

**DaVinci Academy of the Sciences and Arts**  
**Board of Directors**  
**BOARD MEETING MINUTES**  
2033 Grant Avenue Ogden, Utah 84401  
801.409.0700  
davinciacademy.org

---

**Agenda/Minutes**

**Meeting Name:** DASA Governing Board Meeting  
**Time keeper:** Terryl Miller  
**Scribe:** Terryl Miller – Secretary  
**Facilitator:** Paula Dugan – President  
**Date:** Wednesday, September 26, 2007  
**Time:** 5:30 PM to 8:30 PM (Open Session)  
**Location:** 2033 Grant Avenue, Ogden, UT 84401

**Invitees/Attendees** \* in attendance, # absent, & excused (may call in)

*	Paula Dugan, (PD)	*	Iain Hueton (IH)
*	Eric Amsel (EA)	*	Michael Burton
*	Terryl Miller (TM)	#&	Adam Johnston (AJ)
*	Helen Wecker (HW)	*	Eric Matheson
#	Dan Early (DE)	#&	Mark DeCaria

**Meeting Ground Rules**

- ⌚ Be on Time
- ☺ Everyone is equal
- ⊗ One Conversation at a time
- ☺ Respect the views of others
- ☺ Keep the discussion relevant

**Agenda**

Item No.	Subject	Presenter	Time
1.	Quorum Call and Welcome of Guests	Paula Dugan	2 Min
2.	Introduction and Agenda Review	Terryl Miller	3 Min
3.	Student Government Report Constitution (for approval by board)	Student Government	10 Min
4.	PTSO Report	Larry Freeze	5 Min
5.	Technology Report E-mail Archiving System	Garen Kidd	10 Min
6.	Ombudsman	Maria Schwarz	__ Min
7.	Open Student Comment		30 Min Max

**DaVinci Academy of the Sciences and Arts**  
**Board of Directors**  
**BOARD MEETING MINUTES**  
2033 Grant Avenue Ogden, Utah 84401  
801.409.0700  
davinciacademy.org

Item No.	Subject	Presenter	Time
8.	Open Public Comment		30 Min Max
9.	President's Report	Paula Dugan	10 Min
10.	Director Report	Jessie Kidd	15 Min
11.	Financial Report	Alexis Hicks	5 Min
12.	Old Business	Terryl Miller	5 Min
13.	New Business  Committee Reports  Board Member status and nomination Further Discussion and vote on Board E-Mail Policy Additional Insurance Figures Update on PR and marketing and Grants	Each Board Member  Terryl Miller Paula Dugan Eric Amsel Michael Burton	5 Min  10 Min 10 Min
14.	Adjournment to State of DaVinci Address		

### Minutes

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps
1	Quorum was called by Paula at 5:30. 7/10 board members were in attendance.
2	Terryl introduced the agenda. It was agreed to add a PTSO report after the student government report, and thus it was added to today's agenda as well. It was also agreed that the financial report would be moved up to accommodate Alexis. The meeting minutes from 9-6-07 were approved. Iain moved to approve them and Helen seconded it. All approved, none opposed.
3	<b>Student Government:</b> Tiffany Vlahos presented the new Constitution to the board and asked the board to review it and have any questions ready to ask the student government at the next board meeting. Eric A. asked if there was anything in particular that they wanted to bring to the board's attention to do with the changes but Tiffany said no.
4	<b>PTSO Report:</b> Larry Freeze: The PTSO is holding a 5K run fundraiser on November 17 <sup>th</sup> . It costs \$20 to register in advance and \$25 to register the day of. It is open to the community. It will be called "The DaVinci Academy Turkey Trot". This is one of the fundraisers the PTSO is planning this year.
5	<b>Technology Report:</b> Garen Kidd: He gave the board paperwork to do with the E-mail archiving system. It is standard for the industry in that the e-mail will go to 2 places, one to the user and the other to the archive to be held for 5 years. This will rotate and stay current with the

**DaVinci Academy of the Sciences and Arts**  
**Board of Directors**  
**BOARD MEETING MINUTES**  
2033 Grant Avenue Ogden, Utah 84401  
801.409.0700  
davinciacademy.org

