

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:

June 17, 2025 at 5:30 p.m.

<https://zoom.us/j/93893560104?pwd=aUxPWmtCOUdvNE4vUINDZ0tKNjVqUT09>

Meeting ID: 938 9356 0104

Passcode: 768211

One tap mobile

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(Tacoma)

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 *none*
- II. Call to Order *5:32 p.m.*
Roll Call – *Kyla Anderson, Sí Trujillo, Monica Arguello, and Justin Calder. Byron Taylor was not in attendance.*

Others in Attendance- *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), Daelena Potter (Special Education Director), Denise Yeary (Special Education Coordinator), June Boles (High School Principal), Chelsea Coleman (Middle School Principal), Kelley Fontanilla (Elementary Principal), Robbi Coker (Assessment Coordinator), Greg Aguilar (Middle School Principal), Veronica Torres (Dan Hill Attorney Group), Justin Malano (Bi-lingual Coordinator), Allyce Vasquez (Human Resources), and Amy Begay (Registrar).*

- a. Approval of Agenda

Motion to approve the Agenda Sí Trujillo, with amend for the missing "R" under Financial Report – Framework section V item 1 change from Pe Diem to Per Diem. 2nd by Monica Arguello. Motion passed unanimously.

IV. Written Reports---Academic Framework

- a. Executive Director's Report-Dr. Hite-Pope
- 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. Equity Council-Greg Aguilar
- g. Assessments-Robbi Coker
- h. Bi-Lingual-Justin Malano

Are there any questions about the reports? Monica Arguello commented on the Bi-Li program do we know if any of students tested out of the program? Robbi Coker stated that none did. That the verbal part of the testing seemed to be the part most struggled with as they were quite nervous.

Monica Arguello stated she is excited about the Career and Technological Education (CTE) clusters for the coming school year. June Boles stated that High School will have a goal this school year for all 9th grade students to finish the year on track for credits, in an effort to have them on track starting their 10th grade year. Monica Arguello also congratulated Chelsey Coleman to the Middle Principal and Kelli Loudermilk's move to Testing Coordinator. Monica Arguello was also happy to see 238 students K-8 in summer school. Justin Calder asked about how long the credit recovery course is and how many courses do the students take. June Boles stated the summer school credit recovery is 5 weeks. June Boles will get a report from Robbi Coker about who completed the course and who did not. Then the transcripts will be updated for to make the new school year schedules for each student. There is potential for 10 more students to graduate if they completed their course. Kelley Fontanilla shared that 92% of the Elementary is in the summer reading program.

Justin Calder asked if the Special Education Program needed anything specific from the Board to help with the coming school year. Daelena Potter stated that any and all needs have been submitted to Dr. Kim Hite-Pope and Gloria Lopez for approval. But greatly appreciated the Board asking about the program's needs.

i. Financial Report--- Financial Framework

- i. Bank Reconciliation-May *no variances*
- ii. Consolidated Board Report- *May most accounts being spent for year closing*
- iii. Sweep Account May- and Sweep YTD
- iv. InBank May Statement *this account will need to be transferred to the Wells Fargo sweep account soon.*
- v. Recommendation of Financial Items for Board Approval from the Finance Committee
 1. FY25-26 Per Diem Rates *informational the rates will be changing for the SY25/26 school year.*
 2. Pearson Invoice 2872505 *reflects students through May*
 3. Pearson Invoice 28812150 *reflects the summer school courses ordered.*

Motion to approve Invoice Pearson Invoice 2872505 and 28812150 by Sí Trujillo 2nd by Monica Arguello. 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. Minutes of May 20, 2025

Motion to approve the May 20, 2025 Board meeting minutes by Sí Trujillo 2nd by Monica Arguello. The Motion passed unanimously.

VI. Action Items

- a. Digital Learning Annual Conference (DLAC) February 18-20, 2026 Sacramento CA. (discussion and possible vote)

Motion to approve the trip by Sí Trujillo 2nd by Justin Calder. Motion passed unanimously.

- b. Career and Technical Education Conference September 24-26, St Louis, MO. Gail Humphrey, and June Boles wish to attend (discussion and possible vote)

Sí Trujillo noted that the non-member cost is higher. Can we find out if our school is a member? June Boles stated she believes she has a membership and will check into it.

