

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:

March 11, 2025 at 5:30 p.m.

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

Meeting ID: 938 9356 0104

Passcode: 768211

One tap mobile

[+12532050468](tel:+12532050468),,93893560104#,,,,*768211# US [+12532158782](tel:+12532158782),,93893560104#,,,,*768211# 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 – K. Anderson *none*

II. Call to Order *at 5:30 p.m.*

Roll Call – *Monica Arguello present, Si Trujillo present, Justin Calder present, Byron Taylor present, Monica Arguello present and Kyla Anderson present.*

Others in Attendance: *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), Allyce Vasquez (Human Resources), June Boles (High School Principal), Angela Cano (Dean of Students), Kelley Fontanilla (Elementary Principal), Greg Aguilar (Equity Council), Gretchen Potter (Mental Health), Denise Yeary (Special Education Coordinator), Monica Garcia (Middle School Parent Liaison), Robbi Coker (Assessment Coordinator), Justin Malano (Bi-Lingual Coordinator), Gail Humphrey (Career and Technical Education), Sarina Paul (Teacher), Kelci Pike, Katy Winthrop and Amy Begay (Registrar).*

III. Routine Business – K. Anderson

a. Approval of Agenda

Motion to approve the Agenda as is by Byron Taylor, 2ndd 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. Mental Health Therapist Report- Gretchen Potter
- g. Equity Council-Greg Aguilar
- h. Assessments-Robbi Coker
- i. Bi-Lingual-Justin Malano
- j. Career and Technical Education (CTE)- Gail Humphrey

Dr. Kim Hite-Pope shared with the Board that the school currently has 1880 students enrolled, 44 student pending, they are in the Enrollment Que, and 92 students starting the enrollment process. So after spring break we have the potential to have 2016 students.

Questions about the reports?

Justin Calder asked how the Math conference went for the Middle School and what does the pacing scale look like? Monica Garcia answered that 9 staff went to the conference. And learned about how the math is lined by grade to each other like a building block of skills. Kelley Fontanilla answered about the pacing guides. So the teachers put in the guides. But this year we have been working with a contractor, weekly, who is helping us with Vertical Learning and closing gaps with it. They are very helpful.

Si Trujillo stated the with the large numbers of student and staff how does the administration have time to jump into the classrooms? Dr. Kim Hite-Pope stated they we have a number of staff with their administrative licenses and more getting it this year. But administrators have to go to training every 2 years to get certified. We also have some positions to fill such as the Dean of Students for High School, and a new position, FAST coordinator who would help with credit recovery and wherever support is needed for the staff and students.

Dr. Kim Hite-Pope also reminded the Board that they agreed that a night school would be beneficial. Next steps to survey the staff and see about filling possible positions with staff already employed.

k. Financial Report--- Financial Framework

- i. Bank Reconciliation-February
- ii. Consolidated Board Report- February

Gloria Lopez stated the Bank Reconciliation and Board report were good

- iii. Sweep Account -February and Sweep YTD *Si Trujillo asked if the cumulative number is correct? Gloria,*
- iv. Recommendation of Financial Items for Board Approval from the Finance Committee
 - a. BAR 584-000-2425-0016-I (discussion/vote) *Gloria Lopez, the school was awarded \$2 from a carryover. This BAR will move the 2\$ into the software line item.*
 - b. BAR 584-000-2425-0017-I (discussion/vote) *Gloria Lopez, this BAR is to move the Sweep account funds into another line item for our budget. The Finance/Audit committee may present something at next meeting*

Motion to approve BAR 584-000-2425-0016-I and BAR 584-000-2425-0017-I by Si Trujillo 2nd by Byron Taylor. The motion was approved unanimously.

- c. Pearson Quote February 2025 (discussion/possible vote) *Gloria Lopez shared that this invoice came before this meeting. And would like the Board's approval to have Monica Arguello approve the invoice once it is final and so it could be paid.*

Byron Taylor made a motion to have the Quote approved and once the invoice is final to have Monica Arguello approve the payment, 2nd Si Trujillo. 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 February 18, 2025 meeting (discussion/vote)

The motion to approve the Minutes of February 18, 2025 by Si Trujillo 2nd by Monica Arguello. The motion passed unanimously.

