

Governing Council

Kyla Anderson
President

Sí Trujillo
Vice President

Monica Arguello
Treasurer/Secretary

Justin Calder
Member

Arsenio Romero
Member



Executive Director

Dr. Kim Hite-Pope

Title IX Coordinator

Kelley Fontanilla

All complaints regarding sexual harassment and
Title IX issues must be filed with the Coordinator.

Pecos Cyber Academy (PCA)

BOARD MEETING AGENDA

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:

<https://zoom.us/j/94082853524?pwd=djLEkTH1meglqG6oE94Aamcs0NOkQa.1>

Date And Time

November 18, 2025 at 5:30 p.m.

Meeting ID: 940 8285 3524 Passcode: 198703

Held via teleconference.

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[+17193594580](tel:+17193594580),,94082853524#,,,,*198703# US



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

II. Call to Order

Roll Call Board Members: *Kyla Anderson, Arsenio Romero, Monica Arguello, Justin Calder and Sí Trujillo.*

Others in attendance: *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), Patrick Kelly (Deputy Director of Finance), June Boles (Principal 8-12), Monica Garcia (Dean of Students High School), Mia Trujillo (Dean of Students K-7), Gretchen Potter (Mental Health), Jon Orris (9th Grade FAST), Greg Aguilar (Federal Programs), Justin Malano (Bi-Lingual Program), Rick Bustos (11th Grade FAST), Kari Amador (8th Grade FAST), Kate Gomez (12th grade FAST), Byran Coltrane*



(Special Education Director), Hope Encinias (Coordinator of Curriculum and Instruction), Kelli Loudermilk (Assessment Coordinator), Kelley Fontanilla (Principal K-7), Melanie Bussiere (Teacher), Shannon Woodrow (Teacher), Dan Hill (Attorney), and Amy Begay (Registrar).

III. Routine Business – K. Anderson

- a. Approval of Agenda *Motion to approve the Agenda by Arsenio Romero, 2nd by Sí Trujillo. Motion approved unanimously.*

IV. Written Reports---Academic Framework

- a. Executive Director's Report- *Dr. Kim Hite-Pope stated that the building purchase went through. And she will be meeting a contractor to see about more secure doors and security lights for the building. Dr. Kim Hite-Pope stated that she would meet with the HVAC contractor on November 25 and 26 for the install. We currently have 1869 students enrolled, 10 were close to enrollment, 61 getting ready to enroll and 35 more thinking about it. Our Graduation rate will drop with the new math being used by the New Mexico Public Education Department.*
- b. High School Principal Report and FAST Team Report- *June Boles asked if there were any questions. Sí Trujillo requested that the FAST reports for the 10th and 12th grades be in a format so that the reports could be listed to, rather than read. Monica Arguello asked how the after school or night school was going? Are they doing just credit recovery or a regular schedule? June Boles stated that the students are doing credit recovery, many of the students are short on credits (or behind), we get students that enroll in the 11th grade with just 1 credit. Monica Arguello stated she was excited to have read about the Dual Credit program. June Boles stated that our counselor Jessica Gerber would be heading the program up and that she is very good. Justin Calder asked if the credit recovery taken in the summer counted to help with the Graduation Rate? June Boles said she believed the courses do. But to help improve the graduation rate as you know we have instated the Center for High School Success. Dr. Kim Hite-Pope stated that we're following that model. We were just at a conference about this we will be instituting something called, Freshman seminar. This will involve the 9th grade, their model showed great success in 2 years. By supporting the 9th grade the results improve the graduation rate. Dr. Kim Hite-Pope shared that Pecos Cyber Academy does its best to work with students with a credit deficit and to get students to Graduate, whether the student is a H4 or a H7, its what we do. Justin Calder asked about the VISTA report about testing and attendance, and the differences between year 23-24 and 24-25? Kelli Loudermilk pointed out the difference was the reports were two different years. Sí Trujillo was concerned about the numbers in Math, English and Science year to year. How do we get our numbers to increase? Dr. Kim Hite-Pope stated that our contract is with the Public Education Commission not the Public Education Department. And that contract is based on the Renaissance Testing, not the VISTA state testing. Kelley Fontanilla*



shared that the admin is looking for curriculum, for math, reading, and science. To help with improving the students and scores. Admin is working constantly to finds ways to help and support students.

