

MINUTES OF THE

GOVERNING BOARD

DIGITAL ARTS & TECHNOLOGY ACADEMY

November 2, 2022

I. CALL TO ORDER

A regular meeting of the DATA Governing Board was called to order on this date at 11:00 a.m.

A. Roll Call: quorum present

Board Members Present:

Ms. Jennifer McDonald, Chair

Ms. Christine Baca-Eisenberg

Ms. Debra Dee [arrived at 11:30 a.m.]

Mr. Omar Durant

Board Members Excused:

Ms. Deborah Martinez

Staff/Faculty Present:

Ms. Lisa Myhre, Director

Ms. Kris Quisenberry, Human Resources Coordinator

Ms. Lynette Quintana, Assistant Business Manager

Others Present:

Mr. Michael Vigil, The Vigil Group

[Because Ms. Baca-Eisenberg was not eligible to vote until her training was completed, the agenda was reprioritized pending arrival of Ms. Dee.]

D. Introduction of New Board Members

Ms. Baca-Eisenberg introduced herself to the board. She has been in the field of education for 35 years, the majority of which was at APS. She also worked at a couple of charter schools, was Director of Mental Health Services at Santa Fe Public Schools, was Director of Special Education at Bernalillo Public Schools, and most recently was at Cottonwood Classical and New Mexico Connections.

II. PUBLIC FORUM

None.

III. ACTION/DISCUSSION ITEMS

A. Division Heads Report: Jeanette Perez/Adam Dodge

- **APS Site Visit**
- **SAT Test Scores**
- **NWEA**

Mr. Dodge reported that he, Ms. Perez, and Ms. Myhre held DATA's annual site visit via a Zoom conference call with Dr. Escobedo. They provided an overview of the data from the graduation rates, the previous spring's NWEA scores (which were the latest available), and the SAT scores. They also set up the plan for the school year, which included a training in early July on accelerated learning, and shared with Dr. Escobedo how they saw the new calendar plan supporting their notion around academic rigor and the work they have to do to support the outlier groups they have concerns around. They also explained how they would use the time, particularly during the Wednesday half-days, when the coordinated groups meet and review student learning data, trends, etc. He reviewed a chart detailing grade level scores.

Ms. Perez presented science and math proficiency data, broken down by demographics, to show which groups require the most support.

➤ **Community Service Day**

Ms. Perez reported that, on Monday, they had a Community Service Day, when they took many school buses to different places around the city. She commented that this was a huge undertaking involving lots of organization. Services provided by students including food distribution, gardening, cleanup along the bosque, and working on a farm. She said they hope to do this annually. Rather than making it a "one and done" experience, they want to establish connections and begin integrating community service and outreach into DATA's curriculum, the idea being that students understand the importance of service. Afterwards, they hosted a barbeque for the students, teachers, and families. Parents were able to attend presentations in departments, and an NWEA workshop was held to review data for any interested parents.

B. Monthly Report: Lisa Myhre

➤ **Consortium Update (TNTP)**

Ms. Myhre noted that, at the September board meeting, Mr. Dodge and Ms. Perez had discussed the work they were doing with The New Teacher Project (TNTP) and the New Mexico Instructional Scope (NMIS) and Accelerated Learning. She said it has been made much more user-friendly than in the past, and DATA is also meeting with TNTP coach Shevonne Elliott for a two-hour period each month. Dr. Elliott visited DATA on October 11, when she did a walk-through observation and met with the English and math teachers. DATA will be holding a

meeting in the near future to discuss Dr. Elliott's observations. Ms. Myhre commented that continuing to work with Dr. Elliott and the Consortium will give DATA a better idea on how to assist the teachers.

➤ **CAP Update**

Ms. Myhre said the Special Education staff worked very diligently, along with Patricia Espinoza, to make as many corrections as they could and to establish better systems and protocols in response to the original Corrective Action Plan, a 22-page document received by DATA last year for being out of compliance with IEPs. DATA met again in September 2022 with Ms. Espinoza to review what she expects DATA to focus on this year, and will continue to meet with her monthly going forward. Ms. Myhre commented that she is very proud and happy with the progress DATA is making, as evidenced by a greatly reduced list of items that are still being worked on.

