



# OGDEN PREPARATORY ACADEMY

## Ogden Preparatory Academy

### OPA Board Meeting

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#### Date and Time

Wednesday June 17, 2020 at 4:30 PM MDT

#### Location

1415 Lincoln Avenue, Ogden UT 84404

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VISION: Ogden Preparatory Academy's vision is to create a positive, nurturing environment for students to grow and learn as they develop the skills necessary to become tomorrow's leaders. Through high academic expectations and experiences, bilingual exposure, leadership roles and commitment to community, OPA students will gain confidence and a sense of self worth that will prepare them to face the challenges in a competitive world.

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests			
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approve Minutes	Approve Minutes		
Approve minutes for OPA Remote Board Meeting on May 21, 2020			
<b>D.</b> Approve Board Meeting Minutes	Approve Minutes	Tyler D'Hulst	5 m
Approve minutes for OPA Remote Board Meeting on June 4, 2020			
<b>II. Public Comment</b>			<b>4:35 PM</b>
<b>A.</b> Opportunity for Public Comment	Discuss	Tyler D'Hulst	5 m
<b>III. Finance</b>			<b>4:40 PM</b>
Finance			
<b>A.</b> Financial Review	FYI	Spencer Adams	5 m
<b>B.</b> Approve final FY20 budget.	Vote	Debbie Deem	5 m
<b>C.</b> Approve FY21 Budget	Vote	Debbie Deem	5 m
<b>D.</b> Approve FY21 Grant Budgets	Vote	Debbie Deem	

We have several grants for which we need to determine expense allocations. Once approved the allocations will be loaded into Utah Grants, so we can request reimbursements or the funds can be disbursed.

**E. School Revenue Bonds Form of Authorized Users update**                      Vote              Debbie Deem                      3 m  
 We need to update the form with the correct titles and the new Board Chair.

**F. Property and Liability Insurance**                      Vote              Debbie Deem  
 Insurance proposal from Jeff Hirst with American Insurance & Investment to continue our policy with Hanover.

The premium last year was \$34,672 and the renewal premium this year is \$34,792. Due to increasing school claims activity, Hanover has changed their deductibles for Educators Legal Liability and Employment Practices to Loss and Expenses instead of Loss Only. This means we now pay legal costs from our deductible first. The property coverage also increased by 4% as part of an inflation guard protocol to ensure we have adequate limits.

We have a Treasurer Bond in the amount of \$526,000 in the name of Laura D'Hulst. We can do a Crime Policy instead of a Treasurer Bond. The advantage of the Crime policy is that it can provide more protection than what a bond can do. The Crime policy will also respond to Employee Theft claims and not go after the person bonded.

We need to vote on the acceptance of the proposed policy and whether we want a Treasurer's bond or the Crime Policy.

**G. Painting Project**                      Vote              Debbie Deem                      5 m  
 Plan to paint 7 classrooms; hallways and stairwells.

**H. Purchase of chromebook carts**                      Vote              Debbie Deem  
 We would like to purchase 4 chromebook carts for elementary classroom chromebook sets.  
 \$4,431.96

**I. Technology Purchases**                      Vote              Stephanie Wright                      5 m  
 Headphones  
 Earbuds

**J. Smart Boards**                      Vote              Stephanie Wright                      5 m  
 4 Smart Boards for \$21,639.40.

**K. Zearn Math Curriculum Supplement**                      Vote              Stephanie Wright  
 Our Vertical Math Team has researched options for enhancing Engage NY, making it more user friendly for teachers, and providing a digital platform. They found Zearn. It is a robust supplemental digital curriculum that aligns with Engage NY. The attached quote is for the digital materials and professional development. We anticipate spending up to \$2,000 in print materials to support teacher usage of the program.