- a.
- b. K-7 Principal Report-Kelley Fontanilla
- c. Special Education Director Report-Bryan Coltrane
- d. Mental Health Therapist Report- Gretchen Potter
- e. Federal Program Director- Greg Aguilar
- f. Assessments-Kelli Loudermilk
- g. Bi-Lingual-Justin Malano

- h. Financial Report--- Financial Framework
 - i. Bank Reconciliation-October
 - ii. Consolidated Board Report- October
 - iii. Sweep Account October- and Sweep YTD
 - iv. InBank October Statement
 - v. Recommendation of Financial Items for Board Approval from the Finance Committee
 - BAR 584-000-2526-0014-T
 - BAR 584-000-2526-0015-T
 - BAR 584-000-2526-0016-M
 - BAR 584-000-2526-0017-M
 - Affidavit of Financial Record Custodian
 - vi. Invoices- Pearson Quote



V. Written Reports---Academic Framework

- a. Executive Director's Report-Dr. Hite-Pope
- b. High School Principal Report and FAST Team Report- June Boles
- c. K-7 Principal Report-Kelley Fontanilla
- d. Special Education Director Report-Bryan Coltrane
- e. Mental Health Therapist Report- Gretchen Potter
- f. Federal Program Director- Greg Aguilar
- g. Assessments-Kelli Loudermilk
- h. Bi-Lingual-Justin Malano

i. Financial Report--- Financial Framework

- i. Bank Reconciliation-October *Sí Trujillo asked about the service charge listed. Gloria Lopez Shared that we had a few items process out of our normal. The biggest being the purchase of the office building.*
- ii. Consolidated Board Report- October *Sí Trujillo state he seen some line items in the negative. Gloria Lopez stated that yes there are some, and they are being addressed with the BARs listed below with Mr. Kelley's help.*
- iii. Sweep Account October- and Sweep YTD
- iv. InBank October Statement
- v. Recommendation of Financial Items for Board Approval from the Finance Committee
 - BAR 584-000-2526-0014-T *transfer specific to the building improvements*
 - BAR 584-000-2526-0015-T *transfer to re-align the budget line items*
 - BAR 584-000-2526-0016-M *maintenance moving funds from function to function*
 - BAR 584-000-2526-0017-M *moving for software purchased by Greg Aguilar for the school*
 - Affidavit of Financial Record Custodian

Sí Trujillo said he is not comfortable with the amount being asked for in BAR 0014. It feels like signing Blank check with not knowing what it would be spent on. Arsenio Romero feels it call into question The accountability of the Board. Monica Arguello and the other members expressed concern as well. Sí Trujillo asked if the BAR could be amended to a smaller amount than the \$450,000. Patrick Kelly shared the BAR can be adjusted. Gloria Lopez stated it could be lowered to \$200,000 instead. Monica Arguello, Arsenio Romero, and Kyla Anderson said that would be okay. It was then proposed to set the Amount to \$240,000 instead. The revised BAR was made available during the meeting for the Board to see. As updates to the building occur more BARS will be submitted for additional needs.

- vi. Invoices- Pearson Quote



VI. 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 October 21, 2025 (discussion and possible vote)
- b. Minutes of October 25, 2025 (discussion and possible vote)

Motion to approve the minutes of October 21 and 25 by Arsenio Romero, 2nd by Monica Arguello.

Motion passed unanimously.

VII. Action Items

- a. Parental and Serious Illness in the Family Leave (PSIL) (discussion and possible vote) *Motion to approve the Parental and Serious Illness in Family Leave as written by Monica Arguello, 2nd by Sí Trujillo. Motion passed unanimously.*
- b. Return to Work Protocol Revised (discussion and possible vote) *Motion to approve Return to Work Protocol Revised by Justin Calder, 2nd by Monica Arguello. Motion passed unanimously.*
- c. AI (Artificial Intelligence) Strategy and Leadership Network Membership 1st Overview and Professional development (discussion and possible vote) *Arsenio Romero started with a brief introduction of AI Strategy. When we were students ourselves tools like calculators in the classroom and then the internet dramatically changed, improved, and made things different for teaching and learning. Now we have Artificial Intelligence. So this is an opportunity for PCA to hopefully be leaders when moving this forward. Tonight Laura Smith from ILO is here to talk about this process. This is a cohort-based experience that consists both in-person learning as well as virtual learning to talk about academic and technology implications. In between sessions there will one-on-one coaching. This is from January to May of 2026. The Five Key Objectives 1. Support organizations in establishing their vision. 2. To talk about risks and ethics, and some policies that may make sense to put in place. 3 What does it look like to build communication strategy and who do you transparently work with the community to determine the next step for how AI is used. 4. Building system readiness and what does that capacity building look like? 5. What is the roadmap? Our goal is actually not to implement AI for AI's sake but rather, how can you use AI to help you achieve the strategies in your strategic plan that's already in place? So we want to provide a learning opportunity and peer networking. We have state and district superintendents across the country, as well as cyber policy professionals like Dr. Miachael Solmeyer and other technology experts from both the state and district level. Monica Arguello had a question, how as the governing board help the leadership team at PCA with this? So through many of the systems we've worked with is actually the vision how do you want AI to be used? And how do you not want it to be used?*



