

**DASA Governing Board Minutes**  
**August 22, 2024**  
**5:30 PM-7:00 PM**  
**Boardroom (Gym Side of Big DaVinci)**  
[Zoom Link for board meeting](#)

Attendees/Invitees			
	Alex Crowley, President/ Parent Member		*Sally Shigley, Community Member
	Holly Okuhara/Vice Chair/Parent Member		Gail Niklason, Community Member
	Alison Workman, Treasurer/ Parent Member		*Oscar Mata, Community Member
	Rachael Ward, Parent Member		Charlie Ewert, Secretary/Community Member
	Ryan Wagner/Parent Member		
	Thomas Gooch/Parent Member		Fred Donaldson, EA
			Casey Holmes, Business Manager
	Paul Goggi and Mattison Whitlock, Faculty Representatives		Student-Body President –Student Body President

\*Not in attendance

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**AGENDA TOPICS**

1.	Welcome Guests– <b>Opened at 5:30 pm</b>		5 Min
2.	Public Comment– <b>No Public Comments</b>		5 Min
3.	Student Report– <b>No Student Report</b>	Student Gov't	5 Min
4.	Review and approve <a href="#">June 20, 2024</a> Board Minutes <ul style="list-style-type: none"> <li>● <b>Rachel Pust motioned to approve June 20, 2024 Board Minutes. Holly Okuhara second. No Discussion. Unanimously passed.</b></li> </ul>	Charlie Ewert	5 Min
5.	Review FY25 Budget Financial Duties <ul style="list-style-type: none"> <li>● <a href="#">Budget Summary</a></li> <li>● <a href="#">Budget Detail</a></li> <li>● <a href="#">Finance Committee Meeting Notes</a></li> <li>● <b>Budgets Reviewed–No Motions Made</b></li> </ul>	Alison Workman	5 Min
6.	Policy updates <ul style="list-style-type: none"> <li>● <a href="#">Student Privacy and Data Protection</a></li> <li>● <a href="#">Safe School Policy</a></li> <li>● <a href="#">Financial Policy</a></li> <li>● <b>Charlie Ewert motioned to approve Student Privacy and Data Protection. Rachael Pust second. Unanimously passed.</b></li> </ul>	Fred	5 Min

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	<ul style="list-style-type: none"> <li>● Ryan Wagner motioned to approve updates to Safe School Policy. Alison Workman second. Discussion on putting in the definition of what constitutes corporal punishment. Motion passed unanimously with the condition that Fred defines corporal punishment in the policy.</li> <li>● Holly Okuhara motioned to approve updates to Financial Policy. Rachael Pust second. Passed unanimously.</li> </ul>		
7.	<p>Approvals</p> <ul style="list-style-type: none"> <li>● <a href="#">Early Learning Plan</a></li> <li>● Alison Workman motioned to approve Early Learning Plan. Rachael Pust second. Discussed the plan and goals. Needs to correct grammar on first goal. Motion passed unanimously.</li> </ul>	Fred	5 Min
8.	<p>LEA Licenses and Approvals – <a href="#">See List</a></p> <ul style="list-style-type: none"> <li>● Charlie Ewert motioned to approve LEA Site-License List. Gail Niklason second. Discussed the reason for these site licenses or endorsements and plans for getting them associate licenses and/or endorsements. Motion passed unanimously.</li> </ul>	Fred	5 Min
	<p>Training – <a href="#">Board Training Link</a> (done before Sept. 1)  BOY  Board Member Training:</p>	As Needed	10 Min

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	<p><b>Board Governance</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> <a href="#">Board Checklist</a></li><li><input type="checkbox"/> <a href="#">Charter</a></li><li><input type="checkbox"/> <a href="#">Bylaws</a></li><li><input type="checkbox"/> <a href="#">Board Policy</a></li><li><input type="checkbox"/> <a href="#">Communication Chart</a></li><li><input type="checkbox"/> <b>Employee Management</b><ul style="list-style-type: none"><li><input type="checkbox"/> <a href="#">School Vision and Goals</a></li><li><input type="checkbox"/> <a href="#">Executive Admin Expectations</a></li></ul></li></ul> <p>Board organization:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <a href="#">The Google Board Folder</a>, website, and calendar</li><li><input type="checkbox"/> emails</li><li><input type="checkbox"/> <a href="#">UCAP</a></li><li><input type="checkbox"/> <a href="#">Background checks</a></li></ul> <p><b>Board Calendaring:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> <a href="#">Board Calendar Reviewed and approved each August</a></li></ul> <p>Required trainings:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> August ethics training-- <a href="#">Annual board commitment to abide by ethical behavior</a></li><li><input type="checkbox"/> <a href="#">Open and Public Meeting Training</a></li><li><input type="checkbox"/> Land trust Training<ul style="list-style-type: none"><li>o <a href="#">Video--Land Trust Responsibilities-</a></li><li>o <a href="#">Video--Data-driven decisions</a></li><li>o handouts--<ul style="list-style-type: none"><li>■ <a href="#">Local Board Guidelines</a></li><li>■ <a href="#">Appropriate Expenditures</a></li></ul></li></ul></li></ul>		
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- [Fraud Training](#)
- [Audit Training](#)
- [Committee Training](#)

**Finance Training:**

- [Financial PowerPoint](#)–State Created
- [Budget Review](#)
- [Budget Detail Video](#)

**Finance Policies and Processes:**

- [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](#)
- [Fraud hotline and define fraud](#)

**Third Party Vendor Policy and Process:**

- [Vendor Policy](#) and [Contracts](#) and [Vendor Training](#) and [Checklist](#)

Please sign these forms by clicking on here:

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	<input type="checkbox"/> <a href="#">Acceptable Use Form</a> <input type="checkbox"/> <a href="#">Code of Conduct</a> <input type="checkbox"/> <a href="#">Confidentiality Agreement Form</a>		
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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;

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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.