



**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:

April 16, 2024 at 6:00 p.m.

<https://zoom.us/j/95573224303?pwd=VINualZmQmhaUjhTMHN0TXBBUIJyZz09>

Meeting ID: 973 9380 4198

Passcode: 547228

One tap mobile

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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 brief 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 6:02 p.m.

Roll Call –Members in Attendance: *Kyla Anderson, Byron Taylor, Si Trujillo, Denise Smythe and Monica Arguello*

Others in Attendance: *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), Allyce Vasquez (Marketing), June Boles (High School Principal), Daelena Potter, (Special Education Director), Kelli Loudermilk (Middle School Principal), Kelley Fontanilla, (Elementary Principal), Robbi Coker (Special Education Coordinator), Gretchen Potter (Mental Health), Greg Aguilar (Equity Council), Angela Cano (Middle School Dean of Students), Sarina Paul (Teacher), Justin Malano (Bi-Lingual Coordinator), Diane Kemp (Teacher), Mia Trujillo (Teacher) Maggie Baber (Teacher), Jenney Crow, Christine Bowden, and Amy Begay (Attendance/Registrar).*

III. Routine Business – K. Anderson

- a. Approval of Agenda *Motion to approve the Agenda by Denise Smythe, 2nd by Byron Taylor. Motion Approved unanimously.*

IV. Oral Reports---Academic Framework

- a. School Leader's Report-Dr. Hite-Pope-*current enrollment today 1882 students. We are getting close to our cap of 2000 students. We do have 60 students who got in the lottery for next school year.*
- b. High School Principal Report June Boles- *High School currently has 864 students. We are projected to have 1009 next school year. We are currently working to employ Career, and Technology Education (CTE) teachers for next year for each Pathway. We are also looking to hire more English Language Teachers, so we have 2 for each grade, and at least one more math teacher. We now have a CTE Coordinator who will help pull of these pieces together next year, and line up Guest Speakers and Schools and Colleges. We had our middle school and high school students competed in the TSA (Technology Student Association), in Las Cruces. The middle school students did well.*
- c. Middle School Principal Report Kelli Loudermilk- *we currently have 543 students. 17 we got in the last month. Greg Aguilar our Counselor has been working on completing the Next Step Plans for the 8th grade and helping on boarding new students. As many of our staff are helping with State Testing.*
- d. Elementary Principal Report Kelley Fontanilla- *We are up to 460 students. We wrapped up Read Across New Mexico and our goal was 2000 books, the students blew it away with 3993 books. As promised I kissed a chicken named Consuelo. We are working on our end of year in school testing and fluency. The New Mexico Public Education Department (NMPED) offered to all Elementary Air Tutoring that matches a student's skills with a specific tutor. This will run from April 22 to May 18 end of school. The sessions will be 90 minutes for ELA and Math. And our Summer reading program will run 9 weeks from second week in June to mid-July.*

- e. Special Education Director Report Daelena Potter *While I do not necessarily keep close on the number of students we have; Special Education is growing. At our 80-day count we had 266 students today we have 409. In our gifted program we went from 30 students to 40 students. Following the law, we are testing those students when asked by the parent/guardian. We completed our screening of the 2nd grade and found 9 students who qualified for more testing for gifted. Of the 9 letters sent out we received 4 asking for the testing for gifted. As we have grown our need for Gretchen Potter and mental health support has also grown. Next year we will be getting another Social Worker on staff as well, as an Occupational Therapist and Speech Pathologist. We find having these positions as in staff help with parents and students be more comfortable. And that we can complete testing in house as well with these positions.*

Dr. Kim Hite-Pope and I met with Dr. Cage. Who was wanting voices from different regions in the state for a Talking Group about challenges in Special Education. Out of all the many applicants I am excited I got picked to represent the Virtual setting. And Dr. Kim Hite-Pope got selected to represent the Superintendents. Now please welcome Robbi Coker who will give an update on our Request for Proposal (RFP) on ancillary services.

Robbi Coker our team met in Santa Fe earlier this month and we had a successful work session. We received 6 proposals, and we thoroughly reviewed each one. I cannot reveal anything yet as we still have to finish. But I will give another update in the near future.

Si Trujillo had a question about how much of a percentage has the Special Education students grown? Daelena Potter stated 22%, without counting the Gifted students 20%.

Monica Arguello asked if our Special Education staff are finding new students coming into the school who are out of compliance on their IEPs (Individual Education Plan)? Daelena Potter oh yes, we get more than a few. But our team is incredibly good. Our teacher Mia Trujillo is really on top of these students and makes sure we get everything in compliance as soon as possible. And when needed make sure we get testing done as soon as possible to make sure the students qualify for all their supports they may need. I can assure you we no out of compliance students. I just want to make sure you understand this 100% of our teachers doing this. They are the best.

