DASA Governing Board Minutes
October 24, 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 – None		5 Min
3.	Student Report – Service Day for seniors was really fun, Senior picture day, halloween dance, Halloween assembly, Discipline is better- dress code and attendance. Kids are adjusting.	Student Gov't	5 Min
4.	Review and approve September 19, 2024 Board Minutes Take Alex off of number 7, Ryan approved, 2nd Oscar- Passed unanimously.	Charlie Ewert	5 Min
5.	Review FY25 Budget Financial Duties ● Budget Summary ● Budget Detail ● Finance Committee Meeting Notes Overall salaries are trending at 5% under budget. Local revenue- interest on cash in bank account making interest, will trend down with rates coming down. October 1 enrollment- 1,278 students- a little higher than ADM so we will see a true up in November.	Alison Workman	5 Min

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6.	Policy updates–None	Fred	0 Min
7.	Approvals–None	Fred	0 Min
8.	Closed Meeting Per State Code 52-4-205 Listed reasons under State Code ● Sale or purchase of property ● Legal strategy *To enter closed meeting procedures ● 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 [Land Purchase](#) Motion to go into closed session- Charlie motioned to move into closed session, Oscar 2nd. Role Call- Charlie yes, Ryan Yes, Oscar, Yes, Gail Yes, Holly Yes, Alli yes, Alex yes. Non board members are invited. Motion passes	Alex	20 Min
9.	[DASA 5-Year Plan Work Group](#)	Fred	20 Min

	Over the coming board meetings, the board will set time aside to review and update DASA 5-Year Plan. Invitation given to board members to review and come with ideas. Dedicate 10-15 minutes to go through it each meeting. Gail asked if the board can use this plan to review school progress or have the Executive Administrator give an update or report in board meetings. Alex suggested that by September of next year to have the 5 year plan finalized. Ryan asked if we should be focusing more on expansion or refining the programs for students? Fred suggested we focus on the maintenance of buildings and equipment and then focus more on the program refinements for student opportunities and experiences. Alison asked if teachers could be surveyed for input. Paul and Mattison said they can use the faculty caucus for this purpose.		
10.	State Board Updates • [October Board Summary](#)	Fred	2 Min
11.	Good Times: Secondary: • 97% Freshman passed Q1 of Math • Ranked in the top 18% 9-12 • Added AP and student support personnel are having a major positive impact on students and academics	Mattison, Paul, Katie	

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	Flex– Our 7th Grade Student Council is in full swing - recognizing students' birthdays, leading assemblies celebrating excellent student attendance, and creating a culture of inclusivity and peer leadership at both locations. The Annual Trunk or Treat will be held this Friday at our Kaysville Campus. This is a super popular family-friendly event. We are looking forward to a fun night celebrating with our community, eating yummy treats, and dancing with a DJ. 99% of our parents attended Fall Parent Teacher Conferences. We are working diligently on fostering strong parent/teacher partnerships and making the Flex Program feel like the Flex Family - where everyone feels supported and a part of the community. Fun & successful field trips to Black Island Farms - 600 dragons in a pumpkin patch! Families took a hayride, picked a pumpkin off the vine, and enjoyed lots of seasonal festivities. **Elementary**		
	Training – [Board Training Link](#) (done before Sept. 1) BOY Board Member Training: **Board Governance** ☐ **Board Checklist** ☐ **Charter** ☐ **Bylaws** ☐ **Board Policy** ☐ **Communication Chart** ☐ **Employee Management**	As Needed	10 Min

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	☐ **School Vision and Goals**
	☐ **Executive Admin Expectations**
	Board organization:
	
	☐ The Google Board Folder, website, and calendar
	☐ emails
	☐ UCAP
	☐ Background checks
	
	Board Calendaring:
	☐ 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
	☐ Committee Training
	
	Finance Training:		

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☐ [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:
    ❏ [Acceptable Use Form](#)
    ❏ [Code of Conduct](#)
    ❏ [Confidentiality Agreement Form](#)

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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.		