



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 7/1/2022.

Current Governing Body Members and Positions: Kyla Anderson, President; Byron Taylor, Vice President; Monica Arguello, Treasurer/Secretary; Si Trujillo, Member; Brandy Tillian, Member

Governing Body Member(s) Resigning or Removed: Brandy Tillian, Member

New Governing Body Member(s) and Position(s): Justin Calder, Member

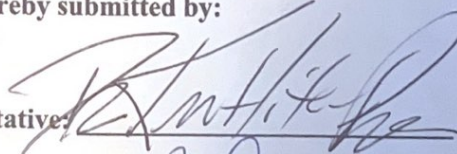
Contact information for New Governing Body Member(s) (phone, email): (505) 608-1527; justinjalder@gmail.com

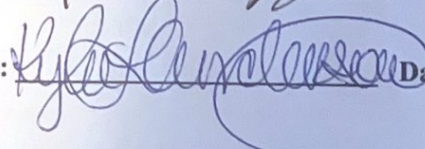
Is the school requesting an extension to fill a vacancy: yes no
If so, provide date of vacancy: Click or tap here to enter text.

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: Three total: two GC notifications and one enrollment cap increase

Effective Date: 9/7/2024

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 09/07/24

Signature of Governing Board Chair:  **Date:** 09/07/24

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:** _____

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Pecos Cyber Academy located in Edgewood, NM, 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 [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 7 DAY OF September 2023.

1. [Signature]
[signature]
JUSTIN CALDER
[print]

2. [Signature]
[signature]
Si Trujillo
[print]

3. [Signature]
[signature]
Byron R. Taylor
[print]

4. [Signature]
[signature]
Kyla Anderson
[print]

5. [Signature]
[signature]
Monica C. Arguello
[print]

Attach additional pages if membership exceeds five.

ASSURANCES

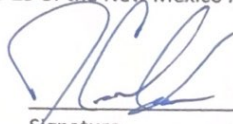
My name is Justin Calder and I reside in Carlsbad, NM ~~Rio Rancho, NM~~. I am a member of the governing body for Pecos Cyber Academy a charter school which is located at Edgewood, NM, I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal 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.

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.

Jusitn Calder

Printed Name



Signature

09/07/2024

Date

Resign

Inbox

Search for all messages with label Inbox

Remove label Inbox from this conversation

B

Brandy Tillian

5:17 PM (14
minutes ago)

to me, Kyla, Amy

With a heavy heart I'm resigning from being a board member at PCA. I know I'm leaving this position in good hands with the 5 remaining members.

Thank you the time I have spent on the board it was enjoyable, Brandy
9/4/2024

Governing Council

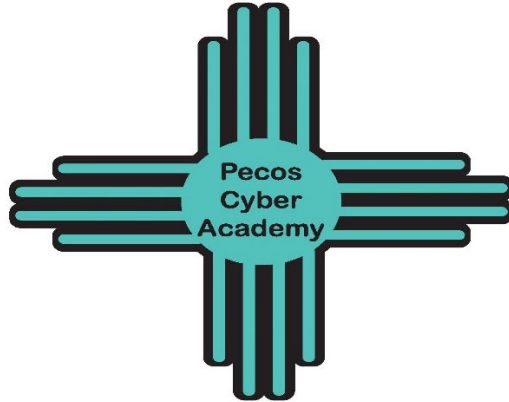
Kyla Anderson,
President

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:

September 17, 2024 at 6:00 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 – *none*

II. Call to Order at 6:00 p.m.

Roll Call Members in Attendance: *Byron Taylor, Si Trujillo, Monica Arguello, Justin Calder, and Kyla Anderson.*

Others in Attendance: Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), June Boles (High School Principal), Angela Cano (Dean of Students Middle School), Chelsey Coleman (Dean of Students Elementary), Gretchen Potter (Mental Health Therapist), Greg Aguilar (Equity Council), Justin Malano (Bi-Lingual Coordinator), Daelena Potter (Special Education Director), Allyce Vasquez (Human Resources), Edith Hills (Dean of Students High School), Gail Humphrey (CTE Coordinator), Robbi Coker (Assessment Coordinator), Sarina Paul (Teacher), Sam Gonzalez (Director of Compliance and Board Training) and Amy Begay (Registrar/Attendance).