- f. Academic Counselor Report June Boles- *we have 157 seniors, 40-50 of which are in their 5th and 6th years. We have a few 11th grade students who will graduate early for a total of 108 for graduation. The ceremony is May 18 at the Berna Facio building in Albuquerque at 10 a.m. Keynote speaker will be Secretary of Education Dr. Romero.*
- g. Mental Health Therapist Report Gretchen Potter *right now there is a lot of stress on the students as we get to the end of the year, and it is causing anxiety. Our student involvement team met both of their goals and was awarded money, which we will use to pay for the flowers for Graduation. The students are now working on Bonus points that they can earn. I have also been helping with the State testing in the Farmington area and hope to conclude this Friday.*
- h. Marketing Allyce Vasquez *we are engaging our Culturally and Linguistically Responsiveness (CLR) on our website and social media platforms. This month is focusing on autism. We are talking with station KRQE about getting on segments of New Mexico Living segment and promoting our Bi-Lingual Program. And Dr. Kim Hite-Pope and I are talking with Gloria about costs and other staff about ideas or supports.*
- i. Equity Council Greg Aguilar *exciting things going on with the Equity Council we have our 2-year review next month and I will be updating you at that May meeting about our progress. We will have our student equity representatives here to give a presentation and will have members of the Public Education Department attending as well to see the students' presentation. We received a grant for \$50,000 dollars this month and we are meeting with some representatives we are familiar with about purchasing their Social Emotional Learning (SEL) curriculum.*

- j. Assessments-Kelli Loudermilk-*right now we are at 91% complete in our overall testing. The SAT testing is at 92% ASR is at 90% and NMSA is at 90%. We are getting new students who have not had testing at the district they moved from, and we are scheduling them to test as soon as we can. SAT closes on April 26 and the rest of the testing window closes on May 13.*
 - k. Bi-Lingual Justin Malano *the bi-lingual program is growing we now have 169 students. We did have 20 that exited the program, but we are still monitoring them. The Bi-Lingual conference was held in Albuquerque last week. There is a lot of innovative programs out there that help with tracking student's progress. We are looking at obtaining that to help. We are looking to put together a focus group of parents and students for input in our program as well. And we have put in an application for the SY24/25 for more funding for our program.*
- I. Financial Report---Financial Framework
- i. Bank Reconciliation-March *we have no variances.*
 - ii. Consolidated Board Report- March *we are on track and looking to get our funding spent so we may be reimbursed for the funding again for SY24/25*
Si` Trujillo asked about the Interest the school could be getting on the checking account where are we in the process? Gloria Lopez stated she did talk with Wells Fargo. And it is possible, but the interest needs to be recorded with a BAR each month and how that would be used needs to be researched further. Gloria Lopez stated it might be ready to go in July and that she needs to get with Wells Fargo about the paperwork.
 - iii. Recommendation of Financial Items for Board Approval from the Finance Committee
 - BAR 584-000-2324-0013-I this is an Increase in Cash flow.
 - BAR 584-000-2324-0014-I this is Operational for Medicaid
 - BAR 584-000-2324-0015-I this the 40-day increase of distribution from the state
 - BAR 584-000-2324-0016-I this is a transfer of funds from one function to another.

Pearson Quote needs to be approved so it may be paid upon review of Treasurer Denise Smythe

Motion to approve BARS 13, 14, 15, and 16 by Denise Smythe, 2nd by Byron Taylor. Motion passed unanimously.

Motion to approve quote so it maybe reviewed and payment approval by Denise Smythe by Byron Taylor, 2nd by Si` Trujillo. Motion passed unanimously.
 - iv. SY2425 Budget due May 8, 2024, meeting date need to approve the budget (action/vote)
Dr. Kim Hite-Pope explains that a Special meeting needs to take place for the Board to approve the SY24/25 Budget that needs to be submitted to the NMPED. Is May 7 at 6 p.m. good for the Board? Kyla Anderson says she is ok for that date, so does Monica Arguello.
Motion to meet to approve SY24/25 Budget by Si Trujillo, 2nd by Byron Taylor. 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 March 19, 2024 (action/vote) *Motion to approve the minutes as stated by Si Trujillo, 2nd by Monica Arguello. Motion passed unanimously.*

VI. Action Items

- a. Request to increase the cap by adding 500 students to our enrollment (discussion/action) *Dr. Kim Hite-Pope restates that we are 1882 students as of today. A wait list is highly likely for next school year. And I hate to have that happen. Byron Taylor stated that a wait list is hard on families waiting. Monica Arguello agrees. Motion to approve the increase in the cap by 500 students by Byron Taylor, 2nd by Monica Arguello. Motion passed unanimously.*
- b. Create and addendum to increase the cap (discussion/vote) *Motion to approve the addendum to increase the cap by Byron Taylor 2nd by Denise Smythe. Motion approved unanimously.*
- c. Face to Face training for the Governing Council for SY2425 dates possibly September 7 or 21, 2024 (discussion/vote) *Motion to approve face to face training on September 7 by Byron Taylor 2nd by Si Trujillo. Motion passed unanimously.*
- d. SY2425 School Calendar (discussion/vote) Si Trujillo pointed out the Board meeting scheduled March 18 during Spring Break and proposed it be moved to March 11. *Motion to approve SY24/25 Calendar with proposal to move the March Board meeting to March 11 by Denise Smythe 2nd by Byron Taylor. Motion passed unanimously.*

VII. Information Items

- a. Update on the Digitizing the paper records. All of the records have been picked up on Monday April 8. And now are being processed. We hope to have all records available in a little over a month. *Dr. Kim Hite-Pope stated that the process should be completed soon, and the new processes will need to be put in place and training of our administrative staff on how to access the documents will need to be done.*
- b. Changing Request for Transcripts to read email Official Transcript to pca_registrar@pecosca.us This is to have of much of our student records available digitally and minimize paper need.

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.

Move to Executive session 7:38 p.m.

Return from Executive Session 8:13 p.m.

Statement by Kyla Anderson that no items discussed that not on the agenda. Roll Call vote

Byron Taylor -yes Monica Arguello-yes Kyla Anderson-yes

Denise Smythe- yes Si Trujillo -yes

VIII. Statement of Closure

X. Adjournment at 8:14p.m.

Confirmation of Next Meeting Date May 7 for Special meeting—at 6:00 p.m.