

Governing Council

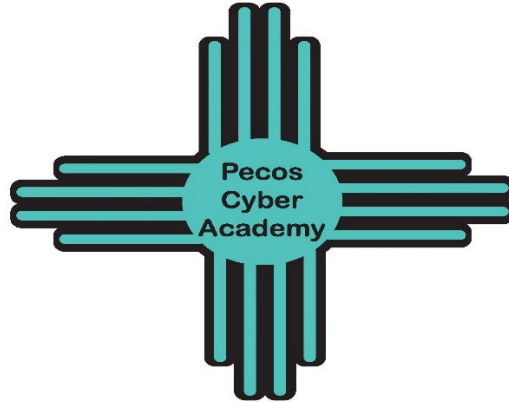
Kyla Anderson,
President

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:

December 17, 2024 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 – *none*

II. Call to Order *at 5:33 p.m.*

Roll Call Board Members in Attendance-*Kyla Anderson, Monica Arguello, Si Trujillo, and Justin Calder.*

*Others in Attendance-Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), June Boles (High School Principal), Kelli Loudermilk (Middle School Principal), Rebecca Cottone (Elementary Parent Liaison), Daelena Potter (Special Education Director), Denise Yeary (Special Education Coordinator), Allyce Vasquez (HR Coordinator), Gretchen Potter (Mental Health Therapist), Katy Winthrop (Marketing), Greg Aguilar (Equity Council-Counselor), Robbi Coker (Assessment Coordinator), Justin Malano (Bi-Lingual Coordinator), Gail Humphrey (CTE Coordinator), Dan Hill (Attorney), Sam Gonzales (Director of Compliance and Board Training), Angela Cano (Dean of Students Middle School), Susan Boyles (Special Education Teacher), Jennifer Rose (Special Education Teacher), Mia Trujillo (Special Education Teacher), Amy Begay (Registrar),***Guests from InBank** *Shawn Gullixon, Jamie Winkler and Dillon Given.*

III. Routine Business – K. Anderson

- a. Approval of Agenda *Si Trujillo requested a change of Agenda, that under actions items InterBank and P-card be changed to the correct Entity InBank.*

Motion to approve the Agenda with the amendment by Si Trujillo, 2nd by Monica Arguello. Motion was approved unanimously.

Executive Director's Report-Dr. Hite-Pope Included in your Board Packet was the Charter School Division Annual Report for SY 2023-24 and the Charter School Division Corrections. It has our report, and it also has a correction that I asked for so who knows if they will be made or not? But I was just showing that the one area that says that we did not submit our attendance. Added in the Framework Ratings was included the Performance ratings for the year. With met, working to meet, and not met standards. Si Trujillo asked about the Math percentages PCA being lower than the state average. Dr. Kim Hite-Pope stated that in that graph the Charter School Division compared PCA against the state and Moriarty-Edgewood School District, since the office in that school District. And that to address the lower rate interventions are offered to students to help. But not all students will take advantage of the extra help. Monica Arguello, stated small groups and interventions can go so far, has there been any changes in the core curriculum? Robbi Coker stated the written parts of the Math seem to be a challenge and that some of that is being worked on and supports are being put in place. it was submitted in a timely manner before the due date. if there was any worry on that, and I did not know if there were any questions from the board on the findings that were presented by Charter School Division. In that report the most concern that I had. If you go to the back page, where it has the does not meet and meet your performance framework. If that was where I was, wondering if anybody had questions on. we have a couple for those that do not have that copy we have a couple of does not meet working in there. We have one under State assessment requirements does not meet, and then we have another one under attendance, and retention does not, and I was wondering if you had questions on why or upon review of the document, that you understood why. Did you have something else? If you have something else, and you are not prepared to discuss it. The board individually can email me. And I can answer back if there is some deep discussion. These were my most concerning areas that I thought the Board would want to know why we did not meet upon review in the document. You will see that it is about one to 2 to 3% what we missed the mark. Also, I want the board to know that our contract with PEC (Public Education Committee) is based on our mission specific goals and when you see those in the document you will see that we are more than meeting that standard for those 2 goals. So that is in the contract. The contractual piece is what keeps our contract. This is something added by Charter school division backing up just generally how the school is doing. Did not want anybody to think that there was a worry that something would go wrong, and we would lose our contract tomorrow. So Dan's on here if you wanted to ask him any questions about it as well. The contractual piece. Did not want anybody to think that there was a worry that something would go wrong, and we would lose our contract tomorrow. So Dan's on here if you wanted to ask him any questions about it as well. The contractual piece. In the magical math that the State uses. We got like 92, or 93%. I am talking off the top of my head. It is in the report, the exact numbers, but just a little bit. And it has to do with we test all kids but the state. They only pull the data. That is, the students that are here for 90 days. There are some rules, and we do not follow them. We test all kids because we believe here that the kids do need to be tested, you know, to see where they are. And also they may need that if they go on to another place. they leave us. They go to another school. They will have this data to travel with them. So we find that is especially important. So when we are testing. It is everybody. But this year we are going to test differently and follow that rule of getting the kids who have only been with us for the 90 days. Okay, so we get a high, we will get a higher percentage. We will get close. We will get the 95%. Up. Until this time we have been getting the 95%, and there have not been any problems. But now, PED are looking at things a little differently. they leave us. They go to another school. They will have this data to travel with them. So we find that is particularly important. So when we are testing. It is everybody. But this year we are going to test differently and follow that rule of getting the kids who have only been with us for the 90