III. Routine Business – K. Anderson

a. Approval of Agenda

Motion to approve the Agenda by Byron Taylor; 2nd by Monica Arguello. The 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. Academic Counselor Report-June Boles
- g. Mental Health Therapist Report- Gretchen Potter
- h. Marketing- Katy Winthrop
- i. Equity Council-Greg Aguilar
- j. Assessments-Robbi Coker
- k. Bi-Lingual-Justin Malano

Questions by Board members regarding reports. Byron Taylor asked what is the status of the equipment being sent out to the Middle School students.? Dr. Kim Hite-Pope stated that all the staff have their computers. Angela Cano stated that many of the student have their computers and equipment. The rest is in transit. Orientation for how to log-in and how to access courses is being conducted. Dr. Kim Hite-Pope shared that the High School and Elementary teachers have been helping train the Middle School teachers on using Pearson and Canvas training. Monica stated that the Marketing about Why I Love PCA sounded like a great promotion. Si Trujillo asked how do we generate hits in the search engine to get Pecos Cyber Academy to come up first in the search? Dr. Kim Hite-Pope stated that Katy Winthrop (Marketing) was unable to attend the meeting, but an answer will be provided.

I. Financial Report--- Financial Framework

- i. Bank Reconciliation-August
- ii. Consolidated Board Report- August
- iii. Recommendation of Financial Items for Board Approval from the Finance Committee
 - a. BAR 584-000-2425-0005-I Operational (discussion/vote)

Motion to approve the Bank Reconciliation, Board Report and BAR 584-000-2425-0005-I by Monica Arguello, 2nd by Byron Taylor. The 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 August 20, 2024 meeting (discussion/vote)
- b. Minutes of the Special meeting September 7, 2024 (action/vote)

Motion to approve the minutes of August 20 and Special meeting September 7, 2024 by Si Trujillo 2nd by Byron Taylor. The motion passed unanimously.

VI. Action Items

- a. Move Human Resource files from Las Cruces to office in Edgewood to be Digitized (discussion/action) *Dr. Kim Hite-Pope stated that the Human Resources files need to be moved from Las Cruces to the office in Edgewood, so that the files can be picked up to be digitized. So*

that they are available easily and for future storage. A review of the employees I-9 form need to be conducted as well. Dr. Kim Hite-Pope and Kyla Anderson would retrieve the boxes. Si Trujillo asked why not just use a shipping vendor? Dr. Kim Hite-Pope stated the cost is too much.

Motion to approve moving the Human Resources documents to the office in Edgewood by Byron Taylor; 2nd by Monica Arguello. The motion passed unanimously.

- b. Sick Leave Bank to be added to the Employee Handbook (discussion/action) *Allyce Vasquez stated that some of the policy needs to be changed. Since we have a large staff only 1 sick day would be requested to be donated. Rather than a cap of days we would ask for a minimum of 50 days for total in the Bank. If the bank gets below 50 days then more would be requested of the staff. The section stating the open enrollment for the Sick Leave bank would be changed to October 1-10, since September has already passed.*
Byron Taylor asked what is the total staff? Gloria Lopez stated 143 currently. Dr. Kim Hite-Pope shared that there would be a Sick Leave Bank Committee to oversee the sick days. Byron Taylor asked if this committee would meet with face to face with the person requesting the days or would it be by paper? He said he did that before, and it was not a pleasant experience. Monica Arguello shared she was at a school district that never met face to face with the requesting staff members. Dr. Kim Hite-Pope stated that it would be by written request. And that the committee will be volunteers of staff members and there would be no administrators on the committee. Byron Taylor stated that there should be a cap so staff will not use in the bank continuously. Gloria Lopez stated that there are other resources out there to help with any extended leave needed by staff. Dr. Kim Hite-Pope that maybe the cap should be per employee? And that once staff are back to work full time that they contribute to the sick leave bank as a way to pay back to other staff.

Motion to approve the Sick leave bank with the stated changes by Byron Taylor; 2nd by Monica Arguello. The motion passed unanimously.