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps
	past 5 years and drop off the oldest e-mails as the time goes forward. He would like the board to use their DaVinci account or to at least carbon copy a DaVinci account on every e-mail to make sure it goes to the archive server. He gave handouts on how to set up our DaVinci accounts as well.
6	<b>Financial Report:</b> Alexis stated that on the 1 <sup>st</sup> or 2 <sup>nd</sup> Tuesday of every month, reports will be e-mailed to all the board members. If we have any questions we can contact her or Shannell. The Financial Committee is working on revising the Financial Policies and Procedures and would like it to be voted on in the 1 <sup>st</sup> board meeting in November. The new budget will need to be voted on as well.
7	<b>Open Public Comment:</b> None
8	<b>Open Student Comment:</b> Stirling Miller: He wanted the board to be aware of the changes made to the web site. There is a new menu which is more user friendly and some aesthetic features added to make it look nicer. This new menu will allow people to get to the information faster. They are in the process of adding an ombudsman link to the front page. Dalton Greenwood: Asked about Saturday school and what happens if kids have to work on Saturday so they cannot attend? Paula explained about the board not being able to resolve issues at this meeting and the proper procedure to having issues resolved. Bringing them to the boards attention during open comment is one of those ways and she thanked Dalton and Stirling for their comments.
9	<b>President's Report:</b> Paula Dugan: She would like to improve communication. She stated that we have a lot of things and events coming up that we need the board to support. She discussed the financial committing and the fact that they put a form together for donors or grant opportunities for people to fill out if they know of any grant opportunities or if they know of anyone who would like to donate to DaVinci. Shanell and Alexis will monitor these forms and see if they are indeed compatible with what the school needs. The purpose of this new procedure is to keep control of the flow of the money and the reporting of the money. Paula encouraged everyone to support the PTSO as they are doing a great job and we, as a board, need to support them in their activities. Our final count as of right now is 280. Monday, October 1 <sup>st</sup> will have the official count. Our plans for next year are going to be a little different in regards to student recruitment. We are starting our efforts about 4-5 months earlier and we are planning on beginning really pushing this at the beginning of the year for the following school year. This will hopefully have our final student counts sooner to help with budgeting for the next year.
10	<b>Director Report:</b> Jessie Kidd: We are still looking for a PT art teacher as well as an ISS Assistant/Volunteer coordinator. We need volunteer tutors for classes, study halls and for Saturday School. We would really like to find some volunteers to help in the office as well as with ISS. We are planning on an open house every 2 <sup>nd</sup> Wednesday of each month. We are still having new students want to come to our school. She has 4 more new students coming for administrative interviews tomorrow. Our student count right now is 280, and we opened a new class to allow for more freshman. Helen asked about past students returning and Jessie replied that no students have come back from the phones calls that have been made to previous students. Our newspaper advertisements have been great and have brought people to the open houses. We just did an interview on B98.7 for recruitment as well. Jessie talked to the audit visit from the State Charter Board Staff. They came and most of their visit had to do with enrollment, application and record keeping and ongoing processes. Paula inserted that this year we will have 3 or 4 visits and each visit will focus on a different area. She considers them white-hat visits, to help us and also to share good things with us from other

**DaVinci Academy of the Sciences and Arts**  
**Board of Directors**  
**BOARD MEETING MINUTES**  
2033 Grant Avenue Ogden, Utah 84401  
801.409.0700  
davinciacademy.org

