 20, 2021 meeting:
A roll call vote was conducted, the motion passed unanimously.

- b. Discussion of the Charter Renewal -Dr. Hite-Pope reminded Board members that they have access to the Charter Renewal Document to review at their leisure. Ms. Cullen was reminded that a meeting will need to be made to do a Read Thru with her. Dr. Hite-Pope stated that Addendums are being added now and the required Petitions to be sent to Dr. Hite-Pope to sign and Notarize soon. Administrative team to meet on September 22, for last review.



V. Action Items

- a. Discussion of the Charter Renewal -Dr. Hite-Pope reminded Board members that they have access to the Charter Renewal Document to review at their leisure. Ms. Cullen was reminded that a meeting will need to be made to do a Read Thru with her. Dr. Hite-Pope stated that Addendums are being added now and the required Petitions to be sent to Dr. Hite-Pope to sign and Notarize soon. Administrative team to meet on September 22, for last review.
- b. Increase Cap for student to 2500 Enrollment- Dr. Hite-Pope would like to increase the student Cap to 2500 students for the 2022-2023 school year. Ms. Smythe asked if there would be any negative consequences if the cap is not met. Ms. Cullen asked if there would be any Financial negatives if the cap is not met. Ms. Gloria Lopez explained how the Funding would work, and Ms. Cullen asked about extra staffing for this increase and with their being a teacher shortage in the State of New Mexico, Dr. Hite-Pope explained there is a plan in place to recruit new teachers if the cap is approved. Dr. Hite-Pope also stated that the 2500 student cap may also be something the New Charter Authorizer will have to approve.
Motion to approve the cap increase to 2500 students by Ms. Smythe, seconded by Ms. Cullen.

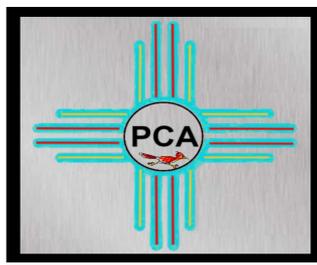
RESOLVED: Action Item to Increase the student enrollment cap to 2500; is hereby approved. The motion passed unanimously.

- c. Amendment to the Vacation Leave Policy- Ms. Loudermilk explained the current policy allows a Roll Over of 5 vacation days from the previous school year and must be used in the 1st quarter of the following school year. This has become problematic as staff want to use the Vacation days but can cause staffing problems. Request to amend current Policy to Roll Over 5 Vacations days to the end of the following school year.
A motion was made by Ms. Cullen to approve the amendment to the Vacation Leave Policy, seconded by Ms. Smythe.

RESOLVED: Action Item to Amend the Vacation Leave Policy; is hereby approved. The motion passes unanimously.

VI. Information Items

None



VII. Adjournment and Confirmation of the Next Meeting Date-Tuesday September 21, 2021 at 4 p.m.

Ms. Anderson noted that the Board was at the end of its agenda and that it was time to Adjourn, a motion was made by Ms. Cullen and seconded by Ms. Smythe as follows:

RESOLVED, the Pecos Cyber Academy Board meeting was at adjournment at 4:39 p.m. and that the next Board Meeting is Tuesday, August 24, 2021 at 4:00 p.m.

A roll call was conducted; the motion passed unanimously.