- c. Updated Grievance for Parents and Community members Policy (discussion/action) *Dr. Kim Hite-Pope shared that this document needed to be updated so the NM State Charter School Division would accept it as part of the documentation that PCA needs to submit. Si Trujillo state that it looks like some grammatic errors need to be fixed.*

Motion to approve the Grievance Policy for Parents and Community members by Monica Arguello, 2nd by Byron Taylor. The motion passed unanimously.

- d. Updated Open Meetings Act Resolution (discussion/action) *Dr. Kim Hite-Pope shared that this document also needed to be revised with more detail to meet the NM State Charter School Division requirements to be submitted. The one approved in July 2024 was not sufficient. Once signed it will be posted to our website.*

Motion to approve the Open Meetings Act Resolution by Si Trujillo, 2nd by Justin Calder. The motion passed unanimously.

VII. Information Items

- a. GC Retreat, Book at Hotel Encanto in Las Cruces, Arrive on November 1, 2024 and Depart on November 3, 2024 *Dr. Kim Hite-Pope stated that the travel forms would be sent to all Board members. That there would be more Board Training at this retreat.*

VIII. Statement of Closure

VIII. Adjournment: *6:48 p.m.*

Confirmation of Next Meeting October 15, 2024 –at 6:00 p.m.

Governing Council

Kyla Anderson,
President

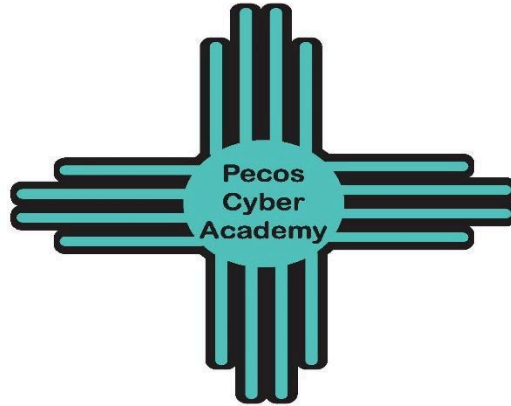
Byron Taylor,
Vice President

Monica Arguello
Secretary/Treasurer

Brandy Tillian,
Member

Monica Arguello,
Member

Si Trujillo
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:

August 20, 2024 at 6:00 p.m.

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

Meeting ID: 989 0354 1950 Passcode: 639279

One tap mobile

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(Tacoma)US Held via teleconference.

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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-6:02 p.m.

Roll Call Board Members in attendance *Kyla Anderson (President), Byron Taylor (Vice President), Monica Arguello (Treasurer & Secretary), Brandy Tillian (member), and Si Trujillo (member).*

Others in Attendance *Dr. Kim Hite-Pope (Executive Director), Gloria Lopez (Finance Manager), Daelena Potter (Special Education Director), June Boles (HS Principal), Edith Hills (Dean of Students HS), Kelli Loudermilk (MS Principal), Angela Cano (Dean of Students MS), Kelley Fontanilla (Elementary*

Principal), Chelsea Coleman (Dean of Students Elementary), Greg Aguilar (MS Counselor-Equity Council), Justin Malano (English Learners Coordinator), Robbi Coker (Assessment Coordinator), Gretchen Potter (Mental Health), Kath Winthrop (Marketing), Allyce Vasquez (Human Resources), Mia Trujillo (Teacher), Dan Hill (Attorney), Sam Gonzalez (Director of Compliance and Board Training), Kelci Pike (K12), Will Simpson (K12), Jackie Paulk (K12), Justin Calder, Navi, and Amy Begay (Registrar-Attendance),

III. Routine Business – K. Anderson

- a. Approval of Agenda
Motion to Approve the Agenda by Byron Taylor; 2nd by Monica Arguello. Motion was approved unanimously.

