



OGDEN PREPARATORY ACADEMY

Ogden Preparatory Academy

OPA Board of Directors Meeting

Date and Time

Thursday March 11, 2021 at 4:30 PM MST

Location

1435 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 February 18, 2021			
II. Schedule Discussion			4:30 PM
A. Quarter 4 School Schedule for in-person learning.	Discuss	William Davis	20 m
III. Public Comment			4:50 PM
A. Opportunity for Public Comment	Discuss	Tyler D'Hulst	15 m

	Purpose	Presenter	Time
IV. Schedule and Quarantine Discussion			5:05 PM
A. Quarter 4 School Schedule for in-person learning.	Vote	William Davis	5 m
B. Quarantine Policy	Vote	Debbie Deem	5 m
Proposal to allow vaccinated employees to be exempt from quarantines during the 90 day period following the vaccination.			
V. Finance			5:15 PM
Finance			
A. Financial Review	FYI	Spencer Adams	10 m
B. Student Chromebook purchase	Vote	Debbie Deem	5 m
For next year, we will need to purchase 300 chromebooks to replace the devices that have reached their lifecycle at the Junior High and Elementary.			
C. School Pictures; Yearbook; Printing Contract	Vote	Debbie Deem	5 m
We currently use LifeTouch as our vendor for student pictures and yearbooks. We recently reviewed this agreement and compared it with Bell Photography.			
D. HVAC service provider	Vote	Andrew Smith	5 m
The agreement will procure a service company that will provide quarterly maintenance, and as needed repairs.			
E. Human Resources Management Software	Vote	Andrew Smith	5 m
We have been using a workflow management plug in for our dashboard. The support for this system is being discontinued.			
F. Valpak marketing distribution	Vote	Debbie Deem	5 m
G. AVID Excel	Vote	Debbie Deem	5 m
This would be an addition to our AVID program to support ELL students.			
VI. School Update			5:55 PM
A. Administrative Board Report	Discuss	Kasey Kennington	20 m
B. School Improvement Plan	Vote	Debbie Deem	5 m
C. School Land Trust Plan	Vote	Debbie Deem	

	Purpose	Presenter	Time
D. FY22 School Calendar	Vote	Debbie Deem	5 m

We have drafted a preliminary calendar with important dates. We are still considering what the best course of action is for Fridays.

E. LEA Specific License Approval	Vote	Debbie Deem	5 m
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John Norvell is currently teaching the CTE courses for 8th and 9th grades. He is working toward his licensure, and should be able to be recommended by WGU for licensure. In the meantime, we are recommending him for an LEA specific license to expire 6/2022.

VII. Policies **6:30 PM**

A. FY22 OPA Fee Schedule	Vote	Debbie Deem	5 m
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We sent this to parents, and allowed for input electronically and in person at the January and February Board meetings. Most adjustments were made to yearbook fees to better reflect actual costs.

B. Benefits Handbook	Vote	Debbie Deem	5 m
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Changes made to allow employees to roll additional leave forward to future year for anticipated FMLA leave. Some minor adjustments to calculation numbers to account for a 180 day agreement year.

VIII. Committee Reports **6:40 PM**

A. Governance	FYI	Tyler D'Hulst	5 m
B. Academic Excellence	FYI	Molly Ward	5 m
C. Development	FYI	Nick Bowsher	5 m

IX. Other Business **6:55 PM**

A. Discussion	Discuss	William Davis	5 m
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Assignments, Discussion, Review as needed.

Date of Retreat: we would like to minimize meetings in June, so we propose moving the Retreat to May, Early June, or July.

X. Closing Items **7:00 PM**

A. Adjourn Meeting	Vote		
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Coversheet

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 February 18, 2021

APPROVED



OGDEN PREPARATORY
ACADEMY

Ogden Preparatory Academy

Minutes

OPA Board of Directors Meeting

Date and Time

Thursday February 18, 2021 at 4:30 PM

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.

Directors Present

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

Directors Absent

N. Bowsher

Ex Officio Members Present

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

Non Voting Members Present

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

Guests Present

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

I. Opening Items

A. Record Attendance and Guests

B.

Call the Meeting to Order

W. Davis called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Feb 18, 2021 at 4:33 PM.

C. Approve Minutes

S. Zwygart made a motion to approve the minutes from OPA Board of Directors Meeting on 01-14-21.

J. Howell seconded the motion.

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

D. Approve Minutes

S. Zwygart made a motion to approve the minutes from OPA Emergency Virtual Board Meeting on 01-22-21.

J. Howell seconded the motion.

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

II. Public Comment

A. Opportunity for Public Comment

No Public present.

B. Opportunity for Public Comment on the 2021-2022 Fee Schedule

No public present.

