



Ogden Preparatory Academy

OPA Board of Directors Meeting

Published on February 14, 2025 at 6:32 PM MST

Date and Time

Wednesday February 19, 2025 at 4:30 PM MST

Location

1487 Lincoln Avenue
Ogden UT 84404

Early Childhood Center Board Room

The Mission of the Ogden Preparatory Academy Charter School is to provide a challenging curriculum where academic excellence, character development, and individual growth are nurtured in a safe and happy environment that involves the active participation of students, teachers, parents and community members.

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Record Attendance		Sara Mejeur	1 m
B. Call the Meeting to Order		Sara Mejeur	
C. Approve Minutes	Approve Minutes	Sara Mejeur	1 m

Approve minutes for OPA Board of Directors Meeting on January 16, 2025

	Purpose	Presenter	Time
D. Opportunity for Public Input Proposed changes to fee schedule for FY25.	Discuss	Sara Mejeur	5 m

II. Finance 4:37 PM

A. Financial Review As OPA is exceeding the Bond Covenants on the metrics, it is proposed, that we reduce the Operating Margin and MADS goals.	Vote	Spencer Adams	5 m
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B. State Auditor and Internal Audit Finance Training for New Board Members Did Pablo and Brenda have a chance to complete the Finance Training?	Discuss	Debbie Deem	5 m
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C. HVAC Upgrade	Vote	Debbie Deem	10 m
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HVAC System Issues and Proposed Solutions

The HVAC systems at the Junior High and Elementary schools have experienced increasing operational problems throughout the year. The attached document outlines the HVAC expenses over the past 9 1/2 years. The typical life expectancy of a commercial HVAC unit is 15–20 years, and we are approaching 12 years of operation.

Unfortunately, the HVAC systems were not properly maintained during the early years of the buildings’ operation. We entered into a maintenance contract in 2020, but we have since discovered that many essential tasks were either missed or inadequately completed during that period, which provided a false sense of security.

Several years ago, we were introduced to the Pelican system, which promised energy savings and proactive alerts to potential issues. At the time, we were already experiencing an increase in HVAC issues, and Rocky Mountain Power was offering incentives for installing the system. Believing in its benefits, we proceeded with the installation in 2023. However, this system has led to continued mechanical breakdowns. Upon further investigation, we discovered that the system was installed incorrectly, compounding the problems caused by earlier maintenance neglect. To make matters worse, the company that installed the system has gone out of business, and we have found that other districts in Utah are facing the same issues without an option for reparation.

Purpose

Presenter

Time

While we have been troubleshooting these issues throughout the year, it is clear that we need a more reliable long-term solution to ensure the functionality of our HVAC systems.

We are proposing two options:

Upgrade the thermostats and corresponding equipment on the HVAC units:

- This project could be completed before the end of the fiscal year.
- We anticipate this upgrade would extend the lifespan of the HVAC systems by an additional 5 years.

Replace the HVAC units:

- All units were installed at the same time (original build in 2013), and it is expected that they will need to be replaced simultaneously.
- Replacement options:
 - All units replaced at once.
 - Phased replacement over several years: With 45 units in total, replacing 6 units per year would take approximately 7 years. This phased approach would need to start in FY26, as some units require more immediate attention.

We have posted an RFP for the upgrade (Option 1), and the response is attached for your review. If Option 2 (replacement) is preferred, a new RFP will need to be issued.

It is proposed that the Board review the attached responses for both options and determine how to proceed.

D.	ELA Curriculum Purchase grades 6-9	Vote	Stephanie Wright	10 m
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III.	Administrative Business			5:07 PM
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A.	Administrative Board Report	Discuss	Administration	10 m
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IV.	Policy Updates			5:17 PM
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A.	Policy Updates	Vote	Debbie Deem	5 m
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- Update: OPA Administration Evaluation Structure
 - This update reflects the current structure.

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • Update: Safety and Security Policy <ul style="list-style-type: none"> ◦ Proposed that the OPA Security and Crisis Management Plan be changed to a procedure that can house all the responsibilities and protocols for staff and not be shared with the public. ◦ Proposed the attached Safety and Security Policy replace the above mentioned plan as part of the policy manual. 			
V. Other Business			5:22 PM
A. Discussion Next Board Meeting March 20, 2025	Discuss	Debbie Deem	5 m
VI. Closing Items			5:27 PM
A. Adjourn Meeting	Vote		