



OGDEN PREPARATORY ACADEMY

Ogden Preparatory Academy

OPA Board of Directors Meeting

Date and Time

Thursday February 18, 2021 at 4:30 PM MST

Location

1415 Lincoln Avenue, Ogden UT 84404
Library

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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
Opening Items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		
Approve minutes for OPA Board of Directors Meeting on January 14, 2021			
D. Approve Minutes	Approve Minutes		5 m
Approve minutes for OPA Emergency Virtual Board Meeting on January 22, 2021			
II. Public Comment			4:35 PM
A. Opportunity for Public Comment	Discuss	Tyler D'Hulst	5 m
B. Opportunity for Public Comment on the 2021-2022 Fee Schedule	Discuss	William Davis	5 m

	Purpose	Presenter	Time
III. Finance			4:45 PM
Finance			
A. Financial Review	FYI	Spencer Adams	10 m
IV. School Update			4:55 PM
A. Administrative Board Report	Discuss	Kasey Kennington	20 m
V. Policies			5:15 PM
A. LEA Specific License Policy	Vote	Debbie Deem	5 m
Initial Creation. We are required by USBE to have this policy in place.			
B. Curriculum Adoption, Appeal, and Review Policy	Vote	Debbie Deem	5 m
Initial Creation. We are required by USBE to have this policy in place.			
VI. Committee Reports			5:25 PM
A. Governance	FYI	Tyler D'Hulst	5 m
B. Academic Excellence	FYI	Molly Ward	5 m
C. Development	FYI	Nick Bowsher	5 m
VII. Other Business			5:40 PM
A. Discussion	Discuss	William Davis	5 m
Assignments, Discussion, Review as needed. The Board's Spring survey is set to be sent out March 1. Board members who have completed required trainings, should comment accordingly on the appropriate Trello card. If you have not completed your trainings, please do so prior to March 25.			
VIII. Closing Items			5:45 PM
A. Adjourn Meeting	Vote		

Cover Sheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for OPA Board of Directors Meeting on January 14, 2021



OGDEN PREPARATORY ACADEMY

Ogden Preparatory Academy

Minutes

OPA Board of Directors Meeting

Date and Time

Thursday January 14, 2021 at 4:30 PM

Location

VIRTUAL via Google Meet

<https://meet.google.com/hgm-kcft-kbn>

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.

Directors Present

J. Howell (remote), S. Mejeur (remote), S. Zwiygart (remote), T. D'Hulst (remote)

Directors Absent

M. Ward, N. Bowsher, W. Davis

Ex Officio Members Present

D. Deem (remote), K. Kennington (remote), S. Mathers (remote)

Non Voting Members Present

D. Deem (remote), K. Kennington (remote), S. Mathers (remote)

Guests Present

Andrew Smith (remote), Elizabeth Callison (remote), Spencer Adams (remote), Stephanie Wright (remote), Teryl Young (remote)

I. Opening Items

A. Record Attendance and Guests

Public Attendees:
Anna Cash

B. Call the Meeting to Order

S. Zwygart called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Jan 14, 2021 @ 4:34 PM.

C. Approve Minutes

T. D'Hulst made a motion to approve the minutes from OPA Board of Directors Meeting on 12-10-20.

S. Mejeur seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Public Comment

A. Opportunity for Public Comment

Anna Cash was in attendance. Anna schedules a community seed swap toward the end of February. She is wondering if we can move forward with the seed exchange. Stephanie Mathers inquired if it could be a drive through. Anna is working on a website to do more online. There is more excitement with in person. They have discussed time slots. Many attendees are not technologically inclined.

Stefanie Zwygart is concerned about putting on an event when so many other things have been cancelled. Not typically possible to have it outside toward the end of February.

The Seed exchange in its traditional form would not be possible in February. Anna will explore options.

B. Opportunity for public comment on OPA Fee Schedule for school year 2021-2022.

No public comments.

No public comments have been received on the website either.

III. Finance

A. Financial Review

Spencer reviewed the financial report.

The initial budget was conservative, and we are doing well.

B. E-Rate Changes

T. D'Hulst made a motion to approve the E-Rate changes as provided in the agenda documentation.

S. Mejeur seconded the motion.

Discussed the reasons for the update and the choice of moving forward with Meraki.

Through the E-Rate program, we chose Frubu as the vendor, and we can change equipment under the E-Rate. The board **VOTED** unanimously to approve the motion.

C. Copy Machine Purchase

S. Mejeur made a motion to approve the copy machine purchase.

J. Howell seconded the motion.

Reviewed the Copy machine purchase and debt payoff. The board **VOTED** unanimously to approve the motion.

D. Garbage and Recycling Contract

J. Howell made a motion to approve the switch to Ace for disposal.

S. Mejeur seconded the motion.

Reviewed the agreements for Garbage. The board **VOTED** unanimously to approve the motion.

IV. School Update

A. Administrative Board Report

Kasey, Stephanie, and Debbie reviewed updates.

- 92 Elementary students will be returning to in person learning for Semester 2. Classrooms are balanced throughout the grades, classrooms will be capped. Teachers are relieved to see the students returning. Kasey has not heard any teacher complaints. There is still a waiting list, but it is currently small.
- i-Ready MOY diagnostic and Acadience Reading assessment are underway.
- Reviewed quarantines. All quarantined individuals will return on Tuesday.
- 28 Junior High students are moving to in person learning. Students can move to online at any time.
- Credit Recovery is underway for 9th graders who lost credit semester 1.
- Stephanie has implemented a Help Room for students on their "off" day.
- Stephanie is pulling together a group of staff to explore the option of moving to 4 days/week for quarter 4. She will update the Board with information as it is explored.

B. Quarantine Policy review and potential edits.

T. D'Hulst made a motion to table any changes to the quarantine policy.

S. Mejeur seconded the motion.

1. School manual updates. Our data supports the no quarantine if masked. Students at elementary are wearing masks. For lunch, when distances can't be maintained and everyone is unmasked, a seating chart must be maintained and followed, so we can contact trace easier rather than put out the whole class. There are concerns that the School Manual does not align completely with the CDC guidelines.

There is a concern that the playground contact is not traceable. We are concerned about the safety of the teachers.

2. Vaccines are safe and prevent seriousness of COVID, but the person may be infected and may be contagious - this is unknown. Health Department hasn't received guidance on vaccines. Jessica will inquire with the Health Department.

3. 90 day after recovery a person is considered immune.

The board **VOTED** unanimously to approve the motion.

V. Board Training

A. Auditor Trainings

Trainings are on Trello. Please put a comment when you complete them on the Trello card.

VI. Committee Reports

A. Governance

Nothing to report.

B. Academic Excellence

Nothing to report.

C. Development

Nothing to report.

VII. Other Business

A. Discussion

Nothing to report.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:30 PM.

Respectfully Submitted,
S. Zwygart

Cover Sheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for OPA Emergency Virtual Board Meeting on January 22, 2021



OGDEN PREPARATORY ACADEMY

Ogden Preparatory Academy

Minutes

OPA Emergency Virtual Board Meeting

Date and Time

Friday January 22, 2021 at 4:30 PM

Location

Virtual

<https://meet.google.com/xkn-vcmp-ouz>

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.

Directors Present

J. Howell (remote), M. Ward (remote), S. Mejeur (remote), S. Zwygart (remote), T. D'Hulst (remote), W. Davis (remote)

Directors Absent

N. Bowsher

Ex Officio Members Present

A. Smith (remote), D. Deem (remote), K. Kennington (remote), S. Mathers (remote)

Non Voting Members Present

A. Smith (remote), D. Deem (remote), K. Kennington (remote), S. Mathers (remote)

Guests Present

Elizabeth Callison, S. Wright (remote), T. Young (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

W. Davis called a meeting of the board of directors of Ogden Preparatory Academy to order on Friday Jan 22, 2021 at 4:31 PM.

II. Discussion

A. Policy Discussion

Reviewed the potential revisions to the policy. Suggestions were explored and questions discussed.

Stephanie Mathers inquired if distancing should be explicitly included.

Tyler D'Hulst shared a flow chart from the CDC and discussed the information. CDC guidelines are more strict than the State Health Department guidelines.

Weber School District is going with the State Manual. Ogden City still has CDC guidelines.

The Board wanted to know how we verify that the students are wearing masks. This is a concern with adults as well.

