

**DASA Governing Board Minutes**  
**April 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.	Student Report	Student Gov't	5 Min
4.	Review and approve <a href="#"><u>March 21, 2024</u></a> Board Minutes <ul style="list-style-type: none"> <li>● Thomas Gooch motioned to approve March 21, 2024 minutes. Alex Crowley second. No discussion. Pass 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>○ Detail Budget</li> <li>○ Summary Budget</li> </ul> </li> <li>● Discussion: <ul style="list-style-type: none"> <li>○ Budgets are moving in a positive trajectory as planned.</li> <li>○ Opening an account with Bank of Utah to transfer funds to earn 5.5% interest rate on cash balance- monetize cash reserves</li> </ul> </li> </ul> <p>Approve Finance Committee recommendation to increase teacher base salary compensation for returning teachers and counselors.</p> <ul style="list-style-type: none"> <li>● 2.5% increase for licensed staff above</li> </ul>	Alex Crowley	10 Min

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	<p>average salaries and up to 5.5% for licensed staff below average salaries—to be paid out on August 5 paycheck</p> <ul style="list-style-type: none"> <li>○ \$60-\$80,000—2.5%</li> <li>○ \$55-\$59,999—4%</li> <li>○ \$50-\$54,999—5.5%</li> </ul> <ul style="list-style-type: none"> <li>● 1%-2% for administrators returning</li> </ul> <p>Board Action:</p> <p>Thomas Gooch motioned to approve finance committee’s recommendation to increase teacher salary base by chart above. Alex Crowley second. Board discussed purpose of increase, which is to remain competitive, reward teachers who stay with DaVinci Academy. The board agreed with the finance committee’s progressive increase to raise all DaVinci teacher salaries while at the same time increasing new teacher salaries with a higher percent to reduce raise inequities. Passed unanimously</p>		
8.	<p>Approvals</p> <ul style="list-style-type: none"> <li>● <a href="#"><u>Charter Land Trust Policy updates</u></a> <ul style="list-style-type: none"> <li>○ Alex Crowley motioned to approve Charter Land Trust Policy updates. Rachael Pust Second. No Discussion. Passed unanimously</li> </ul> </li> <li>● <a href="#"><u>FY25 Land Trust Plan Approval</u></a> <ul style="list-style-type: none"> <li>○ Alex Crowley motioned to approve Charter Land Trust Plan. Rachael Pust Second. No Discussion.</li> </ul> </li> </ul>	Simon and Katie	10 min

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	<ul style="list-style-type: none"> <li>● <b>Passed unanimously</b></li> <li>● <a href="#"><u>FY25 Salary Chart Clarification</u></a> <ul style="list-style-type: none"> <li>○ <b>Thomas Gooch motioned to approve Salary Chart updates/clarification to include ESA in base salary. Alex Crowley Second. No Discussion. Passed unanimously</b></li> </ul> </li> <li>● <b>Make-up day on May 24 for Snow day in January—Any students needing to make up any work will have teachers there to help</b> <ul style="list-style-type: none"> <li>○ <b>Thomas Gooch motioned to approve make up snow day for May 24, 2024. Alex Crowley Second. No Discussion. Passed unanimously</b></li> </ul> </li> </ul>		
9.	<b>Board Elections</b> <ul style="list-style-type: none"> <li>● <b>Board election will start May 1 until May 15, 2024</b></li> <li>● <b>Open parent board positions</b> <ul style="list-style-type: none"> <li>○ <b>1 parent position open (Open for discussion and possible vote to expand the number of board openings based on board bylaws and articles of incorporation)</b></li> <li>○ <b>1 community member open</b></li> <li>○ <b>3 new parents running— All met the 100 signature requirement</b></li> </ul> </li> <li>● <b>Board decided to open 3 additional parent seats on the board for FY25. No motion due to lack of quorum.</b></li> </ul>	Sarah	10 min
10.	<b>Reminders</b>	Simon/Kat	5 min

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	<ul style="list-style-type: none"> <li>• Graduation May 23 @ 7 pm at Peery Egyptian Theatre</li> <li>• You do not need to have graduation regalia but if you do please wear it.</li> </ul>	ie	
11.	<p>Good Times:</p> <p>Secondary: TBD</p> <p>Distance:</p> <p>Elementary: TBD</p>	Simon/Katie	5 Min
	<p>Training – <a href="#">Board Training Link</a> (done before Sept. 1) BOY</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>	As Needed	10 Min

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- [Board Calendar Reviewed and approved each August](#)

Required trainings:

- August ethics training--[Annual board commitment to abide by ethical behavior](#)
- [Open and Public Meeting Training](#)
- Land trust Training
  - [Video--Land Trust Responsibilities-](#)
  - [Video--Data-driven decisions](#)
  - handouts--
    - [Local Board Guidelines](#)
    - [Appropriate Expenditures](#)
- [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](#)

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	<ul style="list-style-type: none"> <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> <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> <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.		

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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.