

**DASA Governing Board Minutes**  
**February 22, 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.	<p>Welcome Guests</p> <p>Opened meeting at 5:30</p>	Sarah Steimel	5 Min
2.	<p>Public Comment</p> <p>No public comment</p>	Sarah Steimel	5 Min
3.	<p>Student Report</p> <p>No student report</p>	Student Gov't	5 Min
4.	<p>Review and approve <a href="#"><u>Jan. 18, 2024</u></a> Board Minutes</p> <p>Minutes reviewed. Alex motioned to approve. Thomas 2nd. No discussion. Jan. 18, 2024 minutes approved unanimously.</p>	Charlie Ewert	5 Min
5.	<p>Review FY24 Budget Financial Duties</p> <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> </ul> <p>Alex reviewed the budget and explained the budget summary. He also mentioned that there is a possibility to change banks and earn interest on cash in bank account. Thomas asked how that process is approved by the board. Fred explained that the executive committee can review the finance committee's recommendation</p>	Alex Crowley	5 Min

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	<p>and then approve it. Fred will double checked with the state and as long as funds are used for public education purposes and the interest is monitored like all other education funds then there shouldn't be a problem.</p>		
<p>6.</p>	<p>Policy updates</p> <ul style="list-style-type: none"> <li>● <a href="#"><u>School Fee Policy Updates</u></a></li> <li>● Review (already passed) <a href="#"><u>Electronic Device Policy</u></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>○ 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> </ul> <p>School Fee Policy updates were presented. Fred explained that this policy is the model USBE school fee policy for the State. Fred adapted it to match DaVinci processes. Rachel motioned to approve. Alex 2nd. Discussion–Thomas asked when this was posted. Fred stated it was posted</p>	<p>Fred</p>	<p>15 Min</p>

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	<p>24 hours before the meeting to comply with open public meeting notices. Thomas wanted to read through it but said he didn't have time. Fred summarized the fee policy by stating that most everything tied to classes, clubs, extra-curricular events, or earning credits is a fee. The list of non-fees is very short. And the process for charging a fee involves public meeting review (at least two public meetings), posting of proposed fees, and notifying parents of the public meetings when the proposed school fees will be discussed and presented. Fred also explained the proposed fees—amounts and the spend plan and how it is organized on the proposed fees for 2025. Alex called the question and the school fee policy was unanimously approved.</p>		
7.	<p>CTE/Certificate Progress</p> <ul style="list-style-type: none"> <li>● Getting CTE site licenses—Done</li> <li>● Certification in the spring—Preliminary Review – We qualify for mid-range funding for CTE Pathways</li> <li>● Focused Pathways <ul style="list-style-type: none"> <li>○ <a href="#"><u>Arts, Audio Visual Tech and Communications</u></a></li> <li>○ <a href="#"><u>Business, Finance, Marketing</u></a></li> <li>○ <a href="#"><u>Computer Science and Info Technology</u></a></li> <li>○ Medical</li> <li>○ Teaching as a profession</li> </ul> </li> <li>● <a href="#"><u>Explorer courses to get to OTECH</u></a></li> <li>● Hands-on tools and Storage</li> <li>● Focused on these efforts and then</li> </ul>	Fred	5 Min

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	<p>Marketing them</p> <p>Fred gave an update that the CTE pathways passed the preliminary review for certification. The real certification will happen in July and if all goes well then CTE pathway funds would be allotted in the monthly allotment in October. The CTE LEA Site specific licenses approved by the board in January have been approved by the State.</p>		
8.	<p><a href="#"><u>School Fees – 1st Review</u></a> – Proposing same fees for 2025</p> <p>FY25 proposed school fees were reviewed and explained. Fred reviewed the amounts and spend plans. No action taken or needed</p>	Fred	5 Min
9.	<p>Board Elections</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> <li>○ 4 new parents running</li> </ul> </li> </ul>		

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	<p>Sarah reviewed the board candidates and timelines. Sarah mentioned that the board might want to consider increasing the number of open board positions based on the number of candidates and for better board balance. This will be addressed in March board meeting.</p>		
10.	<p>Good Times:</p> <p>Secondary: TBD</p> <p>Distance: TBD</p> <p>Elementary: TBD</p> <p>Paul mentioned some highlights of the month including sterling scholar semi finalists–Brittyn Jennings (Theatre) and Stella Centini (Computer Technology) for being named Semi-Finalists!</p> <p>Mattison–talked about the elementary play, community partners, and the good vibe at the elementary. She also mentioned that elementary staff would love to be recognized by the board and have the board join and pay for the next elementary outing.</p> <p>Katie–mentioned that the 7th grade student council is up and running, the school play opening, and middle year testing turned out fantastic.</p> <p>Board adjourned</p>	Fred	5 Min
	<p>Training – <a href="#"><u>Board Training Link</u></a> (done before</p>	As Needed	10 Min

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	<p>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> <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> </ul> </li> </ul>		
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- [Fraud Training](#)
- [Audit Training](#)

Finance Training:

- Finance Training
  - [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.