



New Mexico Public Education Commission (PEC)

Governing Body Member Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in a member of the school's Governing Body.

Submission Deadline: Changes to the Governing Body membership do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this membership change. The documentation will be added to the board of finance documentation on file with CSD.

The school must provide:

- Fully completed form
- Approved board minutes or certification of the board's vote accepting the new member
- Resignation Letter or board meeting minutes removing the previous member
- Statement of Governing Body Member to Consult with PED
- Affidavit of Governing Body Member
- Assurances of Governing Body Member

Contact charter.schools@state.nm.us with questions about completing or submitting documents.

Governing Body Member Change Notification Form

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Pecos Cyber Academy, hereafter "the school," effective on 7/18/2023.

Current Governing Body Members and Positions: Kyla Anderson, President; Denise Smythe, Secretary/Treasurer; Brandy Tilliam, Member; Byron Taylor, Member

New Governing Body Member(s) and Position(s): Click or tap here to enter text.

Contact information for New Governing Body Member(s) (phone, email): Click or tap here to enter text.

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 4

Effective Date: 6/3/2022

The school's notification is hereby submitted by:

Signature of School Representative: Dr. Kim Hite-Pope, EdD **Date:** 7/24/2023

Signature of Governing Board Chair: Kyla Anderson **Date:** 7/24/2023

For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

The school's notification was: Accepted Rejected (provide reason)

Electronic signature of CSD Director: _____ **Date:** _____



Gloria Lopez <glopez@pecosca.us>

Fwd: Resignation

Jennifer Sears <jennifer.sears@aps.edu>
To: Gloria Lopez <glopez@pecosca.us>

Fri, Jun 3, 2022 at 2:42 PM

Dr. Hite Pope asked that I forward this onto you as well.

Begin forwarded message:

From: Jennifer Sears <jennifer.sears@aps.edu>
Date: June 3, 2022 at 11:14:18 AM MST
To: Kyla Anderson <wktwanderson@gmail.com>
Subject: Resignation

To whom it may concern:
I would like to respectfully resign my position on the Pecos Cyber Academy Governing Council. Please contact me if you need any further information.
Thank you,
Jennifer Sears



Gloria Lopez <glopez@pecosca.us>

Resignation from the board

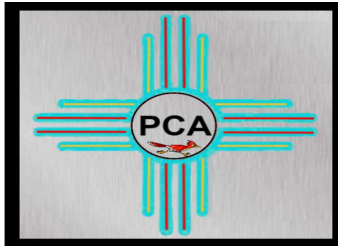
CANDI BORRECCO <candi_borrecco1@msn.com>
To: "glopez@pecosca.us" <glopez@pecosca.us>

Fri, Jun 3, 2022 at 7:56 AM

Gloria,
I have put in my resignation from the board affective immediately.

Thank you,
Candi

Sent from my Verizon, Samsung Galaxy smartphone



**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:

Date and Time:

Tuesday, July 19, 2022, at 5:00 p.m.

<https://zoom.us/j/94427491635?pwd=NXo0MWw0R253ODN2dnFRY3Z0Zk8xdz09>

Meeting ID: 944 2749 1635

Passcode: 260728

One tap mobile

+13462487799,,94427491635#,,,,*260728# US (Houston)

+16694449171,,94427491635#,,,,*260728# US

**Held via teleconference due to State Precautions regarding Public Health and Safety
During COVID-19 Pandemic:**

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 575-236-4005.

AGENDA

I. Public Comment – K. Anderson

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

II. Call to Order and Roll Call – K. Anderson

III. Routine Business – K. Anderson

- a. Approval of Agenda

IV. Oral Reports

- a. School Leader's Report-K. Hite-Pope
- b. High School Principal Report
- c. Middle School Principal Report
- d. Elementary Principal Report

- e. Financial Report – G. Lopez
 - i. Bank Reconciliation June 2022 (attached)
 - ii. Consolidated Board Report
 - iii. Recommendation of Financial Items for Board Approval from the Finance Committee
 - a. Acceptance of the SY 22-23 Budget
 - b. Pearson Invoice 18379488 (May)