B. Public Comment

- Jill Kirkham, parent, just quarantined again. Would like to avoid further quarantines. Want everyone to be safe, but need to keep kids in school in a safe way. Quarantines can be a hardship on families.
- Carly Reid, parent and COVID nurse, wants to know if the quarantine will be mandatory. Referred to School Manual that stated that children were getting exposed at family events. Wants OPA to follow the State School Manual. She has had a lot of exposure to positive cases with mask wearing and has been infected. Mask significantly reduces transmission.

The Board appreciates public feedback during board meeting and email.

C. Quarantine Policy

T. D'Hulst made a motion to approve the updated quarantine policy as amended.

M. Ward seconded the motion.

Bill expressed appreciation for our ability to compromise. Tyler agrees with the changes. We need to ensure that students are using appropriate masks. Types of masks should be considered during contact tracing. The board **VOTED** unanimously to approve the motion.

Kasey will review today's quarantine and notify parents.

Tyler cautioned him to maintain the privacy of the individual.

T. D'Hulst made a motion to approve the updated quarantine policy.

S. Mejeur seconded the motion.

Parents who choose to quarantine their students may return at any time.

CDC guidelines state that students required to quarantine may return after 10 days without symptoms, or 7 with a negative test.

We should have a form to keep questions and information uniform.

(Jessica Howell left the meeting.) The board **VOTED** unanimously to approve the motion.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:00 PM.

Respectfully Submitted,
W. Davis

Cover Sheet

Opportunity for Public Comment on the 2021-2022 Fee Schedule

Section:	II. Public Comment
Item:	B. Opportunity for Public Comment on the 2021-2022 Fee Schedule
Purpose:	Discuss
Submitted by:	
Related Material:	7.16.POL Fee Schedule.pdf



**Official Policy
of
Ogden Preparatory Academy**

7. Students

7.16.POL Fee Schedule

Effective/Revision Date: 05/21/2020

Page 1 of 3

Fee Name	Amount
Sports	
Participation Fee for each Sport <i>Uniforms; equipment; association fees; transportation costs (bus); referees</i>	35.00
Course/Grade Related Fees	
7th, 8th and 9th Grade Fee <i>Fee includes 1 PE uniform shirt for anyone enrolled in a PE class. Fees may be used for any of the following: Art supplies, photo supplies, music supplies, science lab supplies, replacement batteries, headphones, classroom project supplies, field trip entrance fees, PE and outdoor recreational equipment, chromebook rental and usage.</i>	75.00
Weight Training/sem. <i>Facility usage.</i>	25.00/semester
Endurance Training/year <i>VASA membership; Sports program pays balance of membership.</i>	8.00/month; \$72/year
Credit Recovery <i>(not to be waived)</i>	\$25/semester
Advanced Placement Testing Fees <i>(not to be waived)</i>	Varies by test
Miscellaneous Optional Purchases (not to be waived)	
PE Uniform Shirt - 1 item	8.00
PE Uniform Shirt - 2 items	15.00
Yearbook Elementary	20.00
Yearbook Junior High	30.00 <i>25.00 at Registration</i>

Class Change Fee	10.00
Replacement Name Tag*	5.00
Replacement Planner*	5.00
Replacement Earbuds*	5.00
Replacement or Repair for Chromebook**	20 80.00
Lost or damaged books	Cost of book
Expeditionary Learning Opportunities	
Spain Field Trip** <i>Air and bus travel; lodging; food; tuition; tour guides; entrance fees</i>	3000.00
Fall Science Expedition, Oregon** <i>Fuel expenses; entrance fees; lodging fees; supplies; food; tours; cooking supplies</i>	300.00
Summer Science Expedition, Escalante** <i>Fuel expenses; entrance fees; lodging fees; supplies; food; tours; cooking supplies</i>	100.00

*Work alternatives to payment are available.

** Amounts reflect maximums; individual amounts may vary depending on *actual costs*, student count, trip fees, and fundraising revenues.

Fee Limits

Course/Grade Related Fees

Per Student : \$147

Per Family: \$294

Sports:

Per Student: \$ 70

Per Family: \$140

Miscellaneous Optional Purchases

No Limits

Expeditionary Learning Opportunities

1. No Limits
2. Service Requirements:

7.16.POL Fee Schedule	
Effective/Revision Date: 05/21/2020	Page 2 of 3

- a. Science Expeditionary Learning Opportunities (Oregon and Escalante): Each trip has a 2 hour service project requirement for all attendees.
- b. Spain Trip:
 - i. All attendees must participate in group planned service and fundraising activities. No more than 20 hours.
 - ii. Individual fundraising opportunities are also provided. Hours may vary.

Document History

Approved: unknown

Revised: 06/16/2016

06/14/2017 *Added: Ultimate Frisbee, Environmental Science, Biology, Weight Training; Equalized electives; Simplified/increased yearbook; Removed robotics.*

07/19/2017 *Changed the PE shirt fee to \$8, made the PE shorts optional.*

06/13/2018 *Changed the Endurance Training Fee to \$8/month; \$72/year due to VASA membership costs*

06/12/2019 *Added Credit Recovery at \$25/semester.*

Removed Grade level fees to increase transparency.

Added Student and Family maximums.

Added additional fees to make the schedule more inclusive.

08/15/2019 *Reduced the cost of Junior High Yearbook to reflect actual costs.*

Added replacement earbud costs.

03/19/2020 *Removed course specific charges except Endurance Training and Weight training facility fees. Added one grade level fee. Added spend plan information, and service and fundraising requirements for trips.*

05/21/2020 *Increased grade level fee to account for chromebook check out. Increased individual and family maximums to correspond to grade level fee increase.*

Legal References

7.16.POL Fee Schedule	
Effective/Revision Date: 05/21/2020	Page 3 of 3

Cover Sheet

Financial Review

Section:	III. Finance
Item:	A. Financial Review
Purpose:	FYI
Submitted by:	
Related Material:	January 2021_Budget Report.pdf

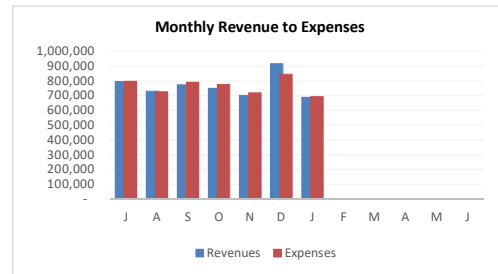
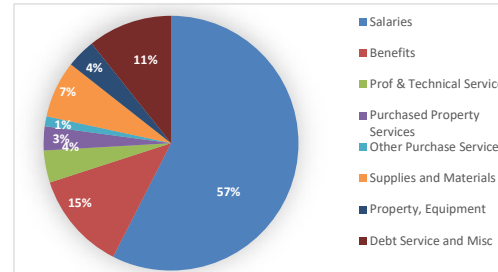


Financial Summary

as of January 31st, 2021

58.3% through the Year **BUDGET REPORT** **EXPENSES** **RATIOS**

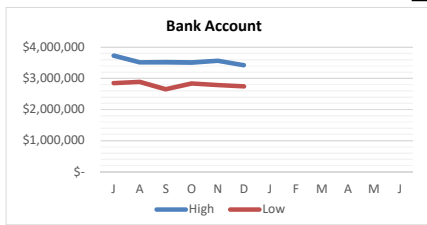
	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	1040	1061	1040	
Revenue				
1000 Local	\$ 64,299	\$ 260,940	\$ 100,913	64%
3000 State	\$ 4,894,090	\$ 8,253,040	\$ 8,359,975	59%
4000 Federal	\$ 400,110	\$ 989,943	\$ 1,339,324	30%
Total Revenue	\$ 5,358,499	\$ 9,503,924	\$ 9,800,212	55%
Expenses				
100 Salaries	\$ 3,150,293	\$ 5,398,406	\$ 5,459,482	58%
200 Benefits	\$ 706,759	\$ 1,158,758	\$ 1,190,058	59%
300 Prof & Technical Services	\$ 182,322	\$ 337,640	\$ 386,381	47%
400 Purchased Property Services	\$ 173,849	\$ 279,393	\$ 289,393	60%
500 Other Purchase Services	\$ 33,480	\$ 215,620	\$ 119,620	28%
600 Supplies and Materials	\$ 422,430	\$ 668,245	\$ 685,394	62%
700 Property, Equipment	\$ 309,982	\$ 230,000	\$ 351,006	88%
800 Debt Service and Misc	\$ 572,364	\$ 1,013,661	\$ 1,016,661	56%
Total Expenses	\$ 5,551,479	\$ 9,301,723	\$ 9,497,995	58%
Net Income from Operations	\$ (192,980)	\$ 202,201	\$ 302,217	
Operating Margin	-3.6%	2.1%	3.1%	