IV. Written Reports---Academic Framework--sent via Board Packet

- a. Oral Report Dr. Kim Hite-Pope Executive Director *We are trying out a new way of getting our reports out to you with these written reports in an effort to move the meeting on efficiently.*
- b. Board Questions for Written Reports *Dr. Kim Hite-Pope asked the members if they like this new formation or would rather have the verbal reports. Monica Arguello likes the written and Si Trujillo likes the oral reports.*
No other questions.
- c. GC Training Brief Meeting Guidance—Sam Gonzales and Dan Hill
Dan Hill we want to keep this as brief as possible. Best Training Practices for the Board would be to follow the Open Meetings Act and the Charter School Code.
So an example would be to have a roll call vote for each action, so it makes it easier not to miss it when it is really needed. Many Boards put into their by-laws the Roberts Rules of Order, which a 100-pg. document, which is not necessarily a bad thing but not parts are required for School Board purposes. So a couple of things to remember, especially now that Board meetings are recorded and to be posted by law are:
- 1. One person at a time to talk. Be polite and take turns. Or the chairperson calls one person at a time to talk.*
 - 2. When a person states an amendment to an action item, that amendment must be approved by vote Before the final vote for the action item.*
- Remember by law the Draft of the Minutes of a meeting must be drafted within 7 days of the meeting. Best practice would be to post the Draft minutes to the website. Then after those minutes are approved, replace with the approved minutes. This promotes transparency.*
Si Trujillo asked about going into Executive session. Is there a vote to come out of Executive session before going to back to open session? Dan Hill stated that no, there can be no vote during a closed or executive session. The vote would be in the open session, by roll call, stating that only Agenda items were discussed, and no action was taken. And that the statement of closure is to reflect that no action was taken.
- d. **Financial Report--- Financial Framework**
- Bank Reconciliation-July
 - Consolidated Board Report- July
Both items were reviewed and approved by the Finance/Audit Committee.
Si Trujillo had a question about Dragon Fly Enterprises is listed in the Bank Reconciliation? Gloria Lopez replied that is part of the Nube Group, who are digitizing the School files.
 - Recommendation of Financial Items for Board Approval from the Finance Committee
 - BAR 584-000-2425-0001-I
 - BAR 584-000-2425-0002-I
 - BAR 584-000-2425-0003-I
 - BAR 584-000-2425-0004-I*BARS 584-000-2425-0001 to 0004 motion to approve them by Byron Taylor: 2nd by Si Trujillo. Motion was approved 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 July 16, 2024 (discussion/vote)
Motion to approve the minutes of July 16, 2024 by Si Trujillo, 2nd by Byron Taylor. Motion was Approved unanimously.

VI. Action Items

- a. Fuel/Stride Contract SY 24/25 (discussion/action)
 - Stride Rep Q/A

Monica Arguello wanted to know why there was such a delay in getting computers out to the students so they could start on time. Jackie Palik stated that they in attendance to discuss the contract, pricing, and any questions the Board might have about that. That she would gladly discuss that and any other concerns at a later date. Si Trujillo wanted to know why there is such an issue with transferring of licenses to the students. And that there is a lack of communication. Si Trujillo also stated the school will be paying approximately 1.5 million on this platform but not getting the communication and service one would expect spending that much money. Dr. Kim Hite-Pope stated that maybe the Board should table the item and have a Special meeting to address these concerns. Rian Meadows (K12) stated that if the contract was not approved and signed tonight, then all services would be suspended or terminated immediately. As they have already done a number of things without payment for Pecos Cyber Academy. Si Trujillo wanted to hear from Dan Hill our attorney. Dan Hill stated that you should think about the Operational part, if you do not approve the contract what will you do? I reviewed the contract and I believe it could be approved tonight. The substantive questions about the work being done versus the actual contract terms seems to be part of the discussion but not a barrier to approve. The question is what would you do if you do not approve? Dr. Kim Hite-Pope stated it would be a heavy lift to get something in place for the middle school students. Dr. Kim Hite-Pope asked Principal Kelli Loudermilk what she thought. Kelli Loudermilk stated that if the contract were not approved it would take several weeks to get computers shipped out from the office to students, put something in place for courses and get it up and running. Middle School has a very expert and experience staff who could get this in place. And yes it would be huge lift and burden for staff and students. Kyla Anderson stated that approving the Contract that the Board wants to meet with K12 as soon as possible to discuss items mentioned in this meeting and any other items that need to be addressed. Rian Meadow stated that they would set something up, and Byron Taylor requested the meeting not be on a Friday or Saturday so he could attend.

