



**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 18, 2024 at 6:00 p.m.

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

Meeting ID: 938 9356 0104

Passcode: 768211

One tap mobile

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US (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 – *none*

II. Call to Order- *6:05 p.m.*

Roll Call –Members in attendance: *Byron Taylor, Denise Smyth, Si Trujillo, and Monica Arguello.*
Members not in attendance Brandi Tillian and Kyla Anderson.

Others in Attendance: *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), Dan Hill (School Attorney), Sam Gonzalez (Dan Hill Associate), Ashleigh Trice(Teacher), Angela Cano (Dean of Students Middle School), Allyce Vasquez (Marketing), Kelli Loudermilk (Middle School Principal), Kelley Fontanilla (Elementary Principal), Greg Aguilar (Middle School Counselor), Daelena Potter (Special Education Director), and Amy Begay (Registrar/Attendance)*

III. Routine Business – K. Anderson

- a. Approval of Agenda *Motion to approve the Agenda by Monica Arguello; 2nd by Denise Smythe. Motion passed unanimously.*

IV. Oral Reports-----Academic Framework

- a. School Leader's Report Dr. Kim Hite-Pope *We will be sharing some exciting data with you about meeting our goals, and that we have met the Public Education Committee (PEC) conditions for this year. Both items have been sent to Charter School Division to all of you for review. We have 325 sections open for summer school courses with 178 students enrolled in them. We have hired about 20 new staff which brings staff total to 142. As a side note our request to raise our cap 500 more student is on the PEC Agenda to be voted on June 21, 2024. I also wanted to let you know that our Academic Staff will be in Albuquerque for PowerSchool training June 20 and 21.*
- b. High School Principal Edie Hills Dean of Students-*High School at the end of this school year had about 900 students. In response to this growth, we have hired 8 new teachers. For English, Math, high Science courses and Career and Technical Education. (CTE). We are also proud that we will be offering 6 CTE pathways to our students. The one we added as a Business pathway. We are excited for our students to participate in state competitions in their pathway of study. Because we have hired new teachers for this upcoming year and last year June Boles and I have taken on making a training manual for High School. As well as supporting mentor sessions, website information and videos to help. And make some documents available to help guide them.*
- c. Middle School Principal Kelli Loudermilk-*we ended the year with 576 students in middle school. We will lose 250 going on to High School. But we are excited that we will fill these slots quickly for next year. Some our teachers moved up to High School and so we will have 9 new teachers coming on board. We are also working on a plan to help support new and existing teachers. Stride will be moving to PowerSchool themselves this year so there will be training on that for Middle School Admin. This mostly effects scheduling courses for students. This will not affect the students or the teachers.*
Si Trujillo wanted to know why the change to Stride. Kelli restated that part would only affect scheduling courses. Not what the teachers and students see.
- d. Elementary Principal Kelley Fontanilla- *We sent out a survey to our student body and the end of the semester inquiring if they would be returning, and 95% of them indicated that*

they were. Right now, some of the Elementary staff are at conference covering our lesson plans to what the other schools in the state are doing. And we are learning many new things and getting great ideas. We want the Elementary to accelerate in learning and grow. We are looking at Canvas to start making some of the content our own. We also will be working in a Piloting program. We have hired 2 new teachers and we do have a couple more openings.

- e. Special Education Director Daelena Potter- *Special Education here at Pecos Cyber Academy (PCA) is growing. We have hired a full time Social Worker, an Occupational Therapist, and another Speech Language Specialist. So, Medicaid is also growing so we hire someone who will oversee all of that as well as help in areas as needed. We have hired 5 more teachers and we will be training them. So, with more staff we want to work on making relationships with our students and families. We want to nurture them like plant, with soil, water, and air to help make them grow. A big part of our student growing in English and math is that we use an inclusion model for all our students, we few students that are all special education.*
 - f. Academic Counselor *none*
 - g. Mental Health *none*
 - h. Marketing Allyce Vasquez- *we are currently in the process of giving our website a face lift. And including pop up reminders about the summer reading program. Byron Taylor asked about the CTE part of our school. Right now, we have a drop-down menu that can be accessed. But as the program moves through this school year, we want to include more information and post any competition information, any competitions we entered and show the student involvement.*
 - i. Equity Council Greg Aguilar- *over the summer not much going on with the Equity Council. We do have a student committee meeting coming up in July and I am excited for it. Monica Aguilar asked how many students are there. There are 20 students from grade 8 to 12. Byron asked how many middle school students. There are three 8th grade students.*
 - j. Assessments Kelli Loudermilk- *(Power Point Presentation) the graphs presented reflected all grades showed testing for Growth of student in reading and math. This shows we have met our goals. The graphs also covered each grade, male and female, Special Education, and ethnic demographics.*
 - k. Bi-Lingual Justin Malano *not much going on over the summer with the program. Currently, I am reviewing current students who may qualify for the Bi-lingual program. Starting in SY 24-25 I would like to start a Parent and Teacher Alliance to finds ways to help our students. And to work with Teachers at Middle School and High School.*
- l. Financial Report---Financial Framework
- i. Bank Reconciliation-June *Gloria Lopez stated that there were no variances, and the enrollment team has been doing an excellent job with contacting families so they can get their internet subsidy.*
 - ii. Consolidated Board Report- June *Gloria Lopez stated that she changed the report to reflect each line item on its own, so that easier to read. As you can see most items have been spent and I will be submitting for reimbursement to the New Mexico Public Education Department for each.*
 - iii. Recommendation of Financial Items for Board Approval from the Finance Committee
 - a. BAR 581-000-2324-0021-T (discussion/vote) *this is a transfer.*
 - b. BAR 584-000-2324-0022-M (discussion/vote) *this a maintenance item*
 - c. BAR 584-000-2324-0023-I (discussion/vote) *this is funds received for Medicaid.*
 - d. BAR 584-000-2324-0024-T (discussion/vote) *this is a transfer.*
 - e. BAR 584-000-2324-0025-T (discussion/vote) *this is a transfer.*
 - f. BAR 584-000-2324-0026-T (discussion/vote) *this is a transfer.*

