

Governing Council

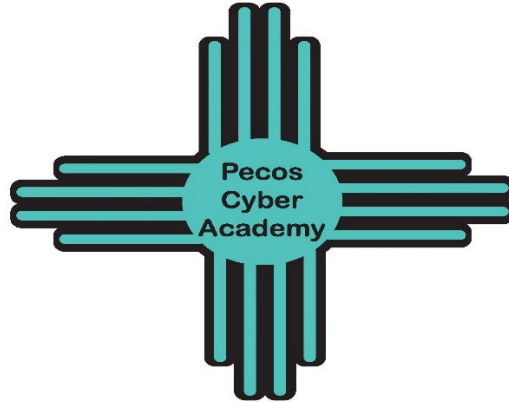
Kyla Anderson,
President

Byron Taylor,
Vice President

Monica Arguello,
Secretary/Treasurer

Si Trujillo,
Member

Justin Calder,
Member



Executive Director

Dr. Kim Hite-Pope

Title IX Coordinator

Kelley Fontanilla
Pecos Cyber Academy
1841 Old US Rte.66 Ste. B
Edgewood, NM 87105
505-886-3900

All complaints regarding sexual harassment and
Title IX issues. Must be filed with the coordinator.

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:

October 15, 2024 at 6:00 p.m.

<https://zoom.us/j/95573224303?pwd=VINualZmQmhaUjhTMHN0TXBBUIJyZz09>

Meeting ID: 955 7322 4303

Passcode: 875246

One tap mobile

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(Chicago) **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 *at 6:03 p.m.*

Roll Call *Board Members in attendance Byron Taylor, Monica Arguello, Si Trujillo, Justin Calder and Kyla Anderson.*

Others in Attendance: Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), June Boles (High School Principal), Edith Hills (Dean of Students High School), Kelli Loudermilk (Middle School Principal), Angela Cano (Dean of Students Middle School), Chelsey Coleman (Dean of Students Elementary School), Allyce Vasquez (Human Resources), Greg Aguilar (Equity Council/ Middle School Counselor), Gail Humphrey (Coordinator for Career and Technical Education), Justin Malano (Bi-Lingual Coordinator), Denise Yearly (Special Education Coordinator), Gretchen Potter (Mental Health Therapist), Robbi Coker (Assessment Coordinator), Katy Winthrop (Marketing), Dan Hill (Attorney), Sam Gonzales (Director of Compliance and Board Training), Sadie Wheeler (Teacher), Christine Bowden (Teacher), and Amy Begay (Registrar/Attendance).

III. Routine Business – K. Anderson

a. Approval of Agenda

Motion to approve the agenda by Byron Taylor, 2nd by Si Trujillo. The motion passed unanimously.

IV. Written Reports---Academic Framework

- a. Executive Director's Report-Dr. Hite-Pope *The 40th day reporting was on 10/9/24 and we had 1557 students. We put a hold on incoming and outgoing students for 24 hours for clean data. When we resumed on 10/10/24 we had 1597 students enrolled. So we are getting more each day.*
- b. High School Principal Report- June Boles
- c. Middle School Principal Report-Kelli Loudermilk
- d. Elementary Principal Report-Kelley Fontanilla
- e. Special Education Director Report-Daelena Potter
- f. Si Academic Counselor Report-June Boles
- g. Mental Health Therapist Report- Gretchen Potter
- h. Marketing- Katy Winthrop
- i. Equity Council-Greg Aguilar
- j. Assessments-Robbi Coker
- k. Bi-Lingual-Justin Malano

Questions from the Board about any of the reports. Byron Taylor stated he wanted to thank the staff for all of the wonderful things happening. Especially the New Mexico Gifted Association. Si Trujillo stated that we he saw our TV commercial and Loved it. Monica Arguello thanked and praised the High School Newsletter and wants to attend the Honor Society induction in November. Monica Arguello wanted to know, was a high turn out for the Middle School orientation on the new platform? Kelli Loudermilk stated that attendance was low for the event. Monica Arguello asked Elementary how is the tutoring program working? Chelsey Coleman said they did beginning testing, so that was once piece of data. And the students going through a second screener just to ensure they are being placed properly. Special Education please keep doing what you are doing. Mental Health Therapist thank you for all of the follow up reports. Marketing I am very impressed and saw the commercial also and was excellent. Assessment team thank you for the data. Monica Arguello asked about the dyslexia screening, has that improved through the years? The state reports a lot of students as at risk from this testing. We do not hugely favor the results as the test can be influenced by lack of reading skills and cause parents a lot of concerns. So we take that in consideration when working with the parents and informing them of our supports and interventions. Monica Arguello thanked the Bi-lingual coordinator for cleaning up all of the data and getting much need screenings done.