Motion to approve the trip by Monica Arguello 2nd by Sí Trujillo. Motion passed unanimously.

- c. P-Card Policy Update for Marketing (discussion and possible vote) *Gloria Lopez explained that the marketing company typically asks for a credit card and does not accept Purchase Orders (PO). Our policy regarding the P-Card only mentions employee use. Right now we could not extend the use of the P-Card for the Marketing company. The policy wording needs to be changed to include marketing. An estimate of \$10,000 monthly expense to cover the marketing expenses with the P-card but possible not all funds would be spent. Sí Trujillo asked if this would cause any Procurement issues or findings with the auditors? Dr. Kim Hite-Pope stated the company does not typically work with schools. They will sign a sworn statement that we can use to align with Procurement Guidelines. Justin Calder asked if the amount being quoted aligns with our SY25/26 budget or will that need to be amended. Gloria Lopez stated that our proposed budget for marketing was \$200,000 and an FTE position. How does it work? An PO would be issued each month. But we would pay the actual amounts. The company would sign the sworn statement that they would not spend anything without a purchase order being issued. Then the account would be reconciled each month with the P-card and actual amounts.*

Motion to approve the P-card policy to include marketing by Sí Trujillo 2nd by Monica Arguello.

- d. Elementary School Student Handbook (discussion and possible vote) *Monica Arguello stated that Accessibility was misspelled. And the Governing Council should be uniform throughout the Elementary, Middle School and High School student handbooks. Monica also asked why students are not allowed to re-enroll for 6 months if they withdraw. Kelley Fontanilla stated that there is a history of some families enrolling with the school staying maybe two weeks and then withdrawing. Only to come back in a month and re-enroll. Some do that the whole school year.*

- e. Middle School Student Handbook (discussion and possible vote)
- f. High School Student Handbook (discussion and possible vote) *Just Calder stated that the High Handbook there is supposed to be a picture of a Graduate in that section, but it is blank. And the*

Link does not work. Monica Arguello stated she was able to use the link. Amy Begay stated that When saving the handbook as a pdf the picture may have disappeared.

Motion to approve the Elementary, Middle School and High School Handbooks with the suggested amendments by Sí Trujillo 2nd by Justin Calder. The motion passed unanimously.

- g. Graduation Update HB 171 (discussion and possible vote) *June Boles stated that the State has changed the requirements of Electives for students starting with the 9th grade for SY25/26. The school must have 2 required elective courses. Meaning Pecos Cyber Academy can pick the mandatory elective be. Suggestions would be appreciated right now. June suggested Career Planning and Development and a Senior success class. And so you know that Financial Literacy is already being used as a Math requirement. A suggestion was made for a Speech class, Maybe interpersonal communication or a Debate Class. June Boles asked if the Board would They approve the Career planning and development and the Interpersonal Communication Courses as the required electives?*

Motion to approve the Career planning and development and the Interpersonal Communication Courses as the two required electives by Sí Trujillo 2nd by Monica Arguello. The motion passed Unanimously.

- h. Disposal of broken computers used for testing (discussion and possible vote) *Robbi Coker shared the list of computers needs to be disposed of. They no longer work or are so old they cannot be updated any longer. Monica Arguello asked if they could be sold? Robbi Coker stated that maybe in bulk for something but they really do not work if they cannot be updated. Monica Arguello asked if there is a security risk? No the computers were used for testing only. There is no school data on them. Monica Arguello asked how they would be disposed of? Robbi Coker stated they would use a company that destroys the hard drives and will get rid of them for us. Motion to dispose of the broken computers by Sí Trujillo 2nd by Justin Calder. The motion Passed unanimously.*

VII. Information Item

- a. Executive Director's Evaluation has been completed.
- b. FDC Memo SY25-26 Per Diem Rates *this was already discussed.*
- c. Buying Office Building update *Dr. Kim Hite-Pope stated that this is proceeding and will keep reporting updates to the Board as it progresses.*

VIII. EXECUTIVE SESSION: pursuant to NMSA 1978 Section 10-15-1(H)(2) to discuss the hiring, promotion, Demotion, dismissal, assignment, or resignation of or the investigation or consideration of complaints or charges against any individual public employee.

none

IX. Statement of Closure

- X. Adjournment *at 6:45 p.m.*
Confirmation of Next Meeting Session July 22, 2025 at 5:30 pm

DRAFT