VI. Action Items

- a. CHSS (Center for High School Success) Face to Face Training (discussion and possible vote) *June Boles told the Board there is an opportunity to go to Denver Colorado and meet with another virtual school and how they are helping their 9th grades students be successful. They also have a ground school, and we would tour both. And see how they are doing things and find a way to use that with our 9th grade students. Byron Taylor asked how many people would go? June Boles said 3 people, Dr. Kim Hite-Pope and teacher Jenny Crow and me June Boles. Dr. Kim Hite-Pope said they would drive to Denver.*

Motion to approve the Face-to-Face Training in Denver by Byron Taylor 2nd by Justin Calder. The motion passed unanimously.

- b. Stopping Enrollment for High School (discussion and possible vote) *June Boles, as you can see on the report I have included it can take up to 10 days for the computer to arrive at the student's house. High School Seniors take finals the week of April 28 and last day for assignments is May 2. For the high school students to be successful we need to stop enrollment for this school year on April 12, 2025. And for K-8 enrollment should end for this year on April 30.*
*Monica Arguello asked if this is legal? Dr. Kim Hite-Pope stated that the school had done so previously. Dan Hill having general open enrollment and lottery for the oversubscribed student enrollment, is not against the law. Byron Taylor asked about if a student needs to be in school by law, and were suspended from previous school how would that work? Dan Hill stated that the student should be able to go to another school in their District. Dr. Kim Hite-Pope stated that those students that **need** to be in school will be reviewed and a decision would be made, on a case-by-case basis.*

The motion to pass the enrollment for High School on April 12 and for grade K-8 on April 30 was by Si Trujillo 2nd by Justin Calder. The motion passed unanimously.

- c. DLAC (Digital Learning Annual Conference) Membership Proposal (discussion and possible vote) *Kelley Fontanilla excitedly explained how much information and networking that went on at the Conference. And how many of our fellow virtual educators loved our presentation. We were able to meet with Mr. John Watson, he is the head of DLAC. The Benefit of becoming a member of DLAC would be joining a community of other digital learners. And we would get 2 seats on the Executive Committee, the board. We would participate in PLC (Profession Learning Community) that are held each month. We also would get 10% off for each person at the next conference and for each person who goes to Learning Palooza.*
Si Trujillo asked Gloria Lopez if we have a line item for this cost. Gloria stated that we do in the Professional Development line.

Byron Taylor asked how would people be picked to get the Learning Palooza? Kelley Fontanilla said going from each level of staff and deciding based on the training.

Motion by Byron Taylor to approve the DLAC Membership, 2nd by Monica Arguello. The motion passed unanimously.

VII. Information Item

- a. Report from DLAC (Digital Learning Annual Conference) *Kelley Fontanilla, like I said earlier we were just so happy to be among peers who can speak our language.*
- b. Review of Charter School Division preliminary report (CSD) *Dr. Kim Hite-Pope, we passed. Justin Calder asked about the part that says not Given. That has to do with the high stakes testing, which has not happened yet. As for most of the report, there is no data yet to fill in. And so it may be reviewed at the end of the school year or over the summer.*
- c. Sweep Account BAR use of funds. *Dr. Kim Hite-Pope, Monica Arguello could summarize from the Finance/Audit meeting? Monica Arguello said the funds need to be allocated quarterly and that there was some talk as what to do with the funds. Si Trujillo asked for a guideline of what the funds can be used for OR what cannot be used for by the next meeting. Gloria Lopez stated that basically the funds have to follow the State Procurement Guidelines.*

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.

Motion to go into Executive Session inviting Dan Hill and Dr. Kim Hite-Pope by Si Trujillo 2nd by Byron Taylor. Motion approved unanimously.

Time 6:40 p.m.

Return from Executive session 6:52 p.m.

Motion to return to Open Meeting, with statement by Si Trujillo, that matters discussed in the closed session were limited to the hiring, promotion, demotion, dismissal, assignment or resignation of or the investigation or consideration of complaints or charges against any individual employee, Roll call vote
Monica Arguello yea Justin Calder yea Byron Taylor yea Si Trujillo yea
Kyla Anderson yea. Motion passed.

IX. Statement of Closure *none*

X. Adjournment 6:54 p.m.

Confirmation of Next Meeting April 15, 2025