	Actual	Goal
Operating Margin	3.1%	2%
MADS (Modified Acc)	1.32	1.25
Days Cash on Hand	132	100
Unrestricted DCOH	100	100
Building Payment %	12%	20%

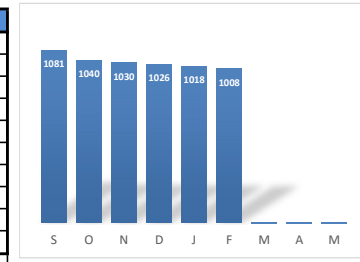
CASH **RESERVES** **ENROLLMENT**

Ending Cash Balance	\$ 3,426,063	PTIF Beg Balance \$2,573,195
Ending Unrestricted Cash Balance	\$ 2,599,619	PTIF Interest \$1,022
Days Cash on Hand	132	PTIF Transfer \$0
		PTIF End Balance \$2,574,217



	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 2,398,744	\$ 2,398,744
Reserves Added this Year	\$ (192,980)	\$ 302,217
Expenses from Reserves	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
New Reserve Balance	\$ 2,205,764	\$ 2,700,961

	S	O	N	D	J	F	M	A	M
K	105	98	97	97	96	95			
1	98	94	94	94	93	92			
2	109	105	105	104	103	102			
3	107	104	103	102	100	99			
4	104	96	95	95	94	93			
5	115	111	110	108	107	106			
6	105	103	100	99	99	96			
7	115	112	111	111	111	111			
8	108	105	104	105	104	104			
9	115	112	111	111	111	110			
Total	1081	1040	1030	1026	1018	1008	0	0	0





OGDEN PREPARATORY ACADEMY

Actuals as of: **January 31, 2021** Percentage of Year: **58.3%**

Budget Detail Report

	(1,058 Students) FY20 Actuals	(1,040 Students) FY21 Actuals	(1,061 Students) FY21 Approved	(0 Students) Changes	(1,040 Students) FY21 Forecast	% of Forecast
Revenue						
1000 Local						
1510 Interest on Investments	\$ 76,388	\$ 14,208	\$ 70,000	\$ (45,000)	\$ 25,000	56.8%
1600 Lunch Program (Students & Adults)	\$ 54,023	\$ 6,337	\$ 75,000	\$ (69,426)	\$ 5,574	113.7%
1710 Student Sales	\$ 20,300	\$ 7,831	\$ 15,000	\$ -	\$ 15,000	52.2%
1710 OPAPO	\$ 15,920	\$ 16,023	\$ 5,000	\$ 11,023	\$ 16,023	100.0%
1710 Art Expo	\$ 25	\$ -	\$ 1,500	\$ -	\$ 1,500	0.0%
1740 Student Fees	\$ 18,158	\$ 15,443	\$ 14,543	\$ 273	\$ 14,816	104.2%
1741 Trips	\$ 14,464	\$ -	\$ 55,019	\$ (40,019)	\$ 15,000	0.0%
1790 Sports	\$ 2,049	\$ -	\$ 3,000	\$ -	\$ 3,000	0.0%
1910 Rental of Facility	\$ 4,660	\$ -	\$ 5,000	\$ (5,000)	\$ -	#DIV/0!
1920 Contributions & Donations	\$ 21,154	\$ 4,241	\$ 15,878	\$ (11,878)	\$ 4,000	106.0%
1990 Miscellaneous	\$ 844	\$ 216	\$ 1,000	\$ -	\$ 1,000	21.6%
Total 1000:	\$ 227,985	\$ 64,299	\$ 260,940	\$ (160,027)	\$ 100,913	63.7%
3000 State						
3010 Regular School Prgm K-12	\$ 3,409,130	\$ 2,000,511	\$ 3,361,577	\$ 20,947	\$ 3,382,524	59.1%
3020 Professional Staff	\$ 257,579	\$ 151,850	\$ 231,603	\$ 25,900	\$ 257,503	59.0%
3105 Special Education -- Add-On	\$ 549,509	\$ 326,355	\$ 549,509	\$ 9,957	\$ 559,466	58.3%
3110 Special Education -- Self-Contained	\$ 46,485	\$ 29,344	\$ 46,485	\$ 3,819	\$ 50,304	58.3%
3120 Special Education -- Extended Year	\$ 4,122	\$ 2,470	\$ 3,710	\$ 524	\$ 4,234	58.3%
3125 Special Education - State Programs	\$ 9,800	\$ 5,974	\$ 9,800	\$ 442	\$ 10,242	58.3%
3178 Special Education- Extended Year	\$ 5,520	\$ 3,910	\$ -	\$ 3,910	\$ 3,910	100.0%
3101 Class Size Reduction K-8	\$ 312,695	\$ 178,781	\$ 312,400	\$ (10,340)	\$ 302,060	59.2%
3101 Applied Tech - Add-On CTE	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
3200 Charter School Admin Costs Base Amount	\$ 104,305	\$ 8,750	\$ -	\$ 15,000	\$ 15,000	58.3%
3210 Flexible Allocation	\$ 11,543	\$ -	\$ -	\$ -	\$ -	#DIV/0!
3219 Charter School Local Replacement	\$ 2,550,922	\$ 1,569,332	\$ 2,666,992	\$ (5,074)	\$ 2,661,918	59.0%
3331 Gifted and Talented	\$ 7,472	\$ 4,055	\$ 7,465	\$ (513)	\$ 6,952	58.3%
3336 Enhancement for At-risk students	\$ 83,534	\$ 54,834	\$ 83,455	\$ 10,546	\$ 94,001	58.3%
3341 Early Intervention	\$ 90,000	\$ 52,500	\$ 120,000	\$ -	\$ 120,000	43.8%
3305 Early Literacy (K-3)	\$ 53,584	\$ 33,581	\$ 52,463	\$ 4,424	\$ 56,887	59.0%
3407 TSSP (Teacher Salary Supplement Prgm)	\$ 5,356	\$ 320	\$ -	\$ 320	\$ 320	100.0%
3468 Teacher Materials and Supplies	\$ 9,993	\$ 9,567	\$ 9,993	\$ (426)	\$ 9,567	100.0%
3476 Educator Salary Adjustment	\$ 312,458	\$ 182,682	\$ 312,458	\$ 711	\$ 313,169	58.3%
3568 School Nurses	\$ -	\$ -	\$ -	\$ 1,589	\$ 1,589	0.0%
3520 School Land Trust	\$ 130,253	\$ 133,964	\$ 135,711	\$ (1,747)	\$ 133,964	100.0%
3555 Digital Teaching & Learning	\$ 64,851	\$ -	\$ 64,851	\$ (3,386)	\$ 61,465	0.0%
3578 TSSA	\$ 144,364	\$ 93,675	\$ 136,713	\$ 23,872	\$ 160,585	58.3%
3579 Student Health & Counseling	\$ -	\$ 20,661	\$ -	\$ 63,513	\$ 63,513	32.5%
3510 Library Books & Electronic Res	\$ 1,257	\$ 693	\$ 1,131	\$ (36)	\$ 1,095	63.3%
3581 MOST USTAR	\$ 31,746	\$ -	\$ 45,600	\$ (45,600)	\$ -	#DIV/0!
3511 EL Software Grant	\$ -	\$ -	\$ -	\$ 13,641	\$ 13,641	0.0%
3874 Suicide Prevention	\$ -	\$ 1,066	\$ -	\$ 1,066	\$ 1,066	100.0%
3870 Liquor Tax (Lunch Program)	\$ 107,939	\$ 29,215	\$ 101,125	\$ (26,125)	\$ 75,000	39.0%
Total 3000:	\$ 8,304,417	\$ 4,894,090	\$ 8,253,040	\$ 106,935	\$ 8,359,975	58.5%
4000 Federal						
4210 ESSER CARES	\$ -	\$ 87,103	\$ 181,540	\$ -	\$ 181,540	48.0%
4220 GEER Funding	\$ -	\$ -	\$ -	\$ 79,093	\$ 79,093	0.0%
4290 Weber CARES	\$ -	\$ 62,000	\$ -	\$ 62,000	\$ 62,000	100.0%
4291 CARES Wifi	\$ -	\$ -	\$ -	\$ 87,103	\$ 87,103	0.0%
4580 PPE	\$ -	\$ 8,255	\$ -	\$ 8,255	\$ 8,255	100.0%
4581 Corona Relief Fund	\$ -	\$ 25,959	\$ -	\$ 25,959	\$ 25,959	100.0%
4522 IDEA Preschool	\$ 3,019	\$ -	\$ 2,706	\$ -	\$ 2,706	0.0%
4524 IDEA	\$ 154,349	\$ -	\$ 151,827	\$ -	\$ 151,827	0.0%
4526 MTSS Grant	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	100.0%
4571 National School Lunch Program	\$ 48,964	\$ 17,529	\$ 49,700	\$ -	\$ 49,700	35.3%
4572 NSLP - Free & Reduced	\$ 297,083	\$ 129,248	\$ 265,000	\$ -	\$ 265,000	48.8%
4574 NSLP - Breakfast	\$ 82,860	\$ 60,387	\$ 68,000	\$ -	\$ 68,000	88.8%
4575 Kitchen Equipment Grant	\$ -	\$ -	\$ -	\$ 43,903	\$ 43,903	0.0%
4801 Title I - Remedial Services	\$ 150,016	\$ -	\$ 219,203	\$ 2,493	\$ 221,696	0.0%
4860 Title II - Teacher Quality	\$ 34,113	\$ -	\$ 32,679	\$ 17,308	\$ 49,987	0.0%
4880 Title III A - English Lang Acq	\$ 6,829	\$ -	\$ 19,288	\$ (326)	\$ 18,962	0.0%
Title IV A - Enhancement for Acc Student	\$ 10,817	\$ 3,629	\$ -	\$ 17,593	\$ 17,593	20.6%
Total 4000:	\$ 794,050	\$ 400,110	\$ 989,943	\$ 349,381	\$ 1,339,324	29.9%
Total Revenue:	\$ 9,326,452	\$ 5,358,499	\$ 9,503,924	\$ 296,288	\$ 9,800,212	54.7%

