

**DASA Governing Board Minutes**  
**January 18, 2024**  
**5:30 PM-7:00 PM**  
**Boardroom (Gym Side of Big DaVinci)**  
[Zoom Link for board meeting](#)

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

\*Not in attendance

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**AGENDA TOPICS**

1.	Welcome Guests	Sarah Steimel	5 Min
2.	Public Comment	Sarah Steimel	5 Min
3.	<b>Student Report</b> <ul style="list-style-type: none"> <li>● Conduct of 7th graders needs to be addressed—students are reporting to student government officers that the 7th graders are using lots of profanity and racial slurs.</li> <li>● Board would like to see what steps the administration can do to curb or eliminate this type of behavior.</li> </ul>	Student Gov't	5 Min
4.	Review and approve <a href="#"><u>Dec. 13, 2023</u></a> Board Minutes <ul style="list-style-type: none"> <li>● Thomas motion to approve</li> <li>● Alex 2nd</li> <li>● No discussion – approved unanimously</li> </ul>	Charlie Ewert	5 Min
5.	Review FY24 Budget Financial Duties <ul style="list-style-type: none"> <li>● FY24 Budget <ul style="list-style-type: none"> <li>○ <a href="#"><u>Detail Budget</u></a></li> <li>○ <a href="#"><u>Summary Budget</u></a></li> </ul> </li> <li>● No action voted on</li> <li>● Alex mentioned that the audit committee will be changing audit companies based on policy and the bidding process.</li> </ul>	Alex Crowley	5 Min

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6.	<p>Policy updates</p> <ul style="list-style-type: none"> <li>● <a href="#">Electronic Device Policy</a>–Purpose is to teach students to be responsible and use self-discipline when using devices, and empower parents to be the primary teachers with managing technology <ul style="list-style-type: none"> <li>○ <a href="#">Policy examples from other schools</a></li> <li>○ Add Parent control APP with these settings turned on from 8 am to 3 pm <ul style="list-style-type: none"> <li>■ No internet</li> <li>■ No social media</li> <li>■ Parent notifications of content that is <ul style="list-style-type: none"> <li>● Sexual</li> <li>● Obscene</li> <li>● Threatening</li> <li>● Suicidal ideation</li> </ul> </li> </ul> </li> </ul> </li> <li>● No action voted on–The board like the idea of doing a pilot program with the Bark APP.</li> <li>● The board also mentioned that our electronic device policy is like other policies the Governor highlighted. The noticed that the consistent enforcement of the electronic device policy could improve and the board like what steps the administration is and will be putting in place to more consistently enforce this policy.</li> </ul>	Fred	15 Min
7.	CTE/Certificate Progress	Fred	5 Min

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	<ul style="list-style-type: none"><li>● Getting CTE site licenses</li><li>● Certification in the spring</li><li>● Focused Pathways<ul style="list-style-type: none"><li>○ <a href="#">Arts, Audio Visual Tech and Communications</a></li><li>○ <a href="#">Business, Finance, Marketing</a></li><li>○ <a href="#">Computer Science and Info Technology</a></li><li>○ Medical</li><li>○ Teaching as a profession</li></ul></li><li>● <a href="#">Explorer courses to get to OTECH</a></li><li>● Hands-on tools and Storage</li><li>● Focused on these efforts and then Marketing them</li><li>● No Action taken–information only</li><li>● Mr. Gooch would like to know when his proposal for a woodshop will become a reality. He was advised to bring his proposal to the next curriculum committee meeting. And he was advised that this would be a process of which the board would need to vote on because it would involve either the addition of new space or the elimination of current programs in the building to make space for a woodshop. Mr. Donaldson mentioned that a woodshop is not a priority since many of the skills can be acquired in other programs like set design, robotics, rocketry club, and certificate programs at OTECH without the added expense of building space, new teachers, and equipment.</li></ul>		
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8.	<a href="#"><u>FY25 Proposed School Calendar</u></a> <ul style="list-style-type: none"> <li>● Alex motioned to approve</li> <li>● Thomas 2nd</li> <li>● Discussion–Teachers like the calendar and are use to ending the semester before the break.</li> <li>● FY25 School Calendar passed unanimously</li> </ul>	Fred	10 Min
9.	<a href="#"><u>School Fees –1st Review</u></a> –Proposing same fees for 2025 <ul style="list-style-type: none"> <li>● No action taken since this is only our first look or review of the proposed school fees for FY25</li> <li>● The board would like the administration to update the registration process so fees charged to families are itemized before paying.</li> </ul>	Fred	5 Min
10.	Approve Site Licenses for CTE courses <ul style="list-style-type: none"> <li>● Adam Slee– CTE--Fashion Design</li> <li>● Cheyenne Herlandstein–CTE--Food/Nutrition</li> <li>● Adam Figueira–CTE--Film/Video Productions</li> <li>● Eric Bradshaw–Robotics</li> <li>● Stephanie Barker–CTE--Web Development</li> <li>● Kelli Morris–Renewing license</li> <li>● Amy Kinney–Renewing license</li> </ul> <ul style="list-style-type: none"> <li>● Thomas motion to approve</li> <li>● Alex 2nd</li> <li>● Discussion–Mr. Donaldson explained why we are site licensing these teachers and this</li> </ul>	Fred	10 Min

