



Board Meeting Policy 002

DaVinci Academy of Science and the Arts

I. Purpose

This policy establishes the procedures for conducting Board meetings at DaVinci Academy, ensuring transparency, accountability, and compliance with the Utah Open and Public Meetings Act (Utah Code 52-4-101 et seq.) and Robert's Rules of Order.

II. Board Meeting Structure

1. Meeting Frequency & Scheduling

- a. The Board of Directors meets once per month, with the official meeting date set at the August Board Retreat.
- b. Additional special meetings may be called, provided they follow the notice requirements outlined in the bylaws.

2. Meeting Quorum & Voting Requirements

- a. A quorum (majority of Board members) must be present to conduct official Board business.
- b. All votes require a majority approval, unless otherwise stated by bylaws or state law.

3. Board Meeting Conduct (Robert's Rules of Order)

The Board President shall conduct meetings using Robert's Rules of Order, ensuring orderly discussion and adherence to governance standards.

a. Meeting Order:

1. Call to Order – The President starts the meeting.
2. Roll Call – The Secretary records attendance and establishes quorum.
3. Approval of Agenda & Prior Meeting Minutes – Minutes are reviewed and approved within 30 days.
4. Reports – Financial, administrative, and committee reports are presented.
5. Old Business – Discussion and voting on unfinished matters.
6. New Business – Discussion and action on newly introduced matters.



7. Public Comment – Open forum for public input (if applicable).
8. Executive Session (if needed) – Follows Utah Code 52-4-205.
9. Adjournment – The President closes the meeting.

b. Motion Process:

1. A motion is made by a Board member.
2. Another member seconds the motion.
3. Discussion occurs.
4. A vote is taken, and the motion either passes or fails based on majority rule.

III. Open and Public Meeting Act Compliance

- a. All Board meetings are public, except for legally permitted closed sessions.
 - b. Audio recordings of meetings must be uploaded to the school's website within 72 hours.
 - c. Minutes must be approved within 30 days and posted online.
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IV. Closed Meeting Procedures (Utah Code 52-4-205)

a. The Board may enter a closed meeting for the following reasons:

1. Discussion of personnel matters (e.g., Executive Administrator Evaluation).
2. Strategy sessions for pending litigation or real estate negotiations.
3. Discussions of confidential student or employee matters.
4. Proposed development agreements.

b. How to Enter a Closed Session:

1. A motion is made by a Board member to enter a closed meeting.
2. A roll-call vote is conducted, with each Board member stating their name and voting “yes” or “no.”
3. Two-thirds of members present must approve the motion.



4. The reason for the closed session must be recorded in the meeting minutes.
5. No official Board actions may be taken during the closed session—decisions must be made in an open session.

c. How to Exit a Closed Session:

1. A motion to return to open session is made and seconded.
 - i. A Board member must make a **motion** to return to an **open meeting**.
 - ii. Example: *"I move that we return to an open session."*
 - iii. Another Board member must **second** the motion.
 - iv. A majority vote approves the return to an open meeting.
 - v. While a roll-call vote is required to **enter** a closed meeting, returning to an open meeting **does not require a roll-call vote**.
 - vi. The Board may use a **voice vote** or a **show of hands**.

2. Recording and Documentation:

- i. The **Secretary records the motion and vote** in the minutes.
- ii. The meeting minutes must state:
- iii. The **time** the Board re-entered the open session.
- iv. That **no official action** was taken during the closed meeting.

3. Proceeding with the Open Meeting

- i. Once back in **open session**, the Board resumes its public agenda.
- ii. If any **action** is required as a result of the **closed session**, the Board must vote on it in the **open session**—decisions cannot be made in a closed meeting.

4. Finalizing Meeting Documentation

- i. The **closed meeting minutes/recordings** (if required) **must be securely stored and kept confidential**, per **Utah Code 52-4-206**.
- ii. **Public minutes** of the open meeting must **note** that a closed session occurred, but details of the discussion remain private.



V. Annual Board Meeting Calendar (Tentative)

The Board shall establish an annual meeting plan at the August Board Retreat, which may be adjusted if necessary.

- **July**
 - No scheduled meeting.

- **August (Board Retreat & Training)**
 - Annual Board Retreat & Governance Training.
 - Background checks completed.
 - Appoint and review members of the LEA Curriculum Committee.
 - Approve staff for the upcoming school year.
 - Review the School Improvement Plan.
 - Approve the Early Literacy Plan.

- **September**
 - Review school fees and fundraisers.
 - Analyze school data and set benchmarks.
 - Review and update the 5-year strategic plan.
 - Review grants and approve funding plans.

- **October**
 - Annual Assurances of Compliance.
 - Approve federal and state plans in the Utah Consolidated Application (UCA).
 - Review Open Public Meeting Law compliance.

- **November**
 - Management Response Letters submitted.



- Financial audit review by external auditors.
- Review & approve final results from the previous School Land Trust Plan.
- **December**
 - Financial reports and federal reimbursements review.
 - Special Education reimbursements update.
- **January**
 - Board elections open – parent nominations/signature collection begins.
 - Approve next year’s school calendar.
 - Approve next year’s school fee schedule.
 - Review Financial Procedure Policy (503).
- **February**
 - Board elections close – last day for parent signatures.
 - Approve and submit school fee schedule to the state.
- **March**
 - Review Open Public Meeting Law compliance.
 - Approve school fees for the upcoming year.
- **April**
 - Review and approve Land Trust Plan.
 - Director (Executive Administrator) Evaluation.
- **May**
 - Review data from the Teacher & Student Success Act (TSSA) Plan.
 - Adjust school fee spend plan if needed.
 - Conduct Executive Administrator Evaluation.
 - Approve Counselor Report.



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- **June**

- Approve current fiscal year budget.
- Approve next fiscal year's budget.
- Approve TSSA Plan.

VI. Special Meetings & Emergency Meetings

- Special meetings may be called by the Board President or by a majority vote of Board members.
- Emergency meetings may be held with at least 24-hour notice in compliance with Utah Code 52-4-202.

VII. Board Meeting Length

- Regular Board meetings should last no more than 1 to 1.5 hours.
- If additional time is needed, the Board may schedule a follow-up meeting or table discussions for the next scheduled meeting.