

DASA Governing Board Minutes
Dec. 13, 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 TOPICS

1.	Welcome Guests	Sarah Steimel	5 Min
2.	Public Comment	Sarah Steimel	5 Min
3.	Student Report	Student Gov't	5 Min
4.	Review and approve <u>Nov 16, 2023</u> Board Minutes Juston motions to approve minutes. Rachael Seconds. No Discussion. Nov. 16, 2023 minutes were approved unanimously	Charlie Ewert	5 Min
5.	Review FY24 Budget Financial Duties <ul style="list-style-type: none"> ● FY24 Budget <ul style="list-style-type: none"> ○ <u>Detail Budget</u> ○ <u>Summary Budget</u> No vote taken–informational only	Alex Crowley	5 Min
6.	Policy updates <ul style="list-style-type: none"> ● <u>Harassment Policy update – 109</u> ● <u>Grievance Process update –118</u> Fred explained that he combined and updated the sexual harassment policy with the harassment policy. Alex motioned to approve the updated harassment policy with the addition of the sexual harassment policy	Fred	15 Min

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	<p>updates. Rachel second. No Discussion. Passed unanimously.</p> <p>Fred explained that he updated the grievance policy to make it more accessible for employees and non-employees. He did this by changing the reporting mechanism from paper-based forms to the electronic form on the website. He also renumbered the grievance policy from Staff Category to the Administration Category. Alex motioned to approve the updates to the grievance policy and reporting mechanism. Rachel second. No discussion. Passed unanimously</p>		
7.	<p>CTE/Certificate Progress</p> <ul style="list-style-type: none"> ● Focused Pathways <ul style="list-style-type: none"> ○ Arts, Audio Visual Tech and Communications ○ Business, Finance, Marketing ○ Computer Science and Info Technology ○ Medical ○ Teaching as a profession ● Explorer courses to get to OTECH ● Hands-on tools and Storage ● Focused on these efforts and then Marketing them <p>No votes taken–Informational discussion only</p>	Fred	5 Min
8.	<p>Closed Meeting Per State Code 52-4-204</p> <ul style="list-style-type: none"> ● Listed reasons under State Code ● seeking or obtaining legal advice on legal 		

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	<p>matter</p> <ul style="list-style-type: none"> conducting business relating to information technology security <p>Board moved to go into closed session. Alex-voted in the affirmative Sarah-voted in the affirmative Juston-voted in the affirmative Thomas-voted not to go into closed meeting Rachel-voted in the affirmative 4 out 5 board members voted in the affirmative to go into a closed meeting based on State Code 52-4-204 to discuss legal strategy on reasonable pending litigation – <i>2/3 vote of board members present met– DaVinci Board went into closed session– separate recording located in Google File.</i></p> <p>Board re-entered the open meeting. Thomas motioned to authorize the finance committee to resolve potential issues with Kongo Gym. Alex Second. No discussion. Motion passed unanimously.</p>		
9.	<p>Good Times:</p> <p>Sub for Santa and other service projects happening. Lots of music concerts.</p>	Fred	5 Min
	<p>Training – <u>Board Training Link</u> (done before Sept. 1) BOY Board Governance</p>	As Needed	10 Min

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	<ul style="list-style-type: none"> • <u>Bylaws</u> • <u>Board Policy</u> • Employee Management <ul style="list-style-type: none"> ○ School Vision ○ <u>School Goals</u> ○ EA Goals <p>Board organization:</p> <ul style="list-style-type: none"> • <u>The Google Board Folder</u>, website, and calendar • emails • <u>UCAP</u> • <u>Background checks</u> <p>Board Calendaring:</p> <ul style="list-style-type: none"> • <u>Board Calendar Reviewed and approved each August</u> <p>Required trainings:</p> <ul style="list-style-type: none"> • August ethics training-- <u>Annual board commitment to abide by ethical behavior</u> • <u>Open and Public Meeting Training</u> • Land trust Training <ul style="list-style-type: none"> ○ <u>Video--Land Trust Responsibilities-</u> ○ <u>Video--Data-driven decisions</u> ○ handouts-- <ul style="list-style-type: none"> ■ <u>Local Board Guidelines</u> ■ <u>Appropriate Expenditures</u> 	
	<ul style="list-style-type: none"> • <u>Fraud Training</u> 	

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	<ul style="list-style-type: none">• Audit Training <p>Finance Training:</p> <ul style="list-style-type: none">• Finance Training<ul style="list-style-type: none">○ Cash handling process at the schools○ finance committee○ Restricted funds and tracking○ School fees and tracking and policy and calendar○ Financial, Debt, Risk Management, and Disclosure Policy○ Financial Policy and Procedures○ Procurement Policy○ how to read the budget○ Fraud hotline and define fraud○ Board governance on finances• Use Budget Summary and Detail as the cheat sheet each month with highlighted areas of concern.• Train on these finance topics:• Restricted funds and tracking• School fees and tracking and policy and calendar• Finance policies and update if needed• Cash handling process at the schools• finance committee•		
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Item# Subject

Decision Log

Decision/Description	Pass/Fail

Next Meeting Agenda Topics

ITEM	Subject	Presenter
1.	Background checks done and board training	All need to do it before next meeting
2.		
3.		
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.