The Board would help define, what is the actual vision? What strategy to use? Where to use the strategy? You can focus on operations, or how to help your staff, what role do you want it to play in the classroom? There are a lot of questions with all of those. So helping to guide on what the future direction looks like, it is different in every community we work in. Dr. Kim Hite-Pope shared the estimated expense for the Principal of K-7, Principal 8-12 and Executive Director to attend to be about \$2833 or about \$9,000 in total. From January to May. Sí Trujillo asked if these staff members would be going to this during testing time. Dr. Kim Hite-Pope said no. Kyla to Anderson summed it up by saying this is a conference to learn about AI and how to use it in the school and how not to use it in school? Arsenio Romero described it as a cohort Motion to approve the AI strategic and leadership network membership by Sí Trujillo, 2nd by Monica Arguello. Motion passed with one Abstention by Arsenio Romero as he has a working relationship with ILO.

- d. InstructureCon 2026 Louisville KY July 21-23 staff to attend-Hope Encinias (discussion and possible vote).

We also anticipate identifying initiatives or pilot projects and integrating at least one new strategy in the 2026-27 SY. Kelley Fontanilla stated that this kind of came about because she and Kari Amador are working on the Canvas Certified Educator courses and that Jessica Dinsmore at the Public Education Department actually suggested this conference for us. Jessica wants me to present when the PED does their LEA push for CANVAS because they are trying to really beef up their LEA buy-in and use of CANVAS as an LNS because the state is paying for it.

Motion to approve the Instructure Con 2026 to Louisville KY July 21-23 by Monica Arguello, 2nd Justin Calder. Motion approved unanimously. With one abstention, by Sí Trujillo as he is married to one of the people going to the conference

- e. Granting a waiver for a student who will not be taking Algebra II for medical reasons. (discussion and possible vote) *June Boles shared that the parents of this student contacted the high school about the student not taking this course. Last week the students' family found out the student has a huge brain mass, and it is very large. We talk with the family and had them sign a waiver to take the integrated math instead. We do need Board approval for this waiver to be valid. Motion by Monica Arguello, 2nd by Arsenio Romero. Motion passed unanimously.*
- f. Approval for travel and hotel for Charter Dinner January 31, 2026 (discussion/possible vote) *Sí Trujillo suggested that Board attend the dinner and that before the dinner and the following day the Board have a working session. Most members stated they already signed up for the dinner. Kyla Anderson and Arsenio Romero had not but would after the meeting tonight. The Board would meet January 31 during the day, attend the dinner. And meet February 1 for another 4-5 hours. Motion to approve a working session around the Charter Dinner by Sí Trujillo, 2nd by Justin Calder. The motion passed unanimously.*



- g. Board Approval to Attend LRP National Institute Conference for Bryan Coltrane and Denise Yearly (discussion/possible vote) *Bryan Coltrane stated this travel was previously approved for the former Special Education Director. And that he is making sure the travel is approved for himself and Denise Yearly. If there are any questions please ask. No questions. Motion to approve the travel to the LRP National Institute Conference by Sí Trujillo, 2n by Arsenio Romero. Motion passed unanimously.*

VIII. Information Items

- a. Leadership/Governing Board retreat *Already decided the board will have a working session the weekend of January 31 to February 1 in Albuquerque NM and attend the PED Charter Dinner*

IX. 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.

X. Statement of Closure *none*

Adjournment at 7:50 p.m.

Next meeting December 16, 2025