*Motion to approve the K12 contract by Monica Arguello, 2nd by Si Trujillo.
Roll Call vote Byron Taylor yea Brandy Tillian yea Si Trujillo yeah Monica Arguello yea and Kyla Anderson yea*

- b. New Public Education Charter Division (PEC)
<https://webnew.ped.state.nm.us/wp-content/uploads/2024/06/Performance-Framework-Approved-5.17.24.pdf>

Dan Hill explained that there are 3 options

1. *Using Test Date*
2. *Use short cycle assessment*
3. *Choose your adventure, meaning like some charter schools have something specific and use part of their mission statement for this part.*

Why should Pecos Cyber Academy go to this framework? After our session in early July with the Public Education Charter School Division (PEC), one of the members told us about this framework. After reviewing it looks like it would work well with our data. And this framework will be something implemented in the coming years. Monica Arguello asked what is the timeline for adapting this framework? Dan Hill it looks like it would be something to present next year to be implemented in the SY25/26. Byron Taylor stated he had

been at a school that did something similar in years past and it worked out really well for the school at the time.

Motion to approve applying to amend the framework with the PEC for the SY 25/26 by Byron Taylor, 2nd by Si Trujillo. The motion was approved unanimously.

c. Updated Title VIII Policy (discussion/action)

Dr. Kim Hite-Pope stated that an update to the current law and is a compliance issue that must be added to Employee Handbook.

Motion to approve the updated Title VIII policy by Si Trujillo, 2nd by Monica Arguello. The motion was approved unanimously.

d. Student Handbook SY24/25 (discussion/action)

e. Employee Handbook SY 24/25 (discussion/action)

Si Trujillo had a question about the Social Security being taken out of employee's pay. Dr. Kim Hite-Pope stated that currently yes the Social Security tax is being taken out. But we are still working on the Waiver previously submitted to exempt the employees from Social Security.

Motion to approve the Student Handbooks, High School, Middle School, and Elementary School, as well as the Employee Handbook by Byron Taylor, 2nd by Si Trujillo.

Motion passed unanimously.

f. CTE Coordinator travel out of state to VTe Vision Conference December (2024)
(action/discussion)

June Boles stated that herself and the CTE Coordinator were encourage by the State Public Education Coordinator to go to this conference. That this would be highly beneficial to PCA's program. Only the CTE Coordinator would be attending. The conference this year is in San Antonio Texas, and that this expense was already budgeted into the CTE program for this travel. Approximate cost about \$5000 but that is a high estimate.

Motion to approve the travel to the CTE Vision conference by Si Trujillo, 2nd by Byron Taylor.

Motion passed unanimously.

g. Mr. Calder possible new Board Member

Si Trujillo stated he has worked with Mr. Calder. Mr. Calder stated that he has been a teacher in math, and that he has worked with various virtual programs in his career, and he is familiar with this kind of platform. He stated he is excited to work with PCA.

Motion to approve Mr. Calder as new board member by Si Trujillo, 2nd by Byron Taylor. Roll call vote
Byron Taylor yea Brandy Tillian yea Si Trujillo yea Monica Arguello yea Kyla Anderson yea

Welcome aboard Mr. Calder

VII. Information Items

a. Face to Face Board Training September 7, 2024. From 9 am-3 pm

Dr. Kim Hite-Pope reminded members the Training will be at the office in Edgewood, and she would be contacting about lunch meals and any dietary needs.

b. Sick Leave Bank (see Employee Handbook)

Si Trujillo asked about the any liability at payout. Dr. Kim Hite-Pope stated that the sick leave is earned and that this bank would be voluntary for staff to give up one sick day to the bank for someone who may need extra days for sick time. This will be added to the September meeting to vote on an include in the employee handbook.

c. PCA 2023-24 Partial Phase II Annual Report Charter School Division

Dr. Kim Hite-Pope stated that is part of the report and that there are a few mistakes on the document. Such as misspelling of names and dates are incorrect. And that one of the items marked against us was the Certified Purchase Officer (CPO) Gloria Lopez called and asked about it. This was another mistake and that would be something that needs to be looked into. Both Gloria and Dr. Kim Hite-Pope will recertify for the CPO in February of 2025. Si Trujillo stated he noticed the math scores looked low and what is being done to address this? Dr. Kim Hite-Pope stated that more Interventionists were hired. And that there are now Parent Liaisons in each school to help parents and student with more engagement, including the math courses.

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.

None at this time

VIII. Statement of Closure

VIII. Adjournment *at 7:16 p.m.*

Confirmation of Next Meeting Date September 17, 2024 –at 6:00 p.m.

DRAFT