III. Finance

A. Financial Review

Spencer Adams reviewed the financial report as of the end of January. There are no current concerns.

Andrew is concerned about chromebook supplies. We will have the procurement ready for March 25.

Bill inquired about the PTIF fund. We have not withdrawn from the PTIF, but we haven't been able to add to it each month. Some was transferred in February.

IV. School Update

A. Administrative Board Report

Stephanie, Kasey and Debbie reviewed the Administrative Board report.

Board members asked questions regarding the continuation of the current schedule at the Junior High and the Elementary.

Some teachers have reduced virtual Meets with students and pulling in small groups of students into the building for intervention.

Friday work loads have reduced. Administration will provide an update on what is being done on Friday, so everyone will know what to expect.

V. Policies

A. LEA Specific License Policy

M. Ward made a motion to approve the LEA Specific License Policy as presented.

S. Mejeur seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Curriculum Adoption, Appeal, and Review Policy

M. Ward made a motion to approve the Curriculum Adoption and Review Policy as presented.

S. Mejeur seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Committee Reports

A. Governance

Complete your trainings.

B. Academic Excellence

Met and reviewed testing and proposed goals. School Improvement Plan is in development.

C. Development

Working on hiring a marketing manager.
Working on feedback on the marketing plan.
Portrait of an OPA Grad is in progress.

VII. Other Business

A. Discussion

Board surveys will go out in March. Debbie will send draft questions to the Board Leadership.

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 5:09 PM.

Respectfully Submitted,
W. Davis

Coversheet

Quarter 4 School Schedule for in-person learning.

Section: II. Schedule Discussion
Item: A. Quarter 4 School Schedule for in-person learning.
Purpose: Discuss
Submitted by:
Related Material: Administrative Board Report 03.11.2021 COVID addendum.pdf



**Ogden Preparatory Academy
Monthly Administrative Board Report
COVID Addendum**

Date: March 11, 2021

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.

Coversheet

Quarantine Policy

Section: IV. Schedule and Quarantine Discussion
Item: B. Quarantine Policy
Purpose: Vote
Submitted by:
Related Material: 6.27.POL COVID-19 Quarantine Policy.pdf



Official Policy of Ogden Preparatory Academy

6. Human Resources

6.27.POL COVID-19 Quarantine Policy

Effective/Revision Date: January 22, 2021

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It is the intent of the Ogden Preparatory Academy Board of Directors to promote a safe environment at the school buildings, and to put policy in place to increase the safety of each employee, student, and visitor in the school buildings.

1. Definitions

- a. Hotspot: CDC threat level at or above the current threat level of Weber County OR an infection rate greater than that of Weber County;
<https://covidactnow.org/?s=819151>
- b. Exposure/Close Contact: Close contact means someone was closer than 6 feet or 2 meters (about 2 arm lengths) to a person who has COVID-19 for 15 minutes or longer. Those wearing masks who are able to physically distance are not considered exposed.

2. Quarantine

- a. **Vaccinations.** Employees who have been exposed to COVID-19, or qualify for quarantine under any provision herein, do not need to quarantine if they meet **ALL** of the following conditions:
 - i. It has been 2 weeks since their final vaccination dose.
 - ii. They are within 3 months of their final vaccination dose.
 - iii. They have remained asymptomatic since the exposure.
- b. **Employee Travel**
 - i. It is recommended that employees take necessary precautions to maintain safety including social distancing and the wearing of masks.
 - ii. Inside Utah - no quarantine necessary upon return.
 - iii. Inside US
 1. Non-Hotspot by county during time of travel: no quarantine required.
 2. Hotspot by county during time of travel: need to quarantine.
 - iv. Outside US: ¶
 - v. ~~Q~~ Mandatory quarantine upon return to U.S.
 - vi. Air travel: ~~Q~~ mandatory quarantine.

c. Employee Paid Time Off

- i. Employees will be paid for up to 80 hours, or the equivalent amount of 10 days per the employee's schedule, and any applicable PTO will not be reduced for a quarantine period under the following conditions:
 1. Mandated quarantine by the health department.
 2. Extension of Bereavement policy to allow for travel for funeral services.
 3. If the employee can work remotely, and reasonable remote work can be accommodated.
- ii. Employees may take leave without pay or elect to use their PTO for a quarantine period under the following condition:
 1. Non-essential travel.
- iii. Administration may make exceptions for individual circumstances upon review.

d. School Related Quarantines:

- i. Upon notification of a positive COVID-19 case, OPA Administration is responsible to perform contact tracing and determine who is required to quarantine based on State and Local Health Department and CDC guidelines. Administration will consider proximity during contact tracing.
- ii. Any affected classroom or area will be thoroughly cleaned and sanitized before additional use.
- iii. Students, or staff who were exposed to someone with COVID-19 may not have to quarantine if **ALL** of the following are met:
 1. The school can verify that both people were wearing face masks (the person who was exposed and the person who tested positive) as defined by state public health order, and
 2. The person who was exposed does not have any symptoms of COVID-19.
 3. If at any time during the 14 days after their exposure a person develops symptoms of COVID-19, he or she should isolate and get tested right away. If the person does not have symptoms, he or she should wait 7 days after they were exposed to get tested.
- iv. Any student or class in quarantine will continue learning remotely.
- v. For potentially exposure:
 1. Families will be notified of any exposure and the Administrative quarantine decision.