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps
	<p>schools and our good processes with other schools. Next year's visit, however, will be validating our charter and making sure we listened to their suggestions at the white-hat visits. She asked the board members again to look at the charter and let her know of any revisions they see necessary. We need to have any of these changes made and submitted before their visit. Jessie is working on job descriptions for the teachers and she will have those ready, hopefully by the next board meeting.</p> <p>She mentioned Saturday School and the purpose for it, and the importance of supporting our students in their education. Eric M. had some serious issues. He feels this may be greatly well intended but was concerned that this was a significant change in policy and should have been brought to the board to vote on. He was told by a few people that Saturday School is in the handbooks, but this is just a more detailed description of what it entails. Eric A. applauded the creative way we are dealing with the problem as it is beyond the normal box approach. He feels this is a thoughtful, creative, DaVinci solution to a problem. Jessie inserted that the only thing a teacher can do is to hold the students to standards. Paula mentioned that a few graduates she knows of have mentioned that their time at DaVinci really prepared them for college and she was appreciative of that fact.</p> <p>Jessie then reminded everyone of the Spaghetti dinner and asked everyone to find silent auction items for this. It will be held on October 25<sup>th</sup> from 5:30 to 8:00.</p> <p>She also mentioned that she hoped to have the assessment policy revised by the end of October to propose to the board. This was something the charter board requested.</p>
11	<p><b>Old Business:</b> Terryll Miller: Action Items 1-3 from the last board meeting were achieved 9-26-07. Action item 4 has a new target date of 12-1-07, this is to do with the distribution of the government money for the teachers. Action item 5 will be deferred to the next board meeting, this is a discussion on further insurance for the board by Eric Amsel. Action Item 6 is in the process of all committees setting dates and times for meetings and will be put on the school web site. They do not have to be sent to the Standard Examiner, just posted at the school. Action Item 7, Adam was not here to give the curriculum committee review of the charter but will hopefully have that done by the next board meeting. Action item 8, 9, and 10 will be discussed in New business. Action Items 11, 12, and 13 are deferred to the next board meeting. Iaian will get with Drew or Jessie regarding a student for the City Youth Council. Discussion and vote on overtime policy is deferred to next meeting. Review of current policies needed and division to committees will hopefully done by next meeting if not the following one. Action Item 14, regarding Gary Simonson as board member was given to the PTSO to take care of since he would be their representative. They will let the board know. Action Item 15, Mark was not here to let us know if he found a speaker to talk to the board on e-mail protocol and etiquette. Thus this is deferred to the next meeting.</p>
12	<p><b>New Business:</b> Committees: Eric A: Weber State and Mr. Maxon have put a scholarship together and Eric is going to ask to move all the DaVinci donations to the Weber scholarship. Jessie asked if there were be a DaVinci student preference and Eric replied in the affirmative. His strategic planning meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month here at the school from 3:30 to 4:30. The next meeting will finish off the summer work and after that will start on the new stuff. Helen: Her financial committee stuff was already discussed previously. Michael B: PR committee meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month at 4:00 PM. They are planning on having the donation puzzle completed by the 25<sup>th</sup> for the spaghetti dinner. They are working on developing a year-long plan for prn and recruiting. Paula mentioned to Michael that an outreach policy needs to be written, asked for by the State Charter Board, and Jessie said she will give examples to Michael for his committee to write. The school safety zone is still coming.</p>

**DaVinci Academy of the Sciences and Arts**  
**Board of Directors**  
**BOARD MEETING MINUTES**  
2033 Grant Avenue Ogden, Utah 84401  
801.409.0700  
davinciacademy.org

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps
	<p>He mentioned that DaVinci is now a Gold Member of the Fresh Air Program in Ogden and are being honored on Friday. He talked to the fact that due to how busy everyone has been, community school may have to be put off for a while, but his committee is working with the PTSO on this.</p> <p>Iain H: Internship committee, he needs to meet with Drew to get this going, hopefully by the next board meeting. Terry: Personnel &amp; Policy Committee: We need to discuss an overtime policy at the next board meeting as well as board election policy. She will try to get the policies needed revised identified and divided for each committee to help with this task. Hopefully by the next board meeting but maybe not until November. The next board meeting will be on October 10<sup>th</sup> at 5:30.</p>
13	Terry: moved to adjourn, Michael seconded it and all were in favor.

**Action Items**

Item No.	Open Date	Description	Assigned To	Target Date	Date Closed
AI-1	9-6-07	<b>Distribution of Government Money to Teachers</b>	Financial Committee	12-1-07	
AI-2	9-6-07	<b>Discussion on extra insurance for board</b>	Eric Amsel	10-10-07	
AI-3	9-6-07	<b>Curriculum Committee Review of Charter</b>	Adam Johnson	10-10-07	
AI-4	9-6-07	<b>Get PTSO member and student to attend City Youth Council</b>	Iain Hueton	10-10-07	
AI-5	9-6-07	<b>Obtain speaker to talk to the board on e-mail protocol and etiquette</b>	Mark DeCaria	10-10-07	
AI-6	9-26-07	<b>Look for responsibilities of posting meetings for committees</b>	Terry: Miller	10-10-07	
AI-7	9-26-07	<b>Teacher job descriptions</b>	Jessie Kidd	10-10-07	
AI-8	9-26-07	<b>Assessment policy revision</b>	Jessie Kidd	10-10-07	

**Decision Log**

Date	Decision/Description	Pass/Failed

**DaVinci Academy of the Sciences and Arts**  
**Board of Directors**  
**BOARD MEETING MINUTES**  
 2033 Grant Avenue Ogden, Utah 84401  
 801.409.0700  
 davinciacademy.org

Date	Decision/Description	Pass/Failed

**Next Meeting Agenda Topics**

Item No.	Subject	Presenter	Time
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**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.