

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) <ul style="list-style-type: none"> ○ Motion to approve Gail, Holly, 2nd, all in favor 	Alex Crowley	1-5 Min
5.	Review FY26 Budget Financial Duties <ul style="list-style-type: none"> ● Budget Summary ● Budget Detail <ul style="list-style-type: none"> ○ Operating margin did tick up a bit over the last month ○ Paid out bonuses for non licensed staff ○ Getting reimbursements back for titles and grants ○ Insurance got a rate pass so that we did not see any rate increase ○ PTIF moved some funds- making 24,000 a month in interest income ○ Need to be looking at capital expenditures ○ Speech has been high lately- servicing more kids ○ Class wallet funds- received the funds, discussing with auditor ○ Audits are closing down and things are looking good 	Catherine Clark	5 Min
6.	Financial Reserves Expenditures Training <ul style="list-style-type: none"> ○ Capital expenditures 	Brian Cates	10 Min

	<ul style="list-style-type: none"> ■ Operating expenses- day to day costs to keep doors open and the lights on ■ Capital expenditures- the bigger longer lasting purchase that benefit school for many years, spread the cost over several years (bus, additions, etc) <ul style="list-style-type: none"> ● Hvac, major tech roll outs, playground, ■ If an item is over \$5,000 and has a useful life of more than a year, its treated as CapEx ■ Why the board should care- capex requires separate funding sources, rarely comes out of PPU revenue 		
7.	<p>FY27 School Calendar Discussion and Action</p> <ul style="list-style-type: none"> ● Option 1 ● Option 2 ● Pros / Cons Email ● Staff feedback results (pie chart available in board folder) ● Calendar for FY27 <ul style="list-style-type: none"> ○ Option 2- start a day earlier than this year, get the 2 quarters done before the holidays ○ Option 1- does not get 1semester in before holidays ○ Do we ask the parents? No we don't and we have never had complaints ○ Enrollment in January so we need the calendar ○ After school care- YMCA ○ In the future we could propose it earlier to get parents feedback ● Gail motion to accept option 2, CATHERINE 2ND, ALL IN FAVOR 	Simon	10 Min

8.	<p><u>Early Learning Plan Report</u></p> <ul style="list-style-type: none"> ○ Required from state for 1-3 grades ○ In past it has been all literacy focus ○ Now the focus is math with no support ○ Last year was the first year it was full math <ul style="list-style-type: none"> ● Pathways goal- not about being on grade level but instead making progress ● Local goals- ● Last year was the first year we did not meet the goals and we had a weird year of data ● Why- new intervention program in kinder, maternity sub, 1st grade high behaviors, timed test vs not timed ○ New goals- changed up the local goals to now have it say maintain instead of increase <ul style="list-style-type: none"> ■ Giving teachers ongoing professional development 	Erika & Katie	10 Min
9.	<p>Closed Meeting Per State Code 52-4-205</p> <p>Listed reasons under State Code</p> <ul style="list-style-type: none"> ● Discuss Legal Strategy/Real Estate <p>*To enter closed meeting procedures</p> <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 ● Two thirds of board members present vote to approve to enter closed meeting ● A closed meeting may be closed by a 	Simon	15-20 Min

	<p>majority of members present</p> <ul style="list-style-type: none"> ○ Motion to enter closed meeting Ali, 2nd Catherine ○ Role call <ul style="list-style-type: none"> ■ Gail yes, Catherine yes, Holly yes, Natalie yes, Ali yes, Kerry yes 		
10.	<p>Discussion on December Meeting Dates -Necessity of a December Meeting</p> <ul style="list-style-type: none"> ○ Discussion and agreement to not hold December meeting going forward due to busy nature of the holiday season. All in favor 	Simon	5 Min
11.	<p>Good Times: DaVinci Academy: Elementary: Holiday Helpers Flyer Flex: Secondary:</p>	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 	Simon	5 Min

	<p>calendar</p> <p><input type="checkbox"/> emails</p> <p><input type="checkbox"/> UCAP</p> <p><input type="checkbox"/> Background checks</p> <p>Board Calendaring:</p> <p><input type="checkbox"/> Board Calendar Reviewed and approved each August</p> <p>Required trainings:</p> <p><input type="checkbox"/> August ethics training--Annual board commitment to abide by ethical behavior</p> <p><input type="checkbox"/> Open and Public Meeting Training</p> <p><input type="checkbox"/> Land trust Training</p> <ul style="list-style-type: none"> ○ Video--Land Trust Responsibilities- ○ Video--Data-driven decisions ○ handouts-- <ul style="list-style-type: none"> ■ Local Board Guidelines ■ Appropriate Expenditures <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> <ul style="list-style-type: none"> <input type="checkbox"/> Cash handling process at the schools <input type="checkbox"/> finance committee <input type="checkbox"/> Restricted funds and tracking <input type="checkbox"/> School fees and tracking and policy and calendar <input type="checkbox"/> Financial, Debt, Risk Management, and Disclosure Policy <input type="checkbox"/> Financial Policy and Procedures <input type="checkbox"/> Procurement Policy <input type="checkbox"/> Fraud hotline and define fraud <p>Third Party Vendor Policy and Process:</p>		
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<input type="checkbox"/> Vendor Policy and Contracts and Vendor Training and Checklist Please sign these forms by clicking on here: <input type="checkbox"/> Acceptable Use Form <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Confidentiality Agreement Form		
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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.		

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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.