I. Financial Report--- Financial Framework

- i. Bank Reconciliation-September *no variances*
- ii. Consolidated Board Report- September *a maintenance BAR submitted to get positive funds for Supplies.*
- iii. Recommendation of Financial Items for Board Approval from the Finance Committee
 - a. BAR 584-000-2425-0006-M (discussion/vote) *this is to put a positive amount into the Supplies.*

Motion to approve the BAR Si Trujillo 2nd by Monica Arguello. Motion passed unanimously.

- b. Pearson Invoice *Gloria Lopez stated that we received the quote and reviewed it. Then sent it back to Pearson for a final review. We have not yet received the invoice back. Si Trujillo asked about the payment terms. Gloria Lopez stated that she tries to go by Net30. Gloria Lopez stated that the Board could assign someone to review the invoice and approve payment on the Boards behalf. Or wait until the next Board meeting to vote on the invoice. Monica Arguello said she would be happy to review. Byron Taylor and Si Trujillo both would like it be*

reviewed. Kyla Anderson agreed. Si Trujillo said it could be added to the next agenda to be approved by the Board retroactively. But Monica Arguello could review and approve for it to be paid. No Motion made.

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 of September 17, 2024 meeting (discussion/vote)

Motion to approve the Minutes of September 17 meeting by Byron Taylor 2nd by Si Trujillo. The motion passed unanimously.

VI. Action Items

- a. Updated Wellness Policy (discussion/action) *Dr. Kim Hite-Pope stated that this and item d. of the action items are the same thing. That is just renamed. Gretchen Potter worked on this for us. Gretchen Potter relayed that taking some her experience working in the Automotive industry, so policies approved by the Board are kind of general and are an umbrella type of document. The procedures or work instructions that individual schools put together to meet the requirements of the policy. That is why our original policy was 38 pages long. Gretchen Potter did trim down the policy to 5 pages. The approach was to look at what New Mexico Public Education Department requires and basically made a statement of how we are going to do that within the school.*
- b. Policy for Bulk Purchasing (discussion/action) *Gloria Lopez stated that this came up during the Audit. We need a policy that states a purchase over \$5000 need to be deemed as an asset and to be inventoried and kept track of. So a purchase of \$250,000 of Chromebooks needs to be classified as assets, inventoried to be kept track of.*

Motion to approve the Bulk Purchasing Policy by Byron Taylor 2nd by Si Trujillo. Motion passed unanimously.

- c. Procedure for Potential Suicidal Student (discussion/vote) *Gretchen Potter is more of a procedure of what the teachers can follow, or any staff member can follow. If there is a student that is potentially suicidal. There are steps and measures to follow and there are phone numbers included to call for backup as well as the administrator for each building. Dr. Kim Hite-Pope relayed that the policy would go on a front facing webpage for everyone to view. And the procedure will go on the staff hub that is inside our webpage only available to staff. Monica Arguello asked about step 2 where it says, encourage open communication, gently ask questions like, "Are you thinking about harming yourself? Do you feel like you need help?". Those are just suggestions right? Gretchen Potter response that is correct.*
- d. Proposed Condensed requirements (discussion/vote)-*same as information in part a, same policy.*

Motion to approve items c and d by Byron Taylor 2nd by Monica Arguello. Motion passed unanimously.

- e. Disclosure of Outside Employment (discussion/vote) *Dr. Kim Hite-Pope stated that this is an internal document for employees, who may work at another job outside of Pecos Cyber Academy.*

*Motion to Approve the Disclosure of Outside Employment by Monica Arguello 2nd by Byron Taylor.
Motion passed unanimously.*

VII. Information Items

- a. PCA Admin Team to present at the Digital Learning Annual Conference (DLAC) in Atlanta GA February 2025. *Dr. Kim Hite-Pope stated that once the presentation is finalized it will be presented to the Board before the Conference.*

VIII. Statement of Closure

VIII. Adjournment *at 6:47 p.m.*

Confirmation of Next Meeting November 19, 2024 –at 6:00 p.m.