

DASA Governing Board Minutes
November 20, 2025
5:30 PM - 6:30 PM
Little DaVinci (2221 Grant Ave) - Room 5
[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
			Erika Kortman, Elementary Director Katie Chappell, Flex Elementary Director
	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 October 23, 2025 (Proposed)	Alex Crowley	1-5 Min
5.	Review FY26 Budget Financial Duties <ul style="list-style-type: none"> • Budget Summary • Budget Detail 	Catherine Clark	5 Min
6.	Financial Reserves Expenditures Training	Brian Cates	10 Min
7.	FY27 School Calendar Discussion and Action <ul style="list-style-type: none"> • Option 1 • Option 2 • Pros / Cons Email • Staff feedback results (pie chart available in board folder) 	Simon	10 Min
8.	Early Learning Plan Report	Erika & Katie	10 Min
9.	Closed Meeting Per State Code 52-4-205 Listed reasons under State Code <ul style="list-style-type: none"> • Discuss Legal Strategy/Real Estate *To enter closed meeting procedures <ul style="list-style-type: none"> • Roll call–state name and vote to enter a closed meeting or vote not to enter closed meeting–note this on minutes 	Simon	15-20 Min

	<ul style="list-style-type: none"> 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 		
10.	Discussion on December Meeting Dates -Necessity of a December Meeting	Simon	5 Min
11.	Good Times: DaVinci Academy: Elementary: Holiday Helpers Flyer Flex: Secondary:	Alex & Holly, Mattison, Paul, Naomi	
12.	<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>	Simon	5 Min

- ☐ [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:

- ☐ [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](#)

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.