PTIF avg: \$1,255

Includes \$15,308 Title IV Repurposed

Includes FY20 \$3,629

Budget Detail Report	(1,058 Students)	(1,040 Students)	(1,061 Students)	(0 Students)	(1,040 Students)	% of
	FY20 Actuals	FY21 Actuals	FY21 Approved	Changes	FY21 Forecast	Forecast
Expenses						
100 Salaries						
121 Principals and Assistants	\$ 410,920	\$ 290,972	\$ 408,934	\$ 93,288	\$ 502,222	57.9%
131 Teachers	\$ 2,695,728	\$ 1,738,798	\$ 2,716,056	\$ 227,718	\$ 2,943,774	59.1%
132 PTO Cash out	\$ 21,614	\$ 10,252	\$ 15,000	\$ -	\$ 15,000	68.3%
132 Substitute Teachers	\$ 40,170	\$ 16,758	\$ 45,000	\$ -	\$ 45,000	37.2%
133 Special Education Director & Teachers	\$ 295,175	\$ 175,225	\$ 306,338	\$ 19,521	\$ 325,859	53.8%
134 Stipends (Sports, other)	\$ 80,143	\$ 84,888	\$ 65,000	\$ 50,000	\$ 115,000	73.8%
134 End of Year Bonus / Returning Bonus	\$ 37,566	\$ 29,594	\$ 45,000	\$ -	\$ 45,000	65.8%
134 Christmas Bonus	\$ 47,805	\$ 53,979	\$ 48,000	\$ 5,979	\$ 53,979	100.0%
142 Counselor	\$ 102,150	\$ 63,833	\$ 103,000	\$ 9,000	\$ 112,000	57.0%
145 Librarian	\$ 115,629	\$ 73,402	\$ 116,000	\$ 14,825	\$ 130,825	56.1%
152 Secretarial & Clerical	\$ 134,100	\$ 106,872	\$ 135,887	\$ 53,316	\$ 189,203	56.5%
161 General Ed TA	\$ 48,788	\$ 19,083	\$ 51,151	\$ (24,524)	\$ 26,627	71.7%
162 Special Education TA	\$ 359,517	\$ 219,315	\$ 364,885	\$ 56,542	\$ 421,427	52.0%
163 Title I TA	\$ 131,786	\$ 69,325	\$ 134,705	\$ 963	\$ 135,668	46.1%
164 Early Literacy (K-3) TA	\$ 66,597	\$ 35,434	\$ 67,577	\$ (155)	\$ 67,422	52.6%
165 Land Trust TA	\$ 62,475	\$ 32,851	\$ 65,000	\$ 4,981	\$ 69,981	46.9%
166 Early Intervention TA	\$ 41,810	\$ -	\$ 44,243	\$ (44,243)	\$ -	#DIV/0!
191 Food Service	\$ 237,331	\$ 136,452	\$ 230,630	\$ 19,865	\$ 250,495	54.5%
Raises	\$ -	\$ -	\$ 436,000	\$ (426,000)	\$ 10,000	0.0%
Total 100:	\$ 4,929,304	\$ 3,150,293	\$ 5,398,406	\$ 61,076	\$ 5,459,482	57.7%
200 Benefits						
210 Retirement	\$ 120,350	\$ 80,467	\$ 160,000	\$ (20,000)	\$ 140,000	57.5%
220 Social Security	\$ 389,658	\$ 237,985	\$ 412,978	\$ 4,672	\$ 417,650	57.0%
241 Group Insurance	\$ 399,915	\$ 250,995	\$ 419,566	\$ -	\$ 419,566	59.8%
241 Health Stipend	\$ 277,101	\$ 46,627	\$ -	\$ 46,627	\$ 46,627	100.0%
242 Waiver Benefit	\$ 111,793	\$ 69,325	\$ 112,500	\$ -	\$ 112,500	61.6%
270 Worker's Compensation Fund	\$ 44,038	\$ 19,683	\$ 38,714	\$ -	\$ 38,714	50.8%
280 Unemployment Insurance	\$ 3,951	\$ 1,677	\$ 15,000	\$ -	\$ 15,000	11.2%
Total 200:	\$ 1,346,806	\$ 706,759	\$ 1,158,758	\$ 31,299	\$ 1,190,058	59.4%
300 Prof & Technical Services						
323 Speech Therapy	\$ 119,650	\$ 62,340	\$ 124,680	\$ -	\$ 124,680	50.0%
323 Psychology / Behavior	\$ 11,315	\$ 5,554	\$ 12,000	\$ -	\$ 12,000	46.3%
323 Mental Health (Weber Health Services)	\$ -	\$ -	\$ -	\$ 57,137	\$ 57,137	0.0%
330 Employee Training & Development	\$ 57,347	\$ 11,707	\$ 48,000	\$ (12,000)	\$ 36,000	32.5%
340 Audit Services	\$ 19,400	\$ 20,100	\$ 19,400	\$ 2,900	\$ 22,300	90.1%
345 Business Manager Services	\$ 84,000	\$ 49,000	\$ 84,000	\$ -	\$ 84,000	58.3%
349 Legal	\$ 4,862	\$ 298	\$ 20,000	\$ (5,000)	\$ 15,000	2.0%
355 IT Services (ETS Monthly)	\$ 12,088	\$ 33,323	\$ 29,560	\$ 5,704	\$ 35,264	94.5%
Total 300:	\$ 308,662	\$ 182,322	\$ 337,640	\$ 48,741	\$ 386,381	47.2%
400 Purchased Property Services						
410 Garbage / Sewer / Water	\$ 49,080	\$ 39,386	\$ 50,000	\$ 10,000	\$ 60,000	65.6%
433 Cleaning & Custodial Services	\$ 74,619	\$ 41,559	\$ 72,000	\$ -	\$ 72,000	57.7%
430 Repairs / Maintenance / Monitoring	\$ 78,727	\$ 64,084	\$ 110,000	\$ -	\$ 110,000	58.3%
435 Lawn Care & Snow Removal	\$ 30,727	\$ 14,867	\$ 30,000	\$ -	\$ 30,000	49.6%
443 Lease of Copy Machines	\$ 24,893	\$ 13,953	\$ 17,393	\$ -	\$ 17,393	80.2%
Total 400:	\$ 258,046	\$ 173,849	\$ 279,393	\$ 10,000	\$ 289,393	60.1%
500 Other Purchase Services						
520 Property & Liability Insurances	\$ 35,455	\$ 25,448	\$ 37,000	\$ -	\$ 37,000	68.8%
530 Communication (Phone & Internet)	\$ 6,199	\$ 3,230	\$ 4,920	\$ -	\$ 4,920	65.7%
540 Marketing	\$ -	\$ 1,190	\$ 4,000	\$ -	\$ 4,000	29.8%
542 Board Expenses	\$ 13,285	\$ 842	\$ 8,000	\$ -	\$ 8,000	10.5%
580 Travel / Per Diem	\$ 5,898	\$ -	\$ 10,000	\$ -	\$ 10,000	0.0%
590 Field Trips (Bussing & Entrance Fees)	\$ 16,403	\$ 596	\$ 35,000	\$ (20,000)	\$ 15,000	4.0%
590 Student Activities - Aguilas Bussing	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	0.0%
591 Sports (Bussing, Fees, Tri, Weight Training)	\$ 16,362	\$ 1,423	\$ 25,000	\$ (15,000)	\$ 10,000	14.2%
592 Trips	\$ 26,074	\$ -	\$ 86,000	\$ (61,000)	\$ 25,000	0.0%
593 Clubs	\$ 742	\$ 751	\$ 4,500	\$ -	\$ 4,500	16.7%
Total 500:	\$ 120,418	\$ 33,480	\$ 215,620	\$ (96,000)	\$ 119,620	28.0%