6.27.POL COVID-19 Quarantine Policy

Effective/Revision Date: January 22, 2021

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- 2. Staff will be notified of any exposure and have the option to quarantine.
 - vi. Families may choose to quarantine their child(ren) at any time.
 - vii. If a class member or teacher is quarantined due to non-school exposure, the class will not quarantine. Teachers will support quarantined students remotely.
- e. Soft Closure
 - i. Elementary: If 6 or more classes, or 15 or more staff members are quarantined during the same quarantine period, the building may move into soft closure for a quarantine period of up to 14 days. Learning will continue remotely.
 - ii. Junior high: If 10 or more students and staff are infected, 7 or more staff members are quarantined, OR 100 or more students are quarantined during the same quarantine period, the building may move into soft closure for a quarantine period of up to 14 days. Learning will continue remotely.
 - iii. At any time that the exposure rate is deemed to be dangerous to the school population, or the quarantine/absence rate is deemed to make in person school difficult, the Administration may determine to move into soft closure.
 - iv. The School will move into soft closure as directed by the Health Department.
- 3. Low Risk Test and Return Protocol
 - a. A teacher, staff member, or student who was quarantined based on being exposed to someone who tested positive for COVID-19 may return to work or school in person if he or she meets ALL of the following:
 - i. The quarantined teacher, staff member, or student has a negative COVID-19 test result (must be a PCR or antigen test, not an antibody test). Tests must be taken no less than 7 days after the last exposure to the person who tested positive.
 - ii. The teacher, staff member, or student does not have symptoms of COVID-19.
 - iii. The teacher, staff member, or student has received administrative approval to return.
 - b. If the person does not meet ALL criteria or chooses not to get tested, he or she should quarantine at home for 10 days from the last day of exposure.

6.27.POL COVID-19 Quarantine Policy

Effective/Revision Date: January 22, 2021

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Anyone who has been exposed to COVID-19 and comes back to school must continue to watch for symptoms. Anyone who gets symptoms should isolate at home and call their healthcare provider.

Due to the ever changing nature of the pandemic, current numbers may be adjusted based on the Health Department recommendations.

Document History

Approved:	August 4, 2020	
Revised:	August 11, 2020	<i>Changed from 10 day quarantine to 14 day quarantine per health department recommendation.</i>
	October 29, 2020	<i>Added the Low Risk Test and Return Protocol for teachers and staff</i>
	December 10, 2020	<i>Allowed the rapid test and return for staff regardless of exposure circumstances, and for travel. Adjusted numbers for soft closure. Changed definition of hotspot.</i>
	January 22, 2021	<i>Changed quarantine requirements due to masks and proximity. Included Students in Rapid test and return protocol..</i>

Legal References

- Utah Department of Health COVID-19 School Manual
- Utah Department of Health and School Medical Advisory Committee Recommendations

6.27.POL COVID-19 Quarantine Policy	
Effective/Revision Date: January 22, 2021	Page 4 of 4

Coversheet

Financial Review

Section: V. Finance
Item: A. Financial Review
Purpose: FYI
Submitted by:
Related Material: February 2021_Budget Report_Updated.pdf

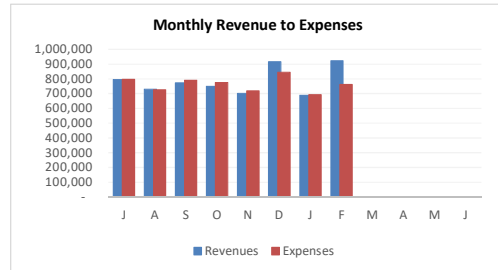
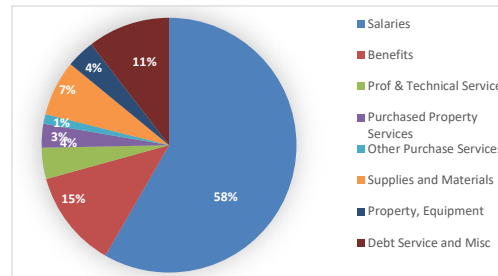


Financial Summary

as of February 28th, 2021

66.7% through the Year **BUDGET REPORT** **EXPENSES** **RATIOS**

