



DUAL IMMERSION ACADEMY

DIA Board of Directors Meeting Minutes May 11, 2021

Begin at 6:01 pm
Virtual Meeting

Roll Call

Board Members: Teri Neilsen, Rich Stowell, Danni Helberg, Teresa Bagdasarova, Alice Akunyili, Mequette Sorensen

DIA Staff: Angela Fanjul, Rocio G. Fuentes

Others: Nate Adams from Red Apple, Monica Cuellar, Geraldine Harris

Financial Report

Budget Report

Nate Adams from Red Apple

Overall review of revenues and expenses. DIA has a bottom line of over \$81,000 due to expenses, which could be applicable to other funds. Discussion about debt service coverage, forecast and adjustments. This year and next year budgets will be presented to the board at their next meeting for review and vote.

Fraud Risk Assessment (review and discussion)

Dani Helberg and Nate Adams met to go over the Fraud Risk Assessment. DIA is required to put it together annually and it needs to include DIA's best practices, duties, access and appropriate separation of cash. Discussion of process for approval of certain purchases when going above certain amount. Currently the board of directors have to approve any purchase above \$5000 or checks of \$2000 or more. DIA director explained process followed for purchases.

Action Items

1. Remove former board president Gabriela Benitez from signature of checks and add current board president Rich Stowell.
2. Create a shared folder for access of all policies and procurement policies. Policies such as Personal Use of Entity, Board Code of Conduct Agreement, Annual Board Training-State Compliance.
3. Create an Ethical Code of Conduct (check what state has for best practices)
4. Develop a Fraud Hot Line specific for DIA.
5. Creation of a formal Board Audit Committee.

Administrative Report

Director's Report

Enrollment Numbers

Discussed at the last meeting

Review of DIA Initiatives

Shannon Sanchez, DIA's social worker, was designated as the COVID point of contact at DIA. Shannon shared a report including total cases throughout the school, those who tested positive. Health Department confirmed numbers and were surprised of our low numbers. Three active cases caused DIA to do two soft closures. Shannon also shared the process followed by the school to ensure all

safety protocols were in place and followed. There was extensive communication with parents and created a DIA COVID manual and we held a parent orientation meeting. During school the school year social distancing was enforced, schedules changed and there was a process for arrival, entry to school and dismissal. Process of sanitization and all needed safety and protection supplies for the school, staff and students. Staff was offered the opportunity to be vaccinated and most did.

DIA will hold a vaccination clinic sponsored by the Health Department on May 19, which will be open to the community.

SPED Policies and Procedures

Tabled for next meeting for review and voting.

Hiring for Next Year

Covered last meeting

Plans for Learning Loss – Summer Program and Next Year

Covered last meeting

Action Items

None

Closed Session

Closed meeting under UT 52-4-205 (as needed)

Re-open the meeting for board vote (as needed)

Board Business:

Board Bios for the Website

Invitation to send Teri Neilsen their bios and headshots for those who have not done so. Please send them this week.

Board Membership/Candidates

Monica Cuellar invited by Teri. Monica is energetic and fun. She came to the US at age 17 not knowing the English language and became bilingual in 11 months. Her professional work is in human resources and she enjoys boxing and photography.

Geraldine Harris works at Waterford. Geraldine is from Venezuela and has been in the US for four years. Excited for what DIA is about and excited by the invitation to participate

Proposal of Board Events

Christmas Party

Board Retreat

Board Spring Connect

Board Terms Document

Board Training by Danni Helberg

Video Training

Action Items

Teri Neilsen and Rich Stowell will proposed dates for the events listed below at the next meeting.

Board Training Videos by Danni Helberg

The training video indicated required policies for boards to be in compliance. The House and the Senate approve policies annually that may affect us as a board. The board is responsible to ensure the new policies are incorporated in our policies and procedures. Danni showed a list of recent policies approved at the last session. Discussion about the importance for the board to be familiar with such policies. Danni will share the slide show with the board.

Action Items

Next training video will be presented by Mequette Sorensen.

Research/Topics by Danielle LeCourt

None to report

Approval of minutes: April 13, 2021

Motion by: Alice Akunyili

Seconded by: Mequette Sorensen

Motion approved unanimously

Motion to close this meeting

Motion by: Teri Neilsen

Seconded by: Alice Akunyili

Motion passed unanimously

Meeting concluded at 7:42 pm

Next virtual meeting: 6:00 pm on Tuesday, June 8, 2021