

DASA Governing Board Minutes
June 20, 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 <u>May 16, 2024</u> Board Minutes	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> ● Vote to amend and approve FY24 Forecast Budget as the FY24 Approved Budget with minor changes allowed by Finance Committee ● Vote to approve FY25 Proposed Budget <ul style="list-style-type: none"> ○ <u>FY25 Budget Detail</u> ○ <u>FY25 Budget Summary</u> 	Alex Crowley	5 Min

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6.	<p>Policy updates</p> <ul style="list-style-type: none"> • None at this time 	Fred	0 Min
7.	<p>Community Board Member Nomination</p> <ul style="list-style-type: none"> • <u>Oscar Mata</u> 	Fred	5 Min
8.	<p>Executive Administrator Evaluation <u>Presentation</u></p>	Fred	10 Min
9.	<p>Closed Meeting Per State Code 52-4-205</p> <p>Listed reasons under State Code</p> <ul style="list-style-type: none"> • Discuss proposed development agreement • Executive Administrator Evaluation <p>*To enter closed meeting procedures</p> <ul style="list-style-type: none"> • Roll call–state name and vote to enter a closed meeting or vote not to enter closed meeting–note this on minutes • Two thirds of board members present vote to approve to enter closed meeting • A closed meeting may be closed by a majority of members present 	Sarah	20 Min
10.	<p>Discussion topic proposed by Board Member Thomas Gooch</p> <ul style="list-style-type: none"> • Should board members be added to the faculty email distribution lists for the purpose of monitoring the school climate? 	Sarah	10 Min

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11.	<u>Suite DEF Lease Extension</u> – Kaysville location	5 Min	Fred
12.	<p>Executive or Officer Board Elections</p> <ul style="list-style-type: none"> • <u>Bylaws</u> <ul style="list-style-type: none"> ○ Annual Officers election – Ballots have been administered to all voting board members for board member candidates who contacted the board secretary about serving in a board officer capacity. ○ Board members will fill out ballots for each ballot corresponding to the board office position. ○ Ballots will be tallied after the board meeting. 	Sarah	10 Min
	<p>Training – <u>Board Training Link</u> (done before Sept. 1) BOY</p> <p>Board Governance</p> <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>	As Needed	10 Min

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	<ul style="list-style-type: none">● The Google Board Folder, website, and calendar● emails● UCAP● Background checks <p>Board Calendaring:</p> <ul style="list-style-type: none">● Board Calendar Reviewed and approved each August <p>Required trainings:</p> <ul style="list-style-type: none">● August ethics training-- Annual board commitment to abide by ethical behavior● Open and Public Meeting Training● Land trust Training<ul style="list-style-type: none">○ Video--Land Trust Responsibilities-○ Video--Data-driven decisions○ handouts--<ul style="list-style-type: none">■ Local Board Guidelines■ Appropriate Expenditures● Fraud Training● 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		
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	<ul style="list-style-type: none"> ○ <u>finance committee</u> ○ <u>Restricted funds and tracking</u> ○ <u>School fees and tracking and policy and calendar</u> ○ <u>Financial, Debt, Risk Management, and Disclosure Policy</u> ○ <u>Financial Policy and Procedures</u> ○ <u>Procurement Policy</u> ○ <u>how to read the budget</u> ○ <u>Fraud hotline and define fraud</u> ○ 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: ● <u>Restricted funds and tracking</u> ● School fees and tracking and policy and calendar ● Finance policies and update if needed ● <u>Cash handling process at the schools</u> ● <u>finance committee</u> ● 		
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Item# Subject

Decision Log

Decision/Description	Pass/Fail

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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.