

DASA Governing Board Minutes

October 23, 2025

5:30 PM - 6:30 PM

Boardroom- Room 209 (Northeast Entrance of Big DaVinci)

[Zoom Link for board meeting](#)

Attendees/Invitees			
	Alex Crowley - President - Parent Member		Natalie Wilson, Community Member
	Holly Okuhara -Vice President - Parent Member		Gail Niklason, Community Member
	Catherine Clark - Treasurer - Parent Member		Oscar Mata, Community Member
	Alison Workman - Secretary - Parent Member		Naomi Anson, Director of Secondary
	Kerry Roberts, Parent Member		Simon Post, Executive Administrator
			Brian Cates, Business Manager
	Paul Goggi and Mattison Whitlock, Faculty Reps.		Xanti Cabrera, Student Body President (or designate)

*Not in attendance

**On Zoom Link

AGENDA TOPICS

1.	Welcome Guests	Alex Crowley	1 Min
2	Public Comment	Alex Crowley	1-5 Min
3.	Student Report <ul style="list-style-type: none"> • Xanti or Bella Woodbury 	Student Gov't	1-5 Min
4.	Review and approve Minutes September 18, 2025 (Proposed)	Alex Crowley	1-5 Min
5.	Board Financial Responsibilities Training	Brian Cates	15 Min
6.	Review FY26 Budget Financial Duties <ul style="list-style-type: none"> • Budget Summary • Budget Detail 	Catherine Clark	5 Min
7.	Curriculum Committee Recommendations: Approvals Needed <ul style="list-style-type: none"> • Curriculum & Library Books - see list at link 	Simon	5 Min
8.	Progress Report on Strategic Plan	Simon	10 Min
9.	Safety Updates - School Guardians trainings -CSTAG	Simon	5 Min
10.	<p>Good Times: DaVinci Academy: Review with State Charter Board Elementary:</p> <p>Flex: This month we have two big family-friendly events. We went to the Black Island Farms Pumpkin Patch for a tractor ride and fall festivities. This Friday we will host our annual Trunk or Treat at our Kaysville campus. Students are excited to dress up, eat treats, dance the night away and vote for their favorite teacher's trunk!</p> <p>Teachers are busy with monthly PLCs where we are diving into data and refining our state and local goals - while aligning them with our Tutor Time and focused interventions from Hallway Helpers. Teachers are also visiting their cross-campus colleagues to observe best</p>	Alex & Holly, Mattison, Paul, Naomi	

	<p>teaching practices and collaborate on lesson planning.</p> <p>Secondary:</p>		
11.	<p>Training - Reminders on Training Requirement and to update Bio's for the website as we clean that up</p> <ul style="list-style-type: none"> Require all current and new members to complete by September 1 – Board Training Link <p>Board Member Training:</p> <p>Board Governance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board Checklist <input type="checkbox"/> Charter <input type="checkbox"/> Bylaws <input type="checkbox"/> Board Policy <input type="checkbox"/> Communication Chart <input type="checkbox"/> Employee Management <ul style="list-style-type: none"> <input type="checkbox"/> School Vision and Goals <input type="checkbox"/> Executive Admin Expectations <p>Board organization:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Google Board Folder, website, and calendar <input type="checkbox"/> emails <input type="checkbox"/> UCAP <input type="checkbox"/> Background checks <p>Board Calendaring:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board Calendar Reviewed and approved each August <p>Required trainings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> August ethics training--Annual board commitment to abide by ethical behavior <input type="checkbox"/> Open and Public Meeting Training <input type="checkbox"/> Land trust Training <ul style="list-style-type: none"> <input type="radio"/> Video--Land Trust Responsibilities- <input type="radio"/> Video--Data-driven decisions <input type="radio"/> handouts-- <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Local Board Guidelines 	Simon	5 Min

	<p style="text-align: center;">■ Appropriate Expenditures</p> <p><input type="checkbox"/> Fraud Training</p> <p><input type="checkbox"/> Audit Training</p> <p><input type="checkbox"/> Committee Training</p> <p>Finance Training:</p> <p><input type="checkbox"/> Financial PowerPoint–State Created</p> <p><input type="checkbox"/> Budget Review</p> <p><input type="checkbox"/> Budget Detail Video</p> <p>Finance Policies and Processes:</p> <p><input type="checkbox"/> Cash handling process at the schools</p> <p><input type="checkbox"/> finance committee</p> <p><input type="checkbox"/> Restricted funds and tracking</p> <p><input type="checkbox"/> School fees and tracking and policy and calendar</p> <p><input type="checkbox"/> Financial, Debt, Risk Management, and Disclosure Policy</p> <p><input type="checkbox"/> Financial Policy and Procedures</p> <p><input type="checkbox"/> Procurement Policy</p> <p><input type="checkbox"/> Fraud hotline and define fraud</p> <p>Third Party Vendor Policy and Process:</p> <p><input type="checkbox"/> Vendor Policy and Contracts and Vendor Training and Checklist</p> <p>Please sign these forms by clicking on here:</p> <p><input type="checkbox"/> Acceptable Use Form</p> <p><input type="checkbox"/> Code of Conduct</p> <p><input type="checkbox"/> Confidentiality Agreement Form</p>		
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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;
- 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.