Utah Parent Center \$3,328

FY20 Dec-Jun \$19,422

\$5,937/mth

Budget Detail Report	(1,058 Students)	(1,040 Students)	(1,061 Students)	(0 Students)	(1,040 Students)	% of
	FY20 Actuals	FY21 Actuals	FY21 Approved	Changes	FY21 Forecast	Forecast
600 Supplies and Materials						
611 Classroom/ Legislative Supplies	\$ 40,943	\$ 17,703	\$ 43,000	\$ 3,000	\$ 46,000	38.5%
611 SpEd Supplies	\$ 7,057	\$ 5,315	\$ 7,000	\$ -	\$ 7,000	75.9%
611 Garden Grant	\$ 118	\$ -	\$ 755	\$ -	\$ 755	0.0%
612 Office Supplies	\$ 46,182	\$ 25,007	\$ 45,000	\$ (5,000)	\$ 40,000	62.5%
613 OPA Apparel / Concessions	\$ 15,450	\$ 3,063	\$ 10,000	\$ -	\$ 10,000	30.6%
614 Safety & Wellness	\$ 1,760	\$ -	\$ -	\$ -	\$ -	#DIV/0!
614 Staff Meals / Appreciation / Prof Dev	\$ 13,034	\$ 9,158	\$ 25,000	\$ -	\$ 25,000	36.6%
615 Counseling / Cultural Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
616 Aguilas & 7 Habits	\$ 1,248	\$ 398	\$ 3,000	\$ (1,500)	\$ 1,500	26.5%
617 OPAP0	\$ -	\$ 18	\$ -	\$ -	\$ -	#DIV/0!
618 Art Expo	\$ 167	\$ -	\$ 2,700	\$ -	\$ 2,700	0.0%
619 Yearbooks	\$ 3,240	\$ 4,541	\$ 6,790	\$ -	\$ 6,790	66.9%
621 Natural Gas	\$ 17,831	\$ 8,285	\$ 20,000	\$ -	\$ 20,000	41.4%
622 Electricity	\$ 64,324	\$ 38,904	\$ 80,000	\$ -	\$ 80,000	48.6%
630 Lunch Program Food & Supplies	\$ 441,887	\$ 211,768	\$ 320,000	\$ 10,000	\$ 330,000	64.2%
641 Curriculum & Educational Software	\$ 88,211	\$ 66,610	\$ 70,000	\$ 4,000	\$ 74,000	90.0%
644 Library	\$ 16,071	\$ 11,313	\$ 15,000	\$ 1,649	\$ 16,649	68.0%
680 Maintenance & Cleaning Supplies	\$ 16,397	\$ 20,347	\$ 20,000	\$ 5,000	\$ 25,000	81.4%
Total 600:	\$ 773,920	\$ 422,430	\$ 668,245	\$ 17,149	\$ 685,394	61.6%
700 Property, Equipment						
733 Furniture and Fixtures	\$ 45,630	\$ 15,925	\$ 30,000	\$ (10,000)	\$ 20,000	79.6%
734 Technology-Related Hardware & Software	\$ 131,111	\$ 249,397	\$ 195,000	\$ 87,103	\$ 282,103	88.4%
738 Kitchen Equipment	\$ 2,703	\$ 44,660	\$ 5,000	\$ 43,903	\$ 48,903	91.3%
Total 700:	\$ 179,444	\$ 309,982	\$ 230,000	\$ 121,006	\$ 351,006	88.3%
800 Debt Service and Misc						
810 Dues and Fees	\$ 14,686	\$ 21,606	\$ 22,000	\$ 3,000	\$ 25,000	86.4%
812 Banking Fees	\$ 2,400	\$ 1,206	\$ 3,000	\$ -	\$ 3,000	40.2%
850 Bond - Restricted Assets	\$ 978,555	\$ 549,552	\$ 977,661	\$ -	\$ 977,661	56.2%
890 Miscellaneous	\$ 743	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
Contingency	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	0.0%
Total 800:	\$ 996,384	\$ 572,364	\$ 1,013,661	\$ 3,000	\$ 1,016,661	56.3%
Total Expenses:	\$ 8,912,984	\$ 5,551,479	\$ 9,301,723	\$ 196,272	\$ 9,497,995	58.4%
Net Income:	\$ 413,468	\$ (192,980)	\$ 202,201	\$ 100,017	\$ 302,217	
Reserve Funds Used in Year:			\$ 380,157	Goal 2%	\$ 196,004	Diff: \$ 106,213
Fund Reserve:						

Postage: \$1562

UAPCS: \$4,761
CNP: \$11,087

Cover Sheet

Administrative Board Report

Section: IV. School Update
Item: A. Administrative Board Report
Purpose: Discuss
Submitted by:
Related Material: Ogden Prep 2021 WC Renewal.pdf
Administrative Board Report 02.18.2021.pdf



Ogden Preparatory Academy Monthly Administrative Board Report

Date: February 18, 2021

Events

1. Recent Events

- a. January 19th: Semester 2/Term 3 Begins
- b. February 11th-12th: Family Conferences
- c. February 15th: No school. Presidents Day

2. Upcoming Events

- a. February 24th: Big Smiles Dentist
- b. March 19: No school, end of 3rd quarter

Academics (Kasey and Stephanie)

1. Mid-year testing updates and scores

- a. i-Ready
 - i. Middle of Year testing is complete.
 - ii. There will be an Admin level data dive this Friday morning with the iReady Team.
 - iii. Math teachers will participate in data dives with iReady facilitators on Friday afternoon.
- b. WIDA Access 2.0 (English Proficiency)
 - i. We have 218 students receiving English services.
 - ii. There are 4 tests included: Writing, Listening, Speaking, Reading. This takes significant time and scheduling to complete. Jennifer Zundel is in charge of testing. The testing is almost complete.
 - iii. Some parents of online only students are refusing to bring their students in for testing. The English proficiency exam is not one that a parent can choose to exclude their student(s) from, so these tests will be coded as refusal to test. Documentation will be added to the student files.

2. Online Learning and COVID-19 updates

- a. Elementary
 - i. Online teachers had family conferences last week
 - ii. Main focus was on mid-year testing results
 1. Explained results to families
 2. Encouraged continued participation and outloud reading at home.
- b. Junior High:
 - i. THE CDC has released updated recommendations for school reopening; the document can be found [HERE](#).

- ii. Mathers created a detailed recommendation regarding the Junior High schedule, which is at the end of this report.

