



## DUAL IMMERSION ACADEMY

### **DIA Board Meeting Minutes June 8, 2021**

Virtual Meeting Began at 6:05 pm

Board Members Present: Teri Neilsen, Rich Stowell, Teresa Bagdasarova, Alice Akunyili, Mequette Sorensen  
Board Members Absent: Danielle LeCourt and Danni Helbert (excused)  
DIA Staff Present: Angela Fanjul, Rocio G. Fuentes  
Others Present: Nate Adams from Red Apple

#### **Financial Report:**

Budget Report Nate Adams from Red Apple

#### *FY21 Final Budget*

Discussion included revenues, expenses, special education funding received, funding pools for testing, federal funds and state special education plans.

#### **Motion to Amend and Adapt the FY21 Final Budget**

**Motion by; Rich Stowell**

**Seconded by: Mequette Sorensen**

**Motion passed unanimously**

#### *FY22 Budget*

Discussion included revenues, expenses and Deferred SpEd Revenue. After discussion with DIA director, the budget is based on a 465 children count. We discussed raising numbers; however, we decided to be conservative. Calculation of state funds depend on the number of children enrolled. As the budget was reviewed, we looked at diff grants awarded and grants coming in. These funds are included in this budget as well as expenses. There should be no surprises and amendments will be made according to any changes from the state. Benefits are safe and the only variable will be the group insurance. As we get closer in the next few months, we will be able to forecast better. The board has done fantastic in nominating Danni Helberg to be part of the discussion in preparation of the budgeted.

#### **Motion to Approve the FY22 Budget**

**Motion by: Alice Akunyili**

**Motion seconded by: Rich Stowell**

**Motion passed unanimously**

#### **Board Business:**

*Board Membership:* Candidates Monica Cuellar and Geraldine Harris, tabled for the next meeting. Board member Danielle Le Court requested for time off and will participate more fully in mid-summer.

### *Board Member Application*

DIA director emailed the board forms and board application. It also included a list of items that need to be reviewed and voted on by the board on an annual basis. Teri will upload the documents to the share drive to ensure everyone has access to them. Discussion about the BCI for all board members. The UT Board Association has agreed to do a training for the board and they have offered to do the fingerprints. Angela will connect Rich Stowell with the contact person to coordinate the training.

Discussion about virtual meetings and in-person meetings. Importance of making the meeting available to the community and meeting at the school. The meetings could also offer the option to participate via virtual for those who may not be able to be present in person.

### **ACTION**

**Add *Board Meetings in Person* as agenda item for the next meeting.**

### *Board Bios for the Website – Update by Teri*

Reminded board members to submit their bios and headshots

### ***Events – Proposed Dates***

#### *Summer Connect*

The proposed date is July 9

The purpose is to meet as a group, have activities to get to know each other better and have great food. We could get pictures done at that time as well. Discussion about changing the July 13 board meeting to July 9.

### **ACTION:**

**Notify that our evening July board meeting will be held July 9 during the day.**

### *Board Retreat*

Proposed dates are October 8<sup>th</sup> and 9<sup>th</sup> Saturday (over-night) at Snowbird. October Fest is also held at Snowbird during those days. On Friday night, we meet for dinner, and next day we go for an early morning hike. After breakfast, we hold meetings until early afternoon. Board agreed on proposed dates for retreat.

### **ACTION:**

**Teri Neilsen will send out invites to the board.**

### *Christmas Party*

After discussion, it was decided to hold the Christmas Party on December 16 at 6:00 pm and the Habitat in down town Salt Lake City. DIA director will reserve the place.

### *Board Terms Document*

The board was reminded to go to the spreadsheet on shared drive and add their information. Rich will put link to it on the chat.

### *Board Training by Mequette Sorensen regarding FERPA*

Comes from the Family Education and Privacy Act of 1974. Detailing parents how to access records and rights to adult learners, 18 and above, including guidelines. It also includes requirements and guidelines for teaching staff regarding private information of children. It also includes access of records requested by parents

Once a year a note should be sent to parents or have a single authorization regarding FERPA. It also includes the privacy of records and all digital information. When found out of compliance, there are penalties that can result in the loss of funding.

*Research/Topics by Danielle LeCourt*

Nothing to report

*Administrative Report*

Director's Report

Enrollment numbers are at 437. The goal is to have 465 students enrolled.

*SPED Policies and Procedures*

Previously reviewed and discussed by the board.

**Motion to approve the SPED Policies and Procedures as Presented**

**Motion by: Alice Akunyili**

**Seconded by: Teri Neilsen**

**Motion passed unanimously**

*Review of DIA Initiatives & calendaring board meetings for the upcoming school year*

Calendar of board items to review and approve every month. Policies and monitoring of DIA director's performance. It also includes a CEO's succession plan, internal audits, compensations, benefits, communication and support to the board.

## **ACTION**

**DIA director will put together a list with suggestions for the board to discuss. Teri Neilsen and Rich Stowell will provide recommendations.**

## **Closed Session**

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

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

None held.

**Approval of minutes: May 11, 2021**

**Motion by: Mequette Sorensen**

**Seconded by: Teri Neilsen**

**Motion passed unanimously**

**Motion to close this meeting**

**Motion by: Alice Akunyili**

**Seconded by: Teri Neilsen**

**Motion passed unanimously**

Meeting concluded at 7:38 pm

**Next in-person board meeting: 12:00 pm on Friday, July 9, 2021**