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. Approval of Minutes from Meeting on June 7, 2022 (attached)
- b. Approval of Minutes from Meeting on June 21, 2022 (attached)

VI. Action Items

- a. Pecos Cyber Academy Travel and Per Diem Rates (discussion/vote)
- b. SY 22/23 Student Handbook (discussion/vote)
- c. SY 22/23 Employee Handbook (discussion/vote)
- d. Approve Sharon Hart as a new Board Member (discussion/vote)

VII. Information Items

- a. Equity Council Update
- b. Resignation of Board Member Jennifer Sears
- c. Resignation of Board Member Vivian Cullen

VIII. Statement of Closure

IX. Adjournment and Confirmation of Next Meeting Date – Tuesday, August 23, 2022, at 5:00 p.m.



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Governing Body Member Change Notification Form

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The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Pecos Cyber Academy, hereafter "the school," effective on July 1, 2022.

Current Governing Body Members and Positions: Kyla Anderson—Pres, Byron Taylor –VP, Denise Smythe--Treasure/Secretary, Brandy Tillian--Member

New Governing Body Member(s) and Position(s): Monica Arguello—members, Si Trujillo--Member

Contact information for New Governing Body Member(s) (phone, email): Arguello---26 Haciendas del Valle, Peralta, NM 87042, 505-264-0407, mo675@aol.com. Si Trujillo---1212 Calle Del Sol, Raton, NM 87740, si.trujillo@live.com

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: numbers 5 and 6 Governing Board member changes.

Effective Date: 8/1/2023

The school's notification is hereby submitted by:

Signature of School Representative: Dr. Kim Hite-Pope, EdD **Date:** 8/1/2023

Signature of Governing Board Chair: Kyla Anderson **Date:** 8/1/2023

For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

The school's notification was: Accepted Rejected (provide reason)

Electronic signature of CSD Director: _____ **Date:** _____

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
COUNTY OF Valencia)

I, Monica C Arguello, after being duly sworn, state:

1. My name is Monica C Arguello and I reside in Peralta, New Mexico.
2. I am a member of the governing body of the [insert name of school] in Edgewood, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Monica C Arguello
[Signature]

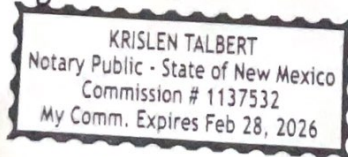
August 2, 2023
Date

Monica C Arguello
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 3 day of August, 2023

[Notary Seal:]



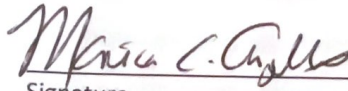
Krislen Talbert
NOTARY PUBLIC

My commission expires: Feb 28, 2024.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Monica C Arguello

Printed Name


Signature

August 2, 2023

Date

ASSURANCES

My name is Monica C Arguello and I reside in Peralta, NM. I am a member of the governing body for Pecos Cyber Academy a charter school which is located at 1841 Route 66 Suit B Edgewood, NM, I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the ^{Pecos Cyber Academy} [insert name of school], located in Edgewood, _____, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

Pecos Cyber Academy

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 2nd DAY OF August, ~~2011~~ 2023

1. Monica C Arguello
[signature]

Monica C Arguello
[print]

2. _____
[signature]

[print]

3. _____
[signature]

[print]

4. _____
[signature]

[print]

ASSURANCES

My name is Si Trujillo and I reside in Raton, New Mexico. I am a member of the governing body for Pecos Cyber Academy a charter school which is located at 1841 Route 66 Suite B, I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
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7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
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9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
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17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Si Trujillo

Printed Name

Si Trujillo
Signature

08/02/2023

Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Pecos Cyber Academy, located in Edgewood, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE PECOS CYBER ACADEMY GIVE THE FOREGOING STATEMENT THIS 2 DAY OF August, 2023.

1. Si Trujillo
[signature]
Si Trujillo

[print]
2. _____
[signature]

[print]
3. _____
[signature]

[print]
4. _____
[signature]

[print]
5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.