

# **DRAFT**

## **MINUTES OF THE**

### **DIGITAL ARTS AND TECHNOLOGY ACADEMY GOVERNING BOARD**

#### **REGULAR MEETING**

**January 17, 2025**

#### **I. CALL TO ORDER**

A regular meeting of the DATA Governing Board was called to order on this date at 9:00 a.m. at the DATA Auditorium, 1011 Lamberton Place, NE, Albuquerque, New Mexico.

#### **A. Roll Call: quorum present**

##### **Board Members Present:**

Ms. Jennifer McDonald, Chair  
Ms. Tara Groneman  
Ms. Janet Stephenson  
Ms. Deborah Martinez  
Mr. Omar Durant

##### **Board Members Excused:**

None [all present]

##### **Staff/Faculty Present:**

Ms. Lisa Myhre, Director  
Ms. Jeanette Perez, Division Head Grades 10-12  
Ms. Alixandra Rael, Division Head Grades 7-9  
Ms. Kris Quisenberry, Human Resources Coordinator  
Mr. Jesse Gutierrez, Business Officer

##### **Others Present:**

Mr. Mike Vigil II, The Vigil Group

#### **B. Adoption of Agenda**

**Ms. Groneman moved to adopt the agenda. Ms. Martinez seconded the motion, which passed unanimously.**

##### **➤ Declaration of Conflicts**

None declared.

##### **➤ Materials Read Prior to Meeting**

Members responded that all materials were read prior to the meeting.

**C. Approval of Minutes: December 16, 2024, Regular Meeting**

**Mr. Durant moved approval of the December 16, 2024, minutes. Ms. Martinez seconded the motion, which passed unanimously.**

**II. PUBLIC FORUM**

No speakers.

**III. ACTION/DISCUSSION ITEMS**

**A. Division Head Report: Jeanette Perez, Alixandra Rael**

**➤ School Update**

Ms. Perez reported that they met with teachers a lot last year around their needs and how DATA can meet those needs with the PLC schedule. This semester, they plan to hold grade level meetings, committee meetings, anti-racism training, and teacher-led PD on a recurring loop.

Ms. Perez reviewed mid-year Reading and Math scores for 7th and 8th graders. She said she was happy to report that the biggest jump was in Reading. There was also a jump in Language Usage. While there was only a small increase in the Math scores, her hope was that students would feel encouraged by that.

Ms. Rael reviewed Savvas scores in Algebra I and II and Geometry.

Ms. Perez shared some of the teacher reflections. In general, teachers seem to be in fairly good spirits.

Ms. Perez said Mr. Ruedig, the middle school STEM teacher, did not return to DATA for the spring semester. DATA hired Coach Angelo DeSimone as a substitute while DATA works on finding a licensed teacher. Earlier this week, DATA hired Dr. Paul Bentley, a licensed STEM teacher. The two will work together to bridge the gap during this transition.

## **B. Monthly Report: Lisa Myhre**

### **➤ Professional Development**

Ms. Myhre reported that she and Autumn Shields, one of DATA's art teachers, attended the CTE conference earlier this week, which was very interesting.

Ms. Myhre said she will be sending Ms. Rael and three of the teachers to the South by Southwest conference in Austin in March.

Ms. Myhre stated that DATA will be holding a virtual conference on AI in February. A representative from each department will participate.

Ms. Myhre said Ms. Rael will be participating in Excellent Schools New Mexico. DATA has worked with them in the past.

### **➤ Upcoming School Recruitment**

Ms. Myhre said the School Choice Fair will take place next week at the Embassy Suites. DATA will have a booth there and will go to Mount Mahogany on the 27<sup>th</sup> to make a presentation. DATA will also visit North Valley Academy.

Ms. Myhre said DATA will hold an open house for interested families on February 13.

## **C. Financial Report: Mike Vigil II/Jesse Gutierrez**

### **➤ Audit Results, if available**

Mr. Vigil reported that the Office of the State Auditor released the audit for FY2024.

Mr. Vigil reviewed the four findings, three of which were repeat findings, and agency responses to each. The first finding, which was a repeat finding from 2023, reflected that the 4th quarter budget-to-actuals report was submitted a week late, and that the 4th quarter cash report submitted to NMPED did not agree to the general ledger in funds 11000 and 24000 by \$920. The person responsible for this finding was Mr. Vigil/Finance Committee. Mr. Vigil explained that he had been sick.

Ms. Martinez expressed concern that there be some corrective action taken by DATA to ensure that this does not happen again, since it reflects on the school.

Chair McDonald asked Mr. Vigil if there is an automatic process within his company where someone can step in and take over in the event he is out. Mr. Vigil responded that it would be up to him to reach out and ask someone to take over for him. In this instance, that did not happen.

Chair McDonald asked Mr. Vigil to establish a process within his business that would automatically trigger a backup when he is sick or not available.

Chair McDonald recommended that the Finance Committee establish a meeting schedule and meet virtually on a quarterly basis. The next meeting was set for February 5 at noon.

➤ **Financial Summary**

Mr. Gutierrez reviewed the cash balance summary, expenditures, revenue, deposits and withdrawals, check register, general ledger, BARs, and RFRs.

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

**Ms. Stephenson moved to approve the BARs, RFRs, and Disbursements. Ms. Groneman seconded the motion, which passed unanimously.**

**IV. NEW BUSINESS**

None.

**V. NEXT MEETING DATE**

The next meeting was scheduled at 9:00 a.m. on Friday, February 21.

**VI. EXECUTIVE SESSION**

None.

**VII. ADJOURNMENT: 10:15 a.m.**