# MINUTES OF THE

# DIGITAL ARTS AND TECHNOLOGY ACADEMY GOVERNING COUNCIL

# REGULAR MEETING

**June 18, 2026**

## I. CALL TO ORDER

A regular meeting of the DATA Governing Board was called to order on this date at 4:00 p.m. at DATA, 1011 Lamberton Place, NE, Albuquerque, New Mexico.

### A. Roll Call: quorum present

**Board Members Present:**
Ms. Jennifer McDonald, Chair
Mr. Omar Durant
Ms. Tara Groneman
Ms. Janet Stephenson

**Board Members Excused:**

**Staff/Faculty Present:**
Ms. Kristin Reeder, Dean of Students
Dr. Holly Gurule, Instructional Coach / Administrative Team
Ms. Kris Quisenberry, Human Resources Coordinator
Mr. Jesse Gutierrez, School Business Officer

**Others Present:**
Mike Vigil II, The Vigil Group

### B. Adoption of Agenda

**Ms. Stephenson moved approval of the agenda. Chair McDonald seconded the motion, which passed unanimously.**

- **Declaration of Conflicts**

None declared.

- **Materials Read Prior to Meeting**

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

### C. Approval of Minutes: May 21, 2026, Regular Meeting

**May 26, 2026, Special Meeting**
**June 1, 2026, Special Meeting**

**Ms. Groneman moved approval of the May 21, May 26, and June 1 meeting minutes. Mr. Durant seconded the motion, which passed unanimously.**

## II. PUBLIC FORUM

No speakers.

## III. ACTION/DISCUSSION ITEMS

### A. Administration Report: Holly Gurule / Kristin Reeder

- **Synergy (SIS) Transition Update – Ms. Reeder**

Ms. Reeder reported that the students in PowerSchool were officially graduated and the end-of-the-year rollover was completed yesterday. They have been doing Synergy trainings, and now is the “go dark” time when they do not have access to anything in the system beyond pulling data and looking at it. All the data is being extracted. It will hopefully sync up in the new Synergy around July 10-11, but definitely by July 20 when they are back on contract. She commented that the support they have been getting from Synergy has been very good.

- **Enrollment / New Student Orientation – Ms. Reeder**

Ms. Reeder reported that DATA has 53-55 new students this year. Current enrollment, based on everyone who has completed the paperwork, is 301. This is lower than she would like it to be, but enrollment typically increases by mid-July. There are 48 currently enrolled in middle school (which will likely grow), 73 in ninth grade, 63 in tenth, 69 in 11th grade and 47 in 12th grade.

Chair McDonald said she would like to revisit the marketing strategy for next year.

Dr. Gurule responded that DATA will be contracting with a company that will audit the website to make sure it is using relevant keywords that will cause certain data or words to pop up. She will be receiving assistance from Alix Rael in preparing the discovery document.

Ms. Reeder stated that, in the past, DATA has interviewed every incoming student, but that is no longer possible with staffing and the addition of middle school. Instead, she and Dr. Gurule have held small group sessions, which were very well attended – especially the evening sessions. This was a great opportunity for the incoming students and families to connect with each other, and for DATA to get the information it needed.

Dr. Gurule said a new student orientation will take place on July 30.

- **Vacancies and Hiring – Dr. Gurule**

Dr. Gurule reported that five positions are posted. They are looking for a counselor to work with middle school, a front desk person, an Algebra 1 teacher, a principal and a special education assistant. DATA advertised with ACES, an educational support organization, which collects all the references and puts together an application packet for DATA to use. DATA has been busily interviewing candidates and has identified individuals for the counselor position and Algebra 1 teacher. Principal interviews will take place tomorrow.

- **Leave Policy Discussion – Dr. Gurule**

Dr. Gurule reported that the policy is in progress, and they are working with the Vigil Group on tweaking some language around sick leave and personal leave using the current APTA system. Some of the language in the employee handbook and contracts also needs to be amended, and she and Ms. Reeder are talking to Poms & Associates, which provides guidance.

Chair McDonald said she would like to be very clear on what the leave policy will look like, which may necessitate a July meeting so the Governing Board can review it before school starts.

**B. <u>Financial Report</u>: Jesse Gutierrez / Mike Vigil II**

- **FY25 CAP Update**

Mr. Gutierrez reported on the FY25 corrective action plan, which resulted from an audit finding. During the auditor's testing over cash reimbursements, it was noted that in 2 of 3 travel/per diem samples tested, reimbursement for travel included full reimbursement of tips that exceed the 20% cap by a total of $2.73. This was a repeat finding. Management's response will be to revise its travel reimbursement process by issuing a flat refund of $70 on all travel reimbursements going forward. This will eliminate the potential for tip-related overages and ensure adherence to the policy.

Mr. Gutierrez said the second finding included a leave of absence issue, with two material weaknesses regarding calculation of accounts payable repayments. DATA will work on the payables and repayments and will gather up all the necessary information for the audit entrance meeting on July 9. A third finding was about the depreciation amount, which they will be addressing at the entrance meeting.

Mr. Gutierrez said the last finding was the procurement for ACES, which is an educational assistance program that does procurement for business services. Mostly all big purchases will be run through CES and ACES. If DATA wants to continue with West Wing, DATA can piggyback with APS, which has an award letter saying they can work with all public schools, including charter schools.

Chair McDonald stated that she would not be able to attend the audit entrance meeting on July 9 from 12:00 to 1:30 p.m. because she would be out of town. Since attendance is mandatory for the Finance chair and Board chair, she said she could either send a representative or attend a makeup session.

Dr. Gurule stated that if there is not a makeup session, she would contact Chair McDonald about sending a representative.

- **Annual Inventory**

Mr. Gutierrez reviewed the updated inventory list.

**Mr. Durant moved to approve the annual inventory. Chair McDonald seconded the motion, which passed unanimously.**

- **Regular Financial Summary**

Mr. Gutierrez reviewed the May cash balance summary, expenditure report, revenue report, deposits and withdrawals, outstanding checks, disbursements, and general ledger reports. He also reviewed BARs and RFRs.

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

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

## IV. NEW BUSINESS

Dr. Gurule stated that Mr. Gutierrez would be getting his school business official license shortly, which would no longer require Mr. Vigil to attend meetings going forward. Mr. Vigil said he is always on call and happy to help when needed.

## V. EXECUTIVE SESSION: 4:30 p.m.

**A. Limited Personnel Matters to discuss report / results summary regarding the former Executive Director (pursuant to Section 10-15-1(H)(2) of the Open Meetings Act)**

**Ms. Groneman moved to enter executive session to discuss report/results regarding the former Executive Director, as permitted by the Open Meetings Act. Ms. Stephenson seconded the motion, passed unanimously by roll call vote.**

[The Governing Council came out of executive session at 4:45 p.m.]

**Ms. Groneman moved to come out of executive session. The only matter discussed was the report/results regarding the former Executive Director, and no action was taken. Ms. Stephenson seconded the motion, which passed unanimously by roll call vote.**

## VI. NEXT MEETING DATE

A. Thursday, July 16, at 4:00 p.m.

## VII. ADJOURNMENT: 5:00 p.m.

*These minutes were approved unanimously at the 7/23/26 meeting.*