[With the arrival of Ms. Dee, the board took up deferred action items.]

I. B. Adoption of Agenda

Ms. Dee moved approval of the agenda, as published. Mr. Durant seconded the motion, which passed unanimously.

➤ **Declaration of Conflicts**

None declared.

➤ **Materials Read Prior to Meeting**

Board members affirmed that they had read the materials provided for this meeting.

C. Approval of Minutes: September 14, 2022

Mr. Durant moved approval of the September 14, 2022, minutes. Ms. Dee seconded the motion, which passed unanimously.

II.B [Cont'd]

➤ **Vice President & New Committee Members**

Mr. Vigil said the audit is in the process of being completed and is due at the Office of the State Auditor on November 15. The Audit Committee meets twice a year, and the membership must include two board members, a person with a financial background (currently Pat Dee), and a parent. He and Ms. Myhre are included by statute. A 20-minute exit conference to be held by APS (on Zoom) will require attendance of a board member from the Audit Committee along with him and Ms. Myhre.

Ms. McDonald agreed to serve on the Audit Committee as one of the two board members. Ms. Dee agreed to serve as the second board member.

Ms. Dee said her husband, Pat Dee, would be willing to continue.

Ms. Myhre said Stephanie Armijo-Anderson is willing to continue as the parent member.

Mr. Vigil said two board members are required to serve on the Finance Committee, which has not met in several months. Members were Esther Marquez and Al Sanchez, with Omar Durant as Alternate. He suggested that appointment of Finance Committee members be tabled until board training was completed.

Finance Committee appointments were tabled.

Ms. Quisenberry said that Melissa Brown at PED had contacted her for a list of current Board members and let her know DATA needs to have a Vice-President as well. After brief discussion, Ms. Dee agreed to be the interim Vice President, until after all of the board members have completed their training. Also, once the Board has been expanded from five to seven, more people will be able to fulfill these various officer roles.

C. Financial Report: Michael Vigil/Lynette Quintana

➤ **Financial Summary**

Mr. Vigil reported that, as of October, RFRs had not been processed by the state for any school between July and September 30. He said all of the charter schools are preparing a letter to send to Secretary Steinhaus. Mr. Vigil commented that DATA is very fortunate because it has a substantial cash balance, but it is a different case for the smaller schools.

Mr. Vigil reviewed July, August and September cash balance summaries along with bank reconciliation reports, bank statements, disbursements, voucher reports, BARs and RFRs.

➤ **Budget Adjustment Requests (BARs), Requests for Reimbursement (RFRs) & Disbursements**

Ms. Dee moved to approve the BARs, RFRs, disbursements, and bank reconciliations. Mr. Durant seconded the motion, which passed unanimously.

➤ **Decommission Laptops**

Mr. Vigil distributed a list of the laptops that are old, broken, and otherwise unusable, and asked for approval to decommission them. He said he will identify which are federal purchases and have all of the hard drives erased or removed. He will then notify the Office of the State Auditor and APS by mail of the actions taken.

Mr. Durant moved for approval. Ms. Dee seconded the motion, which passed unanimously.

➤ **Additional FTEs**

Mr. Myhre said an additional FTE, Devin McGuire, was added yesterday to work with Josh Stuyvesant, who will be leaving DATA at the end of the year. Mr. McGuire, a former DATA student, will step in to Mr. Stuyvesant's position once he retires.

IV. NEW BUSINESS

A. Training Reminder & PCSNM Conference 12/8 and 12/9/22

Ms. Quisenberry asked board members to let her know if they plan to attend.

V. NEXT MEETING DATE

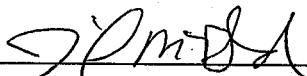
A. December 14, 2022, 11:00 a.m.

VI. EXECUTIVE SESSION

None

VII. ADJOURNMENT: 12:15 p.m.

Accepted by:



Jennifer McDonald, President