days. Si Trujillo and I was just looking this over, and I was just going to see if you could explain or help me better understand the math scores on here on like page 7 of that report. I guess I just I see that we are below the state average. I mean, I am reading, We're kind of on par, and curious to why, why, it was 39%, or what we're kind of doing to improve that, or just any kind of feedback or information on it.

Dr. Kim Hite-Pope Well, we have interventions. They are offered to the students. If they come. they do not, they do not. It is difficult in the virtual setting naturally, to make any student really do anything. The penalties we do not have any not really. We are trying to add, you know, extra credit. If you come to interventions. Things of that nature, we are thinking, will this work? We do not know. They are also comparing us to a local district. Where our building is in not necessarily the school, because we have students from all over the State, but they are comparing us to Moriarty Edgewood school district. That is the MESD.

Monica Arguello said So you know, I understand interventions, and you know, small group tutoring, etc. But if we changed anything up in core instruction. Dr. Kim Hite-Pope: No, we have not. Robbi Coker said Can I share, too? We have had a little discussion as admin about the writing pieces that are required by math in the assessment. And some just talk of not just the interventions and supported math, but you know

perseverance to push through all the writing portions in that section as well is need some support in academics. So we are kind of looking at both of those pieces. Dr. Kim Hite-Pope shared that she is working on an A.I. Policy (Artificial Intelligence) for the school to be ready in January or February. Also on February 19 the Charter School Division will be visiting the school and will be talking with teachers, students and will want to talk with some Board members. Anyone that might be available please let me know. Any other questions on the written reports? Justin Calder asked about the response mention in the High School report concerning the Orientation for students. June Boles said that counselors meet with the student and families to review their transcripts and to schedule the courses. The Parent Liaison Hope Encinias then meets with the student to help them learn how to navigate to their courses and each of the platforms the student is expected to utilize for the courses. 90% of the students do go to Orientation, but we have some that do not attend even though we say it is mandatory.

Justin Calder asked so as far as the High School Board report, it talked a little bit about orientation, and that there was a few that were less than enthusiastic. Is that a required process? And also. what? What does that kind of look like? What does that entail. June E Boles said So whenever students appear on the new student sheet for high school, we have an enrollment meeting. and at the enrollment meeting the counselors go over the transcripts that we get, and they go over what classes the student needs. And we also talk about the orientation that they do with the parent liaison, and it is a requirement, because without it they have absolutely no idea how to log on, how to go to canvas, how to go to Connexus, so we require that they go to it now again. that they go to something. And there is no, you know, there is nothing we can really do if they do not go. But we do try to make them go. So 90% of our kids are, and their parents are actually going to it, which we think is great because we just implemented it this year. And it really is making a difference. We do require that they go to it simply because that's where hope goes over all of the pieces and parts of our online system, and it is extremely hard to navigate if you don't have some kind of guidance. Justin Calder: I did also want to add, as far as the HIT tutoring program for Elementary School I saw that you mentioned a whole year's worth of growth that is awesome. Do you have reports that are also being completed to kind of follow that up and show that data and share it with others? Dr. Kim Hite-Pope: Yes, we do, Rebecca Cottone. If you want to speak to Mr. Collier's question, there. She is standing in tonight for Kelley Fontanilla. Rebecca Cottone: I know that there is data collected. But that is all the information I have. I am just here for Kelly. I apologize. Dr. Kim Hite-Pope said so what will be happening? This is a state-run program, this hit tutoring. So it just completed within. It has not been very long right, Rebecca, maybe less than 30 days, so we would expect to see some data after the 1st of the year being shared with schools. and then to decide. But we do know that it is working because of

the practical application in the classroom. We are seeing improvements there. Rebecca Cottone said, and the students are really enjoying it as well. Which makes it, you know, makes a difference. Dr. Kim Hite-Pope said so they are making learning fun, which is a plus.