Signature Programs (Kasey and Stephanie)

1. AVID (Advancement Via Individual Determination)
 - a. Strategy of the Month: Philosophical Chairs
 - i. Teachers were trained virtually on Philosophical Chairs
 - ii. Teachers are encouraged to implement the structure.
 - iii. Implementation of the AVID strategy of the month is noted on classroom walkthroughs.
 - b. The AVID site team gathers implementation data for this strategy and others to upload to AVID for our certification.
2. Professional Development
 - a. Teachers are continuing to work on their Professional Education Pathways based on their personalized plans. Some common areas of focus include English as a Second Language Certification, collaborative learning, and reaching and teaching students living in trauma.
3. LIA (Latinos in Action)
 - a. Tutoring has started back up for the elementary for teachers interested in implementing tutoring with distancing guidelines in place.
4. Leader in Me
 - a. School-wide Goals - Shared with elementary staff in a prerecorded virtual training by our LIM leadership team
 - b. Each CTT meeting will now include brief updates of classroom progress on school WIGS.
 - i. Leadership
 1. Shout outs to kids for practicing the Seven Habits
 2. We are a rainbow of possibilities
 - ii. Culture
 1. UNICEF Kids Power Up participation
 2. Activities to get kids moving in class and at home.
 3. Completing activities earns each classroom points. Those points are then redeemed online in the form of needed items donated to the community.
 - iii. Academic
 1. Each student will set three goals (with the guidance of teachers) in the following categories
 - a. Math
 - b. Reading
 - c. Leadership - personal goal
 2. Goals will be reviewed regularly by teacher and student individually

Finance and Compliance (Debbie)

1. OEK Grant Funds. This is the Kindergarten extension funds. We were originally awarded \$90,000 for 3 classrooms. They extended the grant, and we applied for the funds for our 4th classroom. We were awarded an additional \$30,000.
2. Workers Compensation. EMOD is down 18% to 1.63. The EMOD and our salary increases combine to bring our premium down 9% to \$26,017. As long as we don't have any big claims, our premiums should reduce significantly next year as our big claim year drops off. (see attached presentation for additional information)
3. Submissions
 - a. ESSER II. We have been allotted \$733,423.66 in ESSER II funds. The Federal government puts few restrictions on how this money can be spent, and recommended using it to improve HVAC systems among other things. The State Legislature is mandating that it be used for extension programs (summer school, extended year programs, after school tutoring,...) and specifically excluded building and HVAC improvements. Should we choose to spend in line with the Federal restrictions and disregard the State restrictions, the State will reduce our state funding dollar for dollar. USBE is trying to add professional development and digital programming to the list of State allowed expenses, but the amendments have not been accepted to date, we are hopeful that at least these amendments will be approved. I have written to our representatives and senators, and enlisted the help of Ogden City School District officials to plead for the removal of the State restrictions. We were originally given 3 days to submit a budget, which we did. Now we are being asked to resubmit with the new stipulations.
4. Special Education
 - a. Our UPIPS monitoring visit went very well. Thank you to Beth Callison for her preparatory efforts. Beth is working on the corrections that were required as a result of the audit. All corrections were non-substantial. Most were attributable to a missing notice of meeting or a missed check mark in individual IEPs. Two were missing medical histories from pediatricians (we misunderstood that a psychologists report was adequate). The state told us during the monitoring visit that they had no substantive concerns.
 - b. The Special Education Policy and Procedure manual is under review to be approved on or before our October Board meeting.

Operations (Debbie)

1. Human Resources
 - a. We have hired Lisa Coursey as a Special Education Coordinator to replace the coordinator we lost earlier in the year. She will start March 22 and serve the 3rd and 4th grade students with IEPs as well as the Functional Skills classroom.
 - b. A kindergarten teaching assistant resigned, so we hired Alayna Gunn to assist with kindergarten for the remainder of the year.
 - c. A Junior High teaching assistant resigned, and we are currently interviewing for

a replacement.

- d. We interviewed a company and some applicants to manage our marketing and social media. We are working out the details in preparation for hiring.

2. Facilities

- a. AAA Fire is to be scheduling the completion of the sprinkler install (expected this week, but didn't happen). This will complete the city inspector's list of requirements.
- b. Frubu is in the process of installing the new Meraki switches.
- c. Teresa Hislop has obtained a grant to erect a greenhouse for an outdoor learning experience. We, mostly Stephanie, have been working with her to make sure it has sustainability and is positioned well aesthetically. It will require electricity, so we are in the process of getting more information on scope and cost.

3. Technology

- a. Safety and Loss Prevention.
 - i. We have been strongly encouraging safety in the workplace, and the implementation of classroom procedures to minimize losses.
 - ii. Student Technology
 - 1. 56 damaged devices: 23 destroyed, 33 repaired. Alfredo Perez-Lopez, our technology customer service agent has been instrumental in repairing devices.
 - 2. We have 1469 chrome devices, some are allocated to staff members. The 56 student devices represent about 4%.
 - 3. 20 destroyed earbuds replaced; 1 lost earbud replaced
 - 4. 4 USB-C chargers not returned from students, replaced.
- b. Security Updates.
 - i. The wifi networks for school and personal devices were updated to increase security.
 - ii. Students were hacking other student accounts, so we have started using clever badges for all student access.

4. Food Service.

- a. Free lunch and breakfast is served and available to all including pick up each week day.

5. Enrollment

- a. FY21 Current numbers and Enrollment Plan

Grade	K	1	2	3	4	5	6	7	8	9	All
October 1	98	94	105	104	95	111	103	112	105	112	1039
February 17	96	92	100	99	93	105	96	111	103	110	1005
Goal enrollment	100	105	105	105	105	110	110	115	115	115	1085

Lottery Pull target	105	110	110	110	110	115	115	120	120	120	1135
Accepted from Lottery:	120	30	23	19	16	14	19	32	21	16	310

b. Lottery: (as of 02/18/2021)

OGDEN PREPARATORY ACADEMY						
Grade	I	A	GWL	SWL	TWL	FWL
K	5	120	5	0	0	0
1	0	30	0	0	0	0
2	3	23	3	0	0	0
3	10	19	7	3	0	0
4	2	16	1	1	0	0
5	12	14	11	1	0	0
6	7	19	5	2	0	0
7	1	32	1	0	0	0
8	1	21	1	0	0	0
9	1	16	1	0	0	0
Totals:	42	310	35	7	0	0

c. Re-enrollment for FY22 is in progress. The lottery is open for receiving applicants for FY22. Secretaries are contacting families who have not completed re-enrollment. Families on this year’s lottery are being contacted to move to next year’s lottery.

i. Re-enrollment numbers as of February 17, 2021

1	2	3	4	5	6	7	8	9
95	89	98	96	91	104	90	108	102

d. FY22 Lottery as of 02/17/2021 (opened 01/01/2021)

OGDEN PREPARATORY ACADEMY						
Grade	I	A	GWL	SWL	TWL	FWL
K	0	84	0	0	0	0
1	0	10	0	0	0	0
2	8	0	5	3	0	0
3	4	0	0	4	0	0
4	5	0	1	4	0	0
5	2	0	1	1	0	0
6	3	0	1	2	0	0
7	15	0	11	4	0	0
8	2	0	1	1	0	0
9	2	0	2	0	0	0
Totals:	41	94	22	19	0	0

Junior High Schedule Updates and Recommendations

As COVID has progressed over the year, I am hearing from more teachers and parents inquiring about the schedule for the remainder of the year. The Board voted to maintain the staggered schedule for the rest of the year, but also planned to revisit it as things progress. Below, I would like to lay out all the factors that need to be considered, and then my recommendation for the Board's consideration. Since there is a lot to discuss, I feel it's beneficial to provide this in advance of the Board Meeting.

CDC Recommendations:

The CDC has updated reopening guidelines for schools and created an easy to read document [HERE](#). Here are some highlights from the document.

1. Schools should determine the transmission rate of their area.
 - a. Utah is currently in High Transmission (red); Weber County recently moved down to Substantial Transmission (orange); Davis and a few surrounding counties are still in High Transmission (red). For Weber County, the average daily cases per 100,000 put us into substantial (orange), but our marker for positive test rate is still within the High Transmission (red) level.
2. For the CDC recommendation for Middle and High Schools, our current plan fits the criteria for both Orange and Red. Although we do not fully meet a few aspects for the Red requirements, we meet most of them; since we have already reopened we are permitted to stick with that plan.

3. The document acknowledges that elementary schools pose a different set of logistics than middle and high schools. Therefore, the document pushes more in person opportunities for elementary schools, while middle and high schools are given more hybrid options until transmission levels decrease.
4. Strategies prioritized by the document:
 - a. Physical distancing to 6ft
 - b. Universal, correct use of masks
 - c. Sanitation
 - d. Quarantine protocols
 - e. Prioritization of in-person school options over extra curricular options.
 - f. Virtual options offered to students and staff with health concerns
 - g. Diagnostic testing

Current Junior High Plan as Related to CDC Recommendations:

1. In most cases, we are able to physically distance within classrooms. Some class periods with 14+ students currently do not allow for full distancing, but most do.
2. We are not able to fully distance during lunch, and at that time students are not wearing masks. However, we are able to use camera footage to assist with quarantines if there is a positive case and the student in question ate in the cafeteria.
3. Teachers have been diligent about sanitizing.
4. We have attempted to procure tests, but these are currently being allocated to large high schools only, and mostly for the use of sports teams.