Motion to approve items a to f by Denise Smythe, 2nd by Monica Arguello. Motion passed unanimously.

- g. Global Approval of BARS for June 2024(discussion/vote)

Motion to approve the Global approval for BARS for June, by Denise Smythe, 2nd by Si Trujillo. Motion passed unanimously.

- h. Invoice Pearson 25213778 (discussion/vote)
- i. Invoice Pearson 25511548 (discussion/vote)
- j. Invoice Fuel Ed (Stride) 45232 (discussion/vote)

Motion to approve items h to j by Denise Smythe, 2nd 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 from the May 21, 2024 Board Meeting (discussion/vote)

Motion to approve the May 21 Board Meeting Minutes by Si Trujillo, 2nd by Denise Smythe. Motion passed unanimously.

VI. Action Items

- a. Receive Report and recommendations from the Director of Special Education regarding review of Board Policies and Administrative Procedures Governing Special Education and revisions to same (discussion/Vote) *Daelena Potter stated that this a requirement and that we use Walsh Gallegos to review and update this for us each year. There were up to 145 changes this year with the new legislature. As well, as defining Diploma information for students on different learning paths.*

Motion to approve the recommendations regarding Polices and Procedures governing Special Education by Denise Smythe, 2nd by Monica Arguello. Motion passed unanimously.

- b. Adopt Assurance statement as follows: The Pecos Cyber Academy assures that it has conducted its annual review of its Policies and Procedures governing special education. Based on this review, the District assures that it has in effect policies and procedures that are consistent with the State's policies and procedures, and meets each of the conditions of assistance under IDEA Part B. The District further assures that throughout the period of the grant award, the District will comply with the requirements of the IDEA Part B. (discussion/vote) *Kim Hite-Pope stated that this goes with part a, but it is a vote to confirm that part a was passed.*

Motion to approve the Assurance Statement as written by Si Trujillo, 2nd by Denise Smythe. Motion was approved unanimously.

- c. Time limits will be at the discretion of the GC President and may be listed in the Agenda. In

general each public comment is limited to two (2) minutes. The GC asks that all comments be respectful and follow the following guidelines: ● Individuals from the same group and having similar viewpoints are asked to select a spokesperson to speak on their behalf. ● Multiple and repetitious presentations of the same view are discouraged and may be ruled out of order by the GC President. ● When making comments, we ask that you please refer to people by job title (i.e. "head administrator"), do not refer to any person individually or attack anyone personally. Please note that the GC does not have authority over personnel matters at the school, and that the GC will not respond to public comments made during a meeting. (discussion/vote) *Dr. Kim Hite-Pope stated that this is Comments are to be addressed.*

Motion to adopt the statement on Public Comment by Denise Smythe, 2nd Si Trujillo.

Motion passed unanimously.

- d. Board Recordings (discussion/vote) *Dr Kim Hite-Pope presented the cost for storage of Board meetings for 3 yrs. on our website starting in July 2024. We went with Zoom for 1 TB of storage. Si Trujillo asked why not use You Tube. Dr. Kim Hite-Pope stated we went with what already know how to use.*

Motion to approve the Board Meeting recordings cost by Monica Arguello, 2nd by Denise Smythe.

Motion passed unanimously.

- e. State Legislature awarded 3% salary increase for all educators, approve Executive Director for the 3% salary increase (discussion/vote)

Motion to approve that Executive Director get the 3% raise as other educators in the state by Denise Smythe, 2nd by Monica Arguello.

Motion passed unanimously.

- f. Head Administrator Evaluation (discussion/vote) *Byron Taylor stated that he reviewed and filled out the form. More proof of documentation is needed to support some items and to be able to set Goals. Monica Arguello stated the same thing.*

Motion to table Head Administrator Evaluation by Si Trujillo, 2nd by Monica Arguello.

Motion passed unanimously.

VII. Information Items-*none.*

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.

Byron Taylor state we have no items for Executive Session.

Si Trujillo motioned not to go into Executive Session, 2nd by Monica Arguello.

Motion passed unanimously.

IX. Statement of Closure *Byron Taylor expressed many thanks to staff for their hard work in meeting their goals and looks forward to what is next.*

X. Adjournment 7:28 p.m.

Confirmation of Next Meeting Date July 16, 2024—at 6:00 p.m.