Justin Calder said It is always easier to learn in an environment when that is the case. So I appreciate that. So do you feel like, we are, we are applying enough resources towards that, since it is being so successful. Dr. Kim Hite-Pope said It is state funded.

Monica Arguello said So I also had that one question about the hit tutoring program. But in the next paragraph we talk about summer high dosage reading program does. Is there any correlation between those two? Cause? I see it is also with the PED. Rebecca Cottone said that is a really good question. But you are right. They both are funded by the State. I do not know if there is any correlation between the two.

Daelena Potter stated they are both from the PED department. One is a reading, and one is a math. It is run by the same Rec. That has put it out, but they are separate people that are over the control of it. Of what happens because it is 2 different curriculums. It is going to continue in January, the math, and the reading. They do have the funding already available that it is going forward for the math program. There is a step that they are transitioning over. And so right now they had to tell all of their math tutors that it is not going that they are still going to get paid. But they had to let them know the way the contract read that that specific funding which was essers is no longer there, and then they are utilizing funding that comes from the pet department itself. Now, that's not essers funding to be able to pay for the future. They are across all New Mexico. They take different volunteers or not volunteers, you have to apply for it. So it is not just teachers in our school itself, like even in our school. We even have some others that are not part of our school that are also tutoring in the reading program itself even as well. So it is. The reading program was very intense. People had to get trained in person just to even learn the technique of how they are going to work with students. And then the math one was an online one had to do. It was like 18 h or something like that, just to get through of how to even tutor how to work with students, and how to even group them, and then they then work with teachers themselves to bring in the curriculum, and they reteach some of what? The loss of education, I guess, in the classroom, where the kids were not quite getting it. So the tutors have to work directly with the math teachers themselves as well. So it is a really good, organized program.

- a. High School Principal Report- June Boles
- b. Middle School Principal Report-Kelli Loudermilk
- c. Elementary Principal Report-Kelley Fontanilla
- d. Special Education Director Report-Daelena Potter
- e. Academic Counselor Report-June Boles
- f. Mental Health Therapist Report- Gretchen Potter
- g. Marketing- Katy Winthrop-
- h. Equity Council-Greg Aguilar
- i. Assessments-Robbi Coker
- j. Bi-Lingual-Justin Malano
- k. Career and Technical Education (CTE)- Gail Humphrey

I. Financial Report--- Financial Framework

- i. Bank Reconciliation-November

Si Trujillo had a question about Comcast Holdings Corporation and Plateau Telecommunications what are they? Gloria Lopez stated the Comcast was contracted to take over the Internet at the office , to replace Plateau Telecommunications. It was

determined by our IT specialist Chris Beaumont that Comcast was better. So this is payment to each one to start the service and one to end our service.

- ii. Consolidated Board Report- November
- iii. Recommendation of Financial Items for Board Approval from the Finance Committee
 - a. Pearson Invoice 27240767 (discussion/possible vote)
Motion to approve the Pearson Invoice 27240767 by Si Trujillo, 2nd by Justin Calder.
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 November 19, 2024(discussion/vote)
Motion to approve the Minutes of the November 19, 2024 meeting by Monica Arguello, 2nd by Si Trujillo. Motion passed unanimously.

VI. Action Items

- a. Interbank and P-Card (discussion/possible vote) *Shawn Gullixson introduced himself as INBank President and the bank is Raton NM and serves New Mexico and Colorado. And that they would love to help Pecos Cyber Academy with the P-Card. (Purchasing Card). Dillon Given stated they were able to get a \$500,000 P card approved for Pecos Cyber Academy and that he met Si Trujillo at a BBQ event and they got to talking about P card. Jamie Winkler is the Cash Management representative for INBank, and they can have a card available for all staff they may need it by February. That the card can be used for travel and help alleviate some of the stress to staff having to payout of pocket and then be reimbursed later. The P Card would be a monthly payment cycle and that the interest feature would apply monthly as well. Si Trujillo stated that even at 1 to 1.5% that is great. Jamie Winkler stated they can work with Pecos Cyber Academy on what vendors could be paid with the card going forward. Shawn Gullixson also stated that account would be 100% insured. Si Trujillo asked what Gloria Lopez thought about this. Gloria Lopez said that working with INBank has been great and that she is happy with how it will work. It will also help with those situations where some vendors will not accept a Purchase Order (P.O.) Gloria stated she is all for it. Justin Calder asked about a limit on how many cards can be issued and the maximum amounts on the cards. Jamie Winkler stated that the card administrator for the cards can issue them and also set whatever limits on the amount on the card as needed. If more cards are needed the administrator can issue them and if any are needed on short notice the bank can overnight cards as needed. Dr. Kim Hite-Pope reminded the Board that there is a P-card policy that may need to be reviewed by Dan Hill our attorney to see anything needs to be revised for the P-card. That might need to be approved in the January meeting. If it is revised at all.*

