

**DASA Governing Board Minutes**  
**September 19, 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		5 Min
2	Public Comment		5 Min
3.	Student Report	Student Gov't	5 Min
4.	Review and approve <a href="#"><u>August 22, 2024</u></a> Board Minutes  Holly Okuhara motioned to accept August 22, 2024 proposed minutes as approved board minutes. Alison Workman seconded. Holly asked to correct the spelling of her name. No other discussion. August 22, 2024 board minutes approved as written.	Alex Crowley	5 Min
5.	Review FY25 Budget Financial Duties <ul style="list-style-type: none"> <li>● <a href="#"><u>Budget Summary</u></a></li> <li>● <a href="#"><u>Budget Detail</u></a></li> <li>● <a href="#"><u>Finance Committee Meeting Notes</u></a></li> </ul> No vote needed. Information purposes only.	Alison Workman	5 Min
6.	Policy updates <ul style="list-style-type: none"> <li>● <a href="#"><u>Procurement Policy</u></a></li> </ul> Thomas motioned to approve procurement policy updates. Oscar seconded. No discussion. Passed unanimously	Fred	5 Min

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7.	<p>Approvals</p> <p>Grants</p> <ul style="list-style-type: none"> <li>● TSSA - Teacher Student Success Act <ul style="list-style-type: none"> <li>○ <a href="#"><u>TSSA Framework</u></a></li> <li>○ <a href="#"><u>TSSA Goals</u></a></li> </ul> </li> </ul> <p>Thomas motioned to approve TSSA goals with TSSA Framework. Alison seconded. Board discussed framework and allowable expenditures. Board liked the goals for TSSA. Passed unanimously.</p> <ul style="list-style-type: none"> <li>● <a href="#"><u>DTL Goals</u></a></li> <li>● <a href="#"><u>Land Trust Goals</u></a></li> <li>● Educator Paid Professional Hours Plan</li> </ul> <p>Curriculum recommendations for board approval from Curriculum Committee</p> <ul style="list-style-type: none"> <li>● <a href="#"><u>8th grade novel</u></a></li> <li>● <a href="#"><u>Library List for new books</u></a></li> </ul> <p>Oscar motioned to approve 8th grade reading novel and recommended library book list. Gail seconded. Board discussed the law related to when books are not allowed in the library. None of the recommended books violates those state laws. Parents can receive emails every time their student checks out a book, so DaVinci encourages parents to talk to their kids about novels they are reading. Fred explained that the curriculum committee meets monthly to review all recommended books. This committee is a public meeting</p>	Fred	5 Min

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	<p>where anyone can attend. If parents have concerns with books, they can always attend and voice concerns in the curriculum committee. This provides excellent transparency and allows parents to be involved in the process.</p> <p>Motion passed 5 approved and 1 No (Holly Okuhara, Alison Workman, Oscar Mata, Gail Niklason, Ryan Wagner approved. Thomas Gooch voted no or not approved.</p>		
8.	<p>LEA Licenses and Approvals–<a href="#">See List</a>–All are approved. Only 2 educators with expired licenses. Those should be fixed this month</p> <p>Information only–no vote needed.</p>	Fred	5 Min
9.	<p>Board Updates</p> <p>Charter Goals Met in 2024</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 80% of graduates or more participated in programs to explore careers</li> <li><input checked="" type="checkbox"/> 4 years of science and math</li> <li><input type="checkbox"/> Post-secondary ready <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Grad rate above state avg</li> <li><input checked="" type="checkbox"/> ACT composite score above state avg</li> <li><input type="checkbox"/> Post-secondary score above state avg</li> </ul> </li> <li><input checked="" type="checkbox"/> Median Growth Percentile in greater than state avg <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> English</li> <li><input checked="" type="checkbox"/> Math</li> <li><input checked="" type="checkbox"/> Science</li> </ul> </li> </ul>	Fred	5 Min

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	<p><b>No vote needed – information purposes only – Fred reviewed charter goals with the board and explained that FY24 charter goals were met. (See above)</b></p> <p><b>Safety updates</b></p> <ul style="list-style-type: none"> <li>● Visitor Management Software</li> <li>● Security enhancements</li> <li>● SNAP Plan for Middle and Little</li> <li>● Messaging System</li> <li>● Management of technology – Bark App</li> </ul> <p><b>No vote needed. Information purposes only.</b></p> <p><b>Committee Updates</b></p> <ul style="list-style-type: none"> <li>● School Land Trust</li> <li>● Curriculum is up and running</li> </ul> <p><b>5-Year Strategic Plan</b></p> <ul style="list-style-type: none"> <li>● <a href="#"><u>Plan Updates</u></a></li> <li>● <a href="#"><u>School Fee Notifications</u></a></li> </ul> <p><b>No vote needed. Information purposes only. Fred suggested a board member be on the strategic development committee to update the 5-year strategic plan.</b></p>		
10.	<p><b>State Board Updates</b></p> <ul style="list-style-type: none"> <li>● <a href="#"><u>September Board Summary</u></a></li> </ul> <p><b>Reminder of next board meeting – We may need to adjust it because it falls on a fall break.</b></p>		

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	<p style="color: red;">October board meeting will be on Oct 24 at 5:30 pm</p>		
	<p>Training – <a href="#">Board Training Link</a> (done before Sept. 1) BOY</p> <p>Board Member Training:</p> <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</a></li> </ul> </li> </ul>	As Needed	10 Min

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	<p><u>Responsibilities-</u></p> <ul style="list-style-type: none"><li>○ <u>Video--Data-driven decisions</u></li><li>○ handouts--<ul style="list-style-type: none"><li>■ <u>Local Board Guidelines</u></li><li>■ <u>Appropriate Expenditures</u></li></ul></li></ul> <ul style="list-style-type: none"><li><input type="checkbox"/> <u>Fraud Training</u></li><li><input type="checkbox"/> <u>Audit Training</u></li><li><input type="checkbox"/> <u>Committee Training</u></li></ul> <p><b>Finance Training:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> <u>Financial PowerPoint</u>–State Created</li><li><input type="checkbox"/> <u>Budget Review</u></li><li><input type="checkbox"/> <u>Budget Detail Video</u></li></ul> <p><b>Finance Policies and Processes:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> <u>Cash handling process at the schools</u></li><li><input type="checkbox"/> <u>finance committee</u></li><li><input type="checkbox"/> <u>Restricted funds and tracking</u></li><li><input type="checkbox"/> <u>School fees and tracking and policy and calendar</u></li><li><input type="checkbox"/> <u>Financial, Debt, Risk Management, and Disclosure Policy</u></li><li><input type="checkbox"/> <u>Financial Policy and Procedures</u></li><li><input type="checkbox"/> <u>Procurement Policy</u></li><li><input type="checkbox"/> <u>Fraud hotline and define fraud</u></li></ul>		
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	<p>Third Party Vendor Policy and Process:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Vendor Policy</a> and <a href="#">Contracts</a> and <a href="#">Vendor Training</a> and <a href="#">Checklist</a></li> </ul> <p>Please sign these forms by clicking on here:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Acceptable Use Form</a></li> <li><input type="checkbox"/> <a href="#">Code of Conduct</a></li> <li><input type="checkbox"/> <a href="#">Confidentiality Agreement Form</a></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.		



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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.