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	<p>would keep DaVinci compliant with State licensing rules.</p> <ul style="list-style-type: none"> <li>● Unanimously approved</li> </ul>		
11.	<p><b>Board Elections</b></p> <ul style="list-style-type: none"> <li>● <a href="#"><u>Bylaws</u></a> <ul style="list-style-type: none"> <li>○ <a href="#"><u>Parent candidate fills out board candidate application</u></a> due By February 29, 2024</li> <li>○ Parent candidates required to obtain 100 signatures by last day in February before being placed on the board ballot in May</li> <li>○ Board election will start May 1 until May 15, 2024</li> </ul> </li> <li>● Open parent board positions           <ul style="list-style-type: none"> <li>○ 1 parent position open</li> <li>○ 1 community member open</li> </ul> </li> <li>● No action voted on—discussion on how the administration can facilitate candidates to get the required 100 parent signatures.</li> </ul>		
11.	<p><b>Good Times:</b></p> <p><b>Secondary:</b></p> <ul style="list-style-type: none"> <li>● Plays, senior capstone, and lots of activities happening</li> </ul> <p><b>Distance:</b></p> <ul style="list-style-type: none"> <li>● Open Houses this Friday (Kaysville) &amp; next Friday (Ogden) 5-7PM - Board is welcome to attend! Fun Family STEAM Challenge and campus tour - Light refreshments, Chinese Dragon (2024 Year of the Dragon), lots of fun</li> </ul>	Fred	5 Min

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	<p>activities for all ages!!!</p> <ul style="list-style-type: none"><li>• Mid-Year Benchmark Testing this week &amp; next all grades K-7</li><li>• Parent Teacher Conferences will be held Jan 29 and Feb 5 to strengthen parent/teacher partnerships and check on student progress</li><li>• 7th Grade Student Council - New this year!! We have 8 Student Council Members who will be helping to plan events and promote positive social and academic experiences for our schools!</li><li>• Recent &amp; Upcoming Field Trips: Mrs Cavanaugh's Chocolate Factory, Loveland Living Planet Aquarium, Union Station, Ice Skating Holiday Break Party at Ogden Ice Sheet</li><li>• New this year - Virtual Office Hours for Curriculum Specialists - families can access experts any day of the week for help with curriculum questions!</li><li>• We are at full capacity - on a waitlist - and tours are booked up to March! Great response on Intent to Return forms!</li><li>• New this year - International Dragon Day - Jan 16 - Students &amp; staff wore Dragon Swag all week to boost school spirit! GO DRAGONS!!</li></ul> <p>Elementary:</p> <ul style="list-style-type: none"><li>• Our middle of the year data progress update</li><li>• Goal was to Increase our third grades who are reading on grade level by 8% and we have already gone from 57% to 70% at Mid year. We are also only 2% off of making our math pathways of progress goal of 60% or more making typical or better for 1st-3rd grade and 5% from our reading pathways of progress for 1st-3rd grade</li></ul>		
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	<p>Training – <a href="#"><u>Board Training Link</u></a> (done before Sept. 1) BOY</p> <p><b>Board Governance</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Bylaws</u></a></li> <li>• <a href="#"><u>Board Policy</u></a></li> <li>• <b>Employee Management</b> <ul style="list-style-type: none"> <li>○ <b>School Vision</b></li> <li>○ <a href="#"><u>School Goals</u></a></li> <li>○ <b>EA Goals</b></li> </ul> </li> </ul> <p>Board organization:</p> <ul style="list-style-type: none"> <li>• <a href="#"><u>The Google Board Folder</u></a>, website, and calendar</li> <li>• emails</li> <li>• <a href="#"><u>UCAP</u></a></li> <li>• <a href="#"><u>Background checks</u></a></li> </ul> <p><b>Board Calendaring:</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Board Calendar Reviewed and approved each August</u></a></li> </ul> <p>Required trainings:</p> <ul style="list-style-type: none"> <li>• August ethics training-- <a href="#"><u>Annual board commitment to abide by ethical behavior</u></a></li> <li>• <a href="#"><u>Open and Public Meeting Training</u></a></li> <li>• Land trust Training <ul style="list-style-type: none"> <li>○ <a href="#"><u>Video--Land Trust Responsibilities-</u></a></li> </ul> </li> </ul>	As Needed	10 Min



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	<ul style="list-style-type: none"> <li>○ <a href="#"><u>Video--Data-driven decisions</u></a></li> <li>○ handouts-- <ul style="list-style-type: none"> <li>■ <a href="#"><u>Local Board Guidelines</u></a></li> <li>■ <a href="#"><u>Appropriate Expenditures</u></a></li> </ul> </li> <li>● <a href="#"><u>Fraud Training</u></a></li> <li>● <a href="#"><u>Audit Training</u></a></li> </ul> <p>Finance Training:</p> <ul style="list-style-type: none"> <li>● Finance Training <ul style="list-style-type: none"> <li>○ <a href="#"><u>Cash handling process at the schools</u></a></li> <li>○ <a href="#"><u>finance committee</u></a></li> <li>○ <a href="#"><u>Restricted funds and tracking</u></a></li> <li>○ <a href="#"><u>School fees and tracking and policy and calendar</u></a></li> <li>○ <a href="#"><u>Financial, Debt, Risk Management, and Disclosure Policy</u></a></li> <li>○ <a href="#"><u>Financial Policy and Procedures</u></a></li> <li>○ <a href="#"><u>Procurement Policy</u></a></li> <li>○ <a href="#"><u>how to read the budget</u></a></li> <li>○ <a href="#"><u>Fraud hotline and define fraud</u></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:</li> <li>● <a href="#"><u>Restricted funds and tracking</u></a></li> <li>● School fees and tracking and policy and calendar</li> <li>● Finance policies and update if needed</li> <li>● <a href="#"><u>Cash handling process at the schools</u></a></li> </ul>		
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	<ul style="list-style-type: none"> <li>• <a href="#"><u>finance committee</u></a></li> <li>• </li> </ul>		
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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.

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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.