Motion to approve the INbank P-card by Monica Arguello, 2nd by Justin Calder. Roll call vote Justin Calder yea, Monica Arguello yea, Si Trujillo abstained, and Kyla Anderson yea. Motion passed with one abstain.

- b. Giving Attendance a "price" for each student that had 100% attendance for the month (discussion/possible vote) *Dr. Kim Hite-Pope said that in trying to increase attendance the Admin team thought we should try a different approach. We spend so much time on parents and students about their needing to attend. We thought to turn it around. We want to reward the student that come to school all the time and have 100% attendance per month at each school building. We would put the names of the students in a tracking mechanism. So at the end of each month the top students would get a prize. For example Elementary would be a \$5 gift card for ice cream at McDonald's, Middle School get a \$5 gift card for Game Stop, and High School would get \$5 gift card for Starbucks. And at the end of the year say in April we would put each building all the students that 100% attendance and there would be one big prize. Again for example, Elementary would get a skateboard, Middle School would be a headset or Ear buds, nice ones. High School maybe would get a Bicycle. Monica Arguello said Somewhere, I read. I do not know. In in our whole packet we are going to target businesses for donations. This might be a question for Gloria. But how would we purchase those gift cards without it being a finding? Do we have a special like fund that we can use. and we can buy gift cards. Dr. Kim Hite-Pope: We have the. Go ahead, Gloria, you answer. Gloria Lopez So thank you for that question. That is exactly because, as you know, I hope to ensure that we have procurement, like guidelines, that we need. In our finance committee we talked about using the Sweep account we have. And that the account has less restrictions than the funding we get from the PED. Also the Title IV funds can be utilized to promote attendance in any school district. Katy Winthrop has been doing a wonderful job researching what kind of donations we might utilize and what is trending, that students may want. Dr. Kim Hite-Pope said that Katy Winthrop will also be keeping track of the whole process so that it is not on the teachers and principals. Si Trujillo asked Gloria Lopez if PCA has the ability to issue a tax certificate for donations that business may give to PCA. Gloria Lopez said yes we can issue credits for their income tax for donations.*

Motion to approve 100% attendance incentive by Si Trujillo, 2nd by Monica Arguello. Motion passed unanimously.

- c. Review and approve Gifted LEA (Local Education Agency) Plan (discussion/possible vote) *Daelena Potter stated that this plan has been put together by Jennifer Rose, Susan Boyles, Gretchen Potter Mia Trujillo, and Denise Yearly as of who are here tonight to answer any questions. The due date for this document is in March of 2025. Monica Arguello asked about why whole grade skipping can be implemented. Daelena Potter said that many Principals in schools put obstacles in place to keep gifted student from accelerating either in a subject or a grade. We want Pecos Cyber Academy to be a school where these obstacles are not there. We want to be a part of process of promoting students in either a subject or a whole grade. For High School students, we would instead of promoting a grade, we would promote Dual Credit courses, after they have completed required credits. So we may help promote students to earn an associate degree as well. We want PCA to be a school that can be advertised as supporting Gifted students and that they are valued. Motion to approve the Gifted LEA Plan by Monica Arguello, 2nd by Si Trujillo. Motion passed unanimously.*

VII. Information Items

- a. Gail Humphrey about the Career and Technical Education Conference (CTE) *Gail Humphrey shared that conference held once a year and that there were over 6000 participants. Gail said she went to 9 total sessions and did a lot of networking with other people from across the US. Many vendors were there promoting all kinds of programs. There was a 3D program that was great, but it was \$6000 per laptop. I also got a lot of information about policies concerning A. I. that I have shared with Dr. Kim Hite-Pope. There was a lot of information and technology. It was exciting.*
- b. Charter School Division Annual Report 2023-2024
- c. Charter School Division Corrections #2
Dr. Kim Hite-Pope asked if there were any more questions about items b or c? She asked that if there are any about the corrections or the report to reach out to her.

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.

Kyla Anderson stated that no Executive Session was needed at this time.

IX. Statement of Closure

X. Adjournment at 6:47 p.m.

Confirmation of Next Meeting January 21,2025 at 5:30 p.m.