

**DaVinci Academy of Science & the Arts**

2033 Grant Ave., Ogden, UT 84401

801-409-0700 / [www.davinciacademy.org](http://www.davinciacademy.org)

Board meetings will be in the bandroom

Agenda- Page 1

**DASA Governing Board Minutes**  
**Oct. 19, 2023**  
**5:30 PM-7:00 PM**  
**Boardroom (Gym Side of Big DaVinci)**  
**[Zoom Link for board meeting](#)**

Attendees/Invitees			
	Sarah Steimel, President/ Parent Member		Juston Rindlesbach/Parent Member
	Thomas Gooch/Vice Chair/Parent Member		
	Alex Crowley, Treasurer/ Community Member		
	Sally Shigley, Community Member		
	Charlie Ewert, Secretary/Parent Member		Fred Donaldson, EA
	Paul Goggi and Mattison Shutt, Faculty Representatives		Casey Holmes, Business Manager
			Student-Body President AJ Slee–Student Body President Noemi Pinto-Mendez
	Rachael Pust, Parent Member		

\*Not in attendance

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Agenda- Page 2

1.	Welcome Guests	Sarah Steimel	5 Min
2.	Public Comment		5 Min
3.	Review and approve <a href="#">September 21, 2023</a> Board Minutes  Motion to approve- Thomas, second by Juston, no discussion, passed unanimously	Charlie Ewert	5 min
4.	Grant Approvals/Information None at this time		
5.	Review FY24 Budget Financial Duties <ul style="list-style-type: none"><li>● FY24 Budget<ul style="list-style-type: none"><li>○ <a href="#">Detail Budget</a></li><li>○ <a href="#">Summary Budget</a></li></ul></li></ul>	Casey and Alex	10 min
6.	Board Calendar Review <ul style="list-style-type: none"><li>● <a href="#">Board Calendar Reviewed and approved each August</a></li><li>● <a href="#">School Fee Review Oct. update</a></li><li>● <a href="#">Review FY23 Land Trust Data</a></li></ul>	Fred	10 min

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Agenda- Page 3

8.	Policy updates <ul style="list-style-type: none"><li>• None at this time</li></ul>	Fred	10 min
9.	CTE Opportunities and Processes <ul style="list-style-type: none"><li>• Purpose–Provide technical, skill-based training that leads to both career opportunities or more post secondary education–<a href="#">FY24 SIP Plan</a></li><li>• <a href="#">CTE Courses offered At DaVinci</a></li><li>• <a href="#">CTE Pathways</a><ul style="list-style-type: none"><li>◦ <a href="#">State Pathways</a></li></ul></li><li>• <a href="#">Interests Surveys</a></li><li>• <a href="#">Internships</a><ul style="list-style-type: none"><li>◦ Partnerships</li><li>◦ Data</li></ul></li><li>• <a href="#">Partnership with OTECH</a><ul style="list-style-type: none"><li>◦ <a href="#">Purposes</a></li></ul></li><li>• Process for adding more CTE courses/Pathways<ul style="list-style-type: none"><li>◦ Student Interest</li><li>◦ Teacher licensing and course subject</li><li>◦ Cost–equipment, training, space</li></ul></li></ul>		
10.	Program Good Times	Programs	5 min

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11.	Information only: Audit Committee to meet after board meeting to review and select FY24 audit company	After Board Meeting	
12.	<p>Training – <a href="#">Board Training Link</a> (done before Sept. 1)</p> <p><b>Board Governance</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Bylaws</a></li> <li>• <a href="#">Board Policy</a></li> <li>• <b>Employee Management</b> <ul style="list-style-type: none"> <li>○ <b>School Vision</b></li> <li>○ <a href="#">School Goals</a></li> <li>○ <b>EA Goals</b></li> </ul> </li> </ul> <p>Board organization:</p> <ul style="list-style-type: none"> <li>• <a href="#">The Google Board Folder</a>, website, and calendar</li> <li>• emails</li> <li>• <a href="#">UCAP</a></li> <li>• <a href="#">Background checks</a></li> </ul> <p><b>Board Calendaring:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Board Calendar Reviewed and approved each August</a></li> </ul> <p>Required trainings:</p> <ul style="list-style-type: none"> <li>• August ethics training--<a href="#">Annual board commitment to abide by ethical behavior</a></li> <li>• <a href="#">Open and Public Meeting Training</a></li> <li>• Land trust Training             <ul style="list-style-type: none"> <li>○ <a href="#">Video--Land Trust Responsibilities-</a></li> <li>○ <a href="#">Video--Data-driven decisions</a></li> <li>○ handouts--                 <ul style="list-style-type: none"> <li>■ <a href="#">Local Board Guidelines</a></li> <li>■ <a href="#">Appropriate Expenditures</a></li> </ul> </li> </ul> </li> <li>• <a href="#">Fraud Training</a></li> <li>• <a href="#">Audit Training</a></li> </ul>		BOY

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	<p><b>Finance Training:</b></p> <ul style="list-style-type: none"> <li>● Finance Training                             <ul style="list-style-type: none"> <li>○ <a href="#">Cash handling process at the schools</a></li> <li>○ <a href="#">finance committee</a></li> <li>○ <a href="#">Restricted funds and tracking</a></li> <li>○ <a href="#">School fees and tracking and policy and calendar</a></li> <li>○ <a href="#">Financial, Debt, Risk Management, and Disclosure Policy</a></li> <li>○ <a href="#">Financial Policy and Procedures</a></li> <li>○ <a href="#">Procurement Policy</a></li> <li>○ <a href="#">how to read the budget</a></li> <li>○ <a href="#">Fraud hotline and define fraud</a></li> <li>○ Board governance on finances</li> </ul> </li> <li>● Use Budget Summary and Detail as the cheat sheet each month with highlighted areas of concern.</li> <li>● Train on these finance topics:                             <ul style="list-style-type: none"> <li>● <a href="#">Restricted funds and tracking</a></li> <li>● School fees and tracking and policy and calendar</li> <li>● Finance policies and update if needed</li> <li>● <a href="#">Cash handling process at the schools</a></li> <li>● <a href="#">finance committee</a></li> <li>●</li> </ul> </li> </ul>
13.	<p><b>Adjournment</b></p> <p style="color: red;">Motion to approve- Alex, Second–Juston, all approved</p>

Item#    Subject

### Decision Log

Decision/Description	Pass/Fail
Sept. 21, 2023 minutes approved	Pass 5 approved and 0 Nays

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Agenda- Page 6

## Next Meeting Agenda Topics

ITEM	Subject	Presenter
1.	CTE Classes and processes for new curriculum	Thomas Gooch
2.	Background checks done and board training	All need to do it before next meeting
3.	Thomas asked to add getting new board chairs for the boardroom to the next agenda	
4.		

### PUBLIC INFORMATION:

In compliance with the Utah Open and Public Meetings Act, not less than 24 hours' public notice of the agenda, date, time and place of each of its meetings will be given by:

- a) Posting written notice at the principal office, or at the building where the meeting is to be held;
- b) Providing notice to the Standard Examiner, the newspaper with general circulation within the geographic jurisdiction of the public body, or to a local media correspondent.
- c) Providing notice on the web site for Davinci Academy, when operational.

In compliance with the Americans with Disabilities Act, persons needing assistance or auxiliary services for these meetings should call the DASA office giving at least three working days' notice.