Digital Program: \$2,500  
 Professional Development: \$2,500  
 Print Materials: \$1,510

Total: \$6,510

**L. Wonders Supplement Materials**                      Vote              Stephanie Wright                      5 m

**M. 7 Habits and AVID annual contracts**                      Vote              Debbie Deem                      5 m  
 7-habits annual dues of \$7,500.  
 AVID Secondary, Elementary and District Director cost \$10,099

**IV. School Update**

**5:23 PM**

**A. State of the School and Goals**                      Discuss              Kasey Kennington                      5 m

**B. School Improvement Plan**                      Vote              Debbie Deem                      5 m

**C. Fraud Risk Assessment**                      FYI              Debbie Deem                      5 m

The State Auditor's Office has requested that we assess our fraud risk.  
 Our risk assessment is Low.

- We have all the necessary separation of duties and internal controls.

- There are 2 policies that we do not currently have, but we are working to develop.
  - Reporting fraud and abuse
  - Personal use of entity assets
- All Board members need to complete the State Auditor online training every 4 years.
- We do not have a formal internal audit function. This is only required for schools with greater than 10,000 students. Our size does not require this, and we are small enough to manage our internal controls.

**D. SCSB Distance Program Form**

Discuss Debbie Deem

We need to certify that we will not be using public funds to support home school, and that any distance learning program we establish to support pandemic response efforts is not a home schooling program. Other assurances as outlined in the form basically ensuring that our distance learning program is an extension of our current charter and follows the same applicable rules.

**E. Psychological Services Contract**

Vote Debbie Deem

Formerly, we contracted with Adam Schwebach for psychological services. He has discontinued offering these services. We found 2 agencies who are willing to provide the services: Spedco and Richard Hagon Educational Therapy Services. Elizabeth Callison will be doing the testing in house to reduce costs.

We are proposing contracting with Richard Hagon due to the lower hourly rate and their willingness to work with us for the testing.

**F. Utah Institute on Special Education Law conference**

FYI Elizabeth Callison 5 m

This is a virtual event on July 27-28, 2020. This conference is designed for administrators, educators, service providers, parents, families, and others responsible for the implementation of IDEA 2004 and the Utah State Board of Education Special Education Rules. This conference will combine regulatory requirements, relevant case law, and best practices to ensure students with disabilities receive FAPE. <http://www.cvent.com/events/2020-utah-institute-on-special-education-law/event-summary-6f7bec4eac4747938a80cb0e73a512be.aspx?i=873dccb7-7249-40e1-9e82-b201a4b3bdec>

Are any Board members interested in attending?

**G. Administrative bonus, salary and agreements.**

Vote Nick Bowsher 5 m

**V. Board Leadership**

5:48 PM

**A. New Board Leadership**

Vote Tyler D'Hulst

- Chair
- Vice Chair
- Treasurer

**VI. Board Training**

5:48 PM

**A. Board Training Requirements and review**

FYI Debbie Deem 5 m

- State Auditor required Board member training: <https://training.auditor.utah.gov/courses/district-board-member-training-2020> (every 4 years)
- State Auditor site for additional trainings: <https://training.auditor.utah.gov/?page=1> (optional)
- Open and Public Meetings course: <http://training.auditor.utah.gov/courses/open-and-public-meetings-act-2019> (annually)
- School Land Trust training: <http://www.schoollandtrust.org/training/> (annually)
- UAPCS Lunchtime Seminars: <https://www.utahcharters.org/lunchtime-seminars> (optional)

**VII. Policies**

5:53 PM

**A. Student Education Records Management Policy**

Vote Debbie Deem

Updated policy to align with state requirements.

<b>B. Membership and Attendance Policy</b>	Vote	Debbie Deem	5 m
Revisions to align with state requirements.			

<b>C. Purchasing and Disbursement Policy</b>	Vote	Debbie Deem	5 m
Revisions to align with current Administrative structure and state requirements.			

**VIII. Other Business**

**6:03 PM**

<b>A. Schedule a Board meeting end of July or beginning of August.</b>	Discuss		5 m
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<b>B. Discussion</b>	Discuss	Tyler D'Hulst	5 m
Assignments, Discussion, Review as needed.			

**IX. Closing Items**

**6:13 PM**

<b>A. Adjourn Meeting</b>	Vote		
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<b>B. Board Planning Retreat</b>	Discuss	William Davis	
Discussion of school goals and committee assignments.			