JH Scheduling Clarifications:

Our current plan has required some unique scheduling arrangements in order to allow us to use our current teaching staff to teach all in-person and online courses without hiring new or additional staff.

- By contract, we pay full time teachers to teach six sections of classes with two preparation periods.
- For core teachers, their in-person classes were spread out over 6 classes to reduce class size, and they were given a stipend for teaching additional online only classes.
- For elective teachers, their in-person classes were scheduled into 5 sections and their online was scheduled for one section, for a total of 6 classes. As a result, class sizes are a larger concern with elective teachers.
- Our counselor worked hard to keep class sizes 12-16 students for each staggered day. However, overall class sizes (if the A-L and the M-Z days were combined) are sometimes as large as 28-30 students.

Vaccine Update:

- Many of our staff have had their first dose of the vaccine.
- Some will be getting their first dose this week 2/16-2/18.
- With the two week post-vaccination waiting period for full protection, we are looking at the first week of April as the time when most staff will have had both doses and allowed the immune response to develop.
 - Some staff are choosing not to get the vaccine until it is FDA approved, or waiting indefinitely due to other concerns.
- Quarter 4 starts March 22nd.

If we keep the staggered schedule for the rest of the year, here are the implications on the CDC recommendations:

- Ability in most cases for students to be distanced from other students within the classroom.
- Ability for teachers to distance from students during direct instruction.
- Class sizes maxed out at 12-14.
- 50-60 kids per lunch period eating without masks (spaced as much as possible with a max of 8 kids to a lunch table).
- Kids grouped into cohorts (A-L, M-Z) to reduce quarantines.
- All masking and sanitization procedures can be followed.
- All quarantine procedures can be followed.
- In some grade levels, we may have the ability to move more kids from online to in person by request for Q4.

If we bring back all in-person students four days per week, here are the implications on the CDC recommendations:

- Inability to distance within classrooms, including inability for the teacher to distance from students during direct instruction
- Class sizes maxed out at 28-32.
- 100-120 kids per lunch period eating without masks (current table spacing of 8 students per table would have to be adjusted with more kids at each table).
- All masking and sanitization procedures can be followed.
- All quarantine procedures can be followed.
- We would not have the ability to offer any more in person spots for our online only students if requested for Q4.

Other Factors:

- **Financial:** The Junior High has not seen a significant decrease in enrollment due to COVID throughout the duration of the staggered schedule. In fact, we recently did a lottery pull for online learners and added to our enrollment. Although enrollment is

slightly below target for a regular year, the school has not suffered financially due to the staggered schedule.

- **Academic:** While academics have been a challenge state and country wide, we have implemented several supports, including an off day help room to help 9th graders recover credit and a Friday helproom for all levels of students. Teachers report that although there are academic frustrations, they are able to cover more material in an 85 minute class period with the staggered schedule due to the low class sizes and lack of classroom management issues.
- **Staffing:** Overall, staff retention is still high. Teachers are hard on themselves when kids struggle to meet their potentials, so this has been a hard year for teachers. They want kids to learn, and they know that in a non-pandemic situation, in-person learning is best for our population. However, they have a lot of class size and scheduling concerns regarding bringing all our in person kids back full time. Of the teachers I heard from via email and at a work session we held for all interested staff, 92% were in favor of keeping the staggered schedule until the end of the school year while continuing to offer extra support for kids who need it. The main reasons given were safety and consistency (of schedule).
- **Community:** I have heard directly from five parents since the end of October regarding the staggered schedule. Four were in favor of more in-person learning. I was able to offer the help room to these parents, but I know several would prefer 4 days per week. Most area schools are in person every day. There are some middle and high schools in the state, particularly in the Salt Lake area, that are totally remote or hybrid. One parent was in favor of keeping the schedule as it is. Outside of this small sample size, several families have moved their kids to online only due to concerns of exposure at school, while other students have moved to in person.

Recommendation:

After reviewing staff input, communication from parents, the timeline for staff vaccinations, enrollment data, financial outlook, class size data, and the CDC guidelines, my recommendation is to continue the staggered schedule at the Junior High for the remainder of the year. If Weber moves into low transmission (yellow) for several weeks this can be revisited.

Elementary: Dido

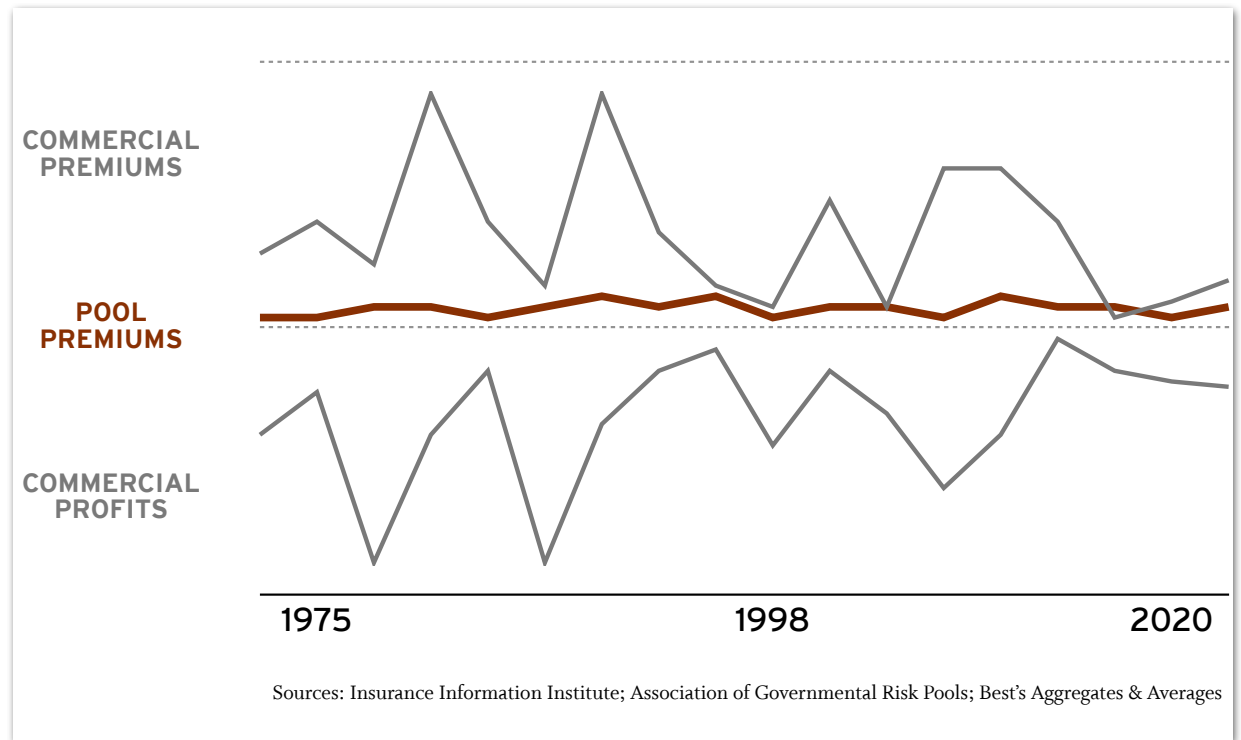
OPA

2021 INSURANCE REVIEW



WHY THE TRUST?

WHEN COMMERCIAL PROFITS DROP, COMMERCIAL PREMIUMS SPIKE



85% OF 90,000 PUBLIC AGENCIES NATIONWIDE PARTNER WITH A POOL



OGDEN PREP

2021 WC RENEWAL

Payroll	\$5,250,000 (12% Increase)
Classification Codes	NCCI Rules
Actual vs Expected Losses	\$40,081 (246% of expected)
EMOD	1.63 (18% decrease)
TARP	\$1,330 (5% discount)
NET PACKAGE PREMIUM	\$26,017 (-9%)

2021 | 2022 EMOD COMPASS

YEAR	LOSSES	CLAIMS
2020	\$789	3
2019	\$487	1
2018	\$4,107	2
2017	\$43,466	4
2016	\$0	0

2021 EMOD SCALE



1.63

Industry Surcharge of \$10,286



EMOD IMPACT

Surcharge

1.0



Discount



WHAT IS TARP?

Team
Appreciation
Recognition
Program



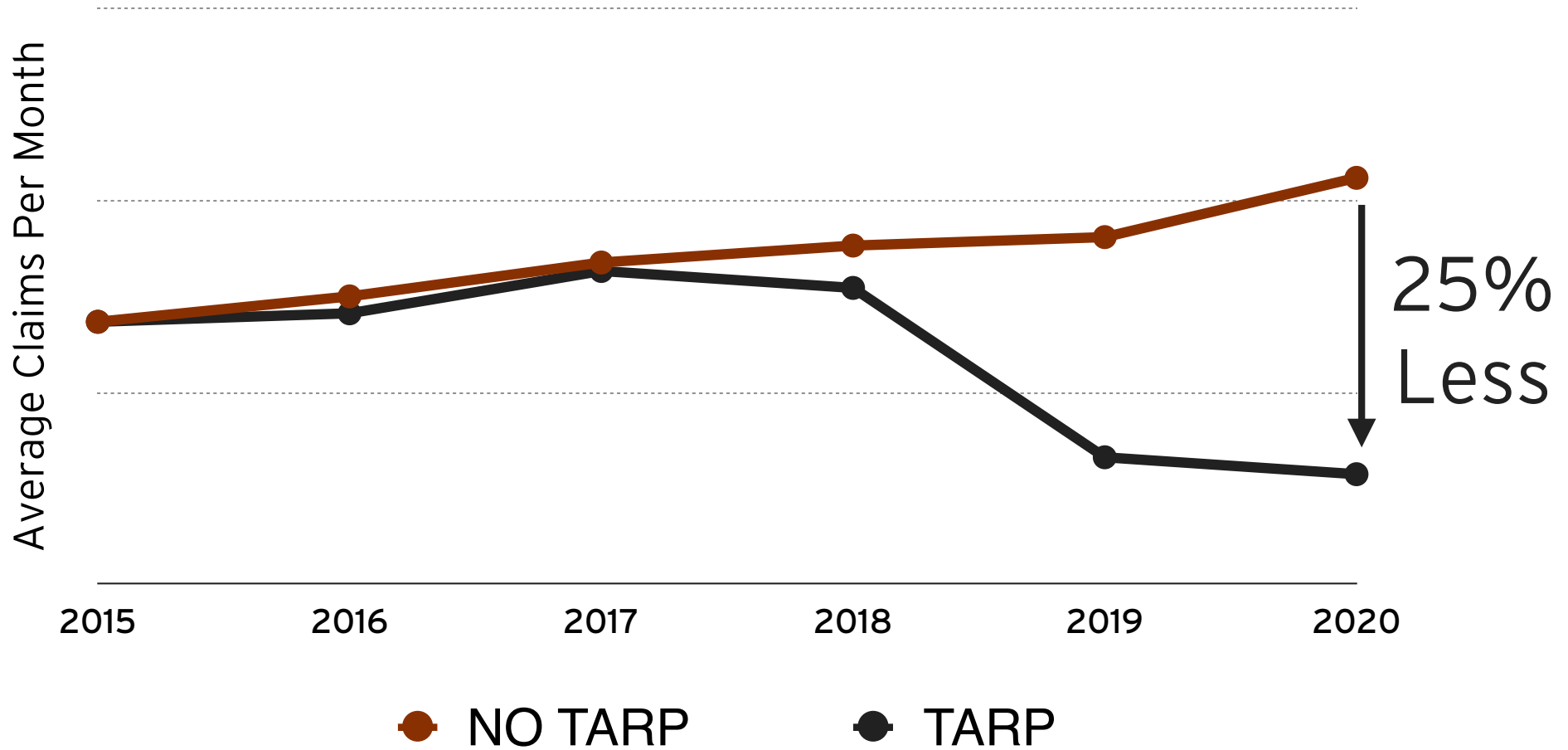
CONTROLLABLE LOSSES

80%

Employee Injury or Auto Liability



PERFORMANCE



KEY COMPONENTS

- Team Element (Accountability)
- Shared Results (Transparency)
- Monthly Reward (Awareness)

MANAGEMENT ENGAGEMENT



Cover Sheet

LEA Specific License Policy

Section: V. Policies
Item: A. LEA Specific License Policy
Purpose: Vote
Submitted by:
Related Material: 6.30.POL LEA Specific License Policy.pdf



**Official Policy
of
Ogden Preparatory Academy**

6. Human Resources

6.30.POL LEA Specific License Policy

Effective/Revision Date:

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Local Education Agency (LEA) Specific Educator License

General Requirements

1. Completion and clearance of criminal background check.
2. Completion of Ethics Review.
3. Completion of a bachelor's degree or higher and/or demonstrated content knowledge and pedagogical requirements by:
 - a. Successful completion of an assessment, or
 - b. Demonstrated competency.

Approval

1. LEA-Specific licenses must be approved by the OPA Board of Directors in a public meeting no more than 60 days prior to the LEA application to USBE.
2. Approval requests must include the rationale for extending an LEA-Specific license.

Mentoring and Support

1. Required participation in the OPA mentoring program shall be based on the same rationale as an educator under any licenced category.

Notification

1. OPA shall post LEA-specific educator licenses, license areas, or endorsements on the OPA website. The post shall include the following:
 - a. Disclosure that OPA employs educators with LEA-specific licenses.
 - b. Percentage of the types of licenses based on educator FTE (full-time equivalent).

Duration

1. LEA-Specific licenses shall be issued for periods of 1 or 3 years.
 - a. 1 year for educators who are working toward the requirements for an associate or professional educator license.
 - b. 3 years for educators who possess all of the following:
 - i. The knowledge and expertise for the position;

- ii. Ability to demonstrate competency to fulfillment of the position requirements;
- iii. The requirements for an associate or professional educator license is prohibitive for the individual educator; and
- iv. It is not the intent of the school to require, nor the educator to pursue an associate or a professional educator license.

Document History

Approved:

Legal References

R277-214

R277-500

R277-301

6.30.POL LEA Specific License Policy	
Effective/Revision Date:	Page 2 of 2

Cover Sheet

Curriculum Adoption, Appeal, and Review Policy

Section:	V. Policies
Item:	B. Curriculum Adoption, Appeal, and Review Policy
Purpose:	Vote
Submitted by:	
Related Material:	4.08.POL Curriculum Adoption, Appeal and Review.pdf



**Official Policy
of
Ogden Preparatory Academy**

4. Curriculum and Instruction

4.08.POL Curriculum Adoption, Appeal, and Review

Effective/Revision Date: 02/18/2021

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1. Instructional Materials Adoption Policy
 - a. OPA Administration shall develop procedures for the adoption of primary instructional materials. Procedures shall provide for the following:
 - i. school-wide participation in instructional materials adoption cycle;
 - ii. establishment of a instructional materials adoption schedule;
 - iii. review of state recommended instruction materials (RIMs) and
 - iv. identification of the instructional materials most appropriate for use at OPA;
 - v. identification of funding for the adoption process, implementation and professional development costs;
 - vi. identification of funding for new primary instructional materials adoption and support material costs;
 - vii. coordination to ensure efficiency and price advantage in the purchasing process of the primary instructional materials adoption; and
 - viii. establishment of procedures for the reuse or disposal of instructional materials.
 - b. Utah Core Standards alignment
 - i. Primary instructional materials must align with the Utah Core Standards.
 - ii. Supplemental or supportive materials must support OPA standards and the Utah Core Standards.
 - iii. Free materials are subject to the same requirements as purchased materials.
2. Appeal Policy for Community Members. Should a community member (parent, student) have an issue with the curriculum materials being used, the process for appeal is as follows.
 - a. Teacher
 - i. Every effort shall be made to resolve issues between the teacher and the community member.
 - ii. Substitute materials may be provided if reasonable and available.
 - b. Administration

- i. If the situation is not resolved with the teacher, a conference shall be held with the teacher, the community member, and an administrator.
- c. Board
 - i. If the situation is not resolved with the administration, the community member or administrator may submit a request to the OPA Board of Directors for review.

Document History

Approved: 02/18/2021 *Initial creation*

Legal References

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