



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 or members of the school's Governing Body. The school may report multiple member resignations/removals and designations on the same form.

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. Vacancies must be filled within 45 days; one 30-day extension may be requested.

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@ped.nm.gov 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 7/11/2024.

Current Governing Body Members and Positions: President: Kyla Anderson, VP Byron Taylor, Members --- Brandy Tillian, Monica Arguello, Si Trujillo

Governing Body Member(s) Resigning or Removed: Denise Smythe --resigning

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.

Is the school requesting an extension to fill a vacancy: yes no

If so, provide date of vacancy: 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: one

Effective Date: 7/1/2024

The school's notification is hereby submitted by:

Signature of School Representative: *Dr. Kim Hite-Pope* **Date:** 7/11/2024

Signature of Governing Board Chair: *Kyla Anderson* **Date:** 7/11/2024

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:** _____

5/22/24

Dr. Kim Hite-Pope,

I would like to thank you for the opportunity to serve on the governing council for PCA. It has been a pleasure and I have learned so much about the virtual world of education. With my short retirement, my new house in San Antonio, and the great news that I will be a grandma in July (I know I haven't told you about that one) I do not believe that I will be available like I should to serve as a governing council member in the future. The great school you have fostered and continue to build every day deserves someone who can commit more time than I can as a council member. The Governing council is in great shape and I believe in all of the members and their ability to serve the school.

I will finish out the month of June in order to finish the school year. Starting July 1st, I will no longer be a member. I again appreciate this chance to help grow such a great school where all students can attend and be successful. Keep up the outstanding leadership and guidance moving forward. I do appreciate you always keeping me in the loop about legislation, PED insights, etc.

Thank you,

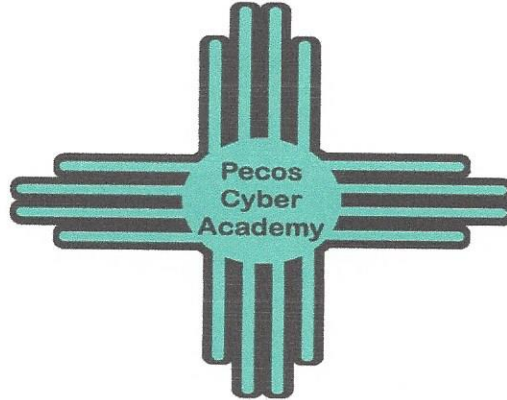
Denise Smythe

Denise Smythe

Governing Council

Kyla Anderson,
President

Byron Taylor,
Vice President



Executive Director

Dr. Kim Hite-Pope

Brandy Tillian,
Member

Monica Arguello,
Member

Si Trujillo
Member

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)

SPECIAL 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:

July 9, 2024 at 6:00 p.m.

<https://zoom.us/j/95206517260?pwd=UNMgaJCCJzZLaRINMOUjSWb7d6kVOI.1>

Meeting ID: 989 0354 1950 Passcode: 639279

+13462487799,,95206517260#,,,,*328064# US (Houston) +16694449171,,95206517260#,,,,*328064# US
One tap mobile
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.

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.

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 6:03 p.m.

Roll Call – Byron Taylor

Members in Attendance: Byron Taylor, Si Trujillo, and Brandi Tillian. Absent Kyla Anderson and Monica Arguello.

Others in Attendance: Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), June Boles (High School Principal), Justin Malano (English Language Coordinator), Heather Malano (Teacher), Angela Cano (Dean of Students Middle School), Justin Calder, Greg Aguilar (Middle School Counselor), and Amy Begay (Registrar/Attendance).

III. Routine Business

- a. Approval of Agenda *Motion to approve the Agenda by Si Trujillo; 2nd by Brandi Tillian. Motion Passed unanimously.*

IV. 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. none

V. Action Items

- a. Interest Bearing Account (discussion/vote) *Gloria Lopez and Si Trujillo met with Wells Fargo Bank. Wells Fargo can put funds into a kind of Money Market account so the school funds can get interest each month. This interest would then be considered income for the school and when this is done a Budget Adjustment Request would be submitted to the New Mexico Public Education Department (NMPED). Byron Taylor asked if doing this would affect the funding in anyway for the school received from the NMPED. Gloria Lopez stated that it would not. Funding is based on student enrollment. Motion to approve the Interest-Bearing Account by Si Trujillo; 2nd by Brandi Tillian. Roll call vote. Si Trujillo- yes Brandi Tillian-yes Byron Taylor- yes. Motion approved unanimously.*
- b. P-Card (discussion/vote) *Gloria Lopez researched the Purchasing Card. Gloria Lopez and Si Trujillo met with Wells Fargo about the card. There is a minimum that must be spent or utilized each month of \$60,000. There are no penalties if not spent but a review next year may show Pecos Cyber Academy does not need a P-Card. Wells Fargo was to reach out to our school vendors to see if payments can be made monthly to each with the P-card. Motion to approve the P-Card by Si Trujillo, 2nd by Brandi Tillian. Roll Call Vote Si Trujillo- yes Brandi Tillian- yes Byron Taylor- yes. Motion passed unanimously.*
- c. New Signer for bank account *Dr. Kim Hite-Pope stated that with the resignation of Denise Smythe, Pecos Cyber Academy Board needs to have some one sign checks when needed. Since Denise was the Treasurer. Byron Taylor stated that if the person volunteers to do this then essentially they would have to take on the position of the Treasurer regardless. Since*

two members of the board are not present, it will be tabled. Motion to table Signer of Bank account until next meeting on July 16 by Si Trujillo, 2nd Brandi Tillian. Motion passed unanimously.

VI. Information Items

- a. Denise Smythe resignation July 1, 2024
Resignation Letter was presented to the board.

VII. Statement of Closure- *none*

VIII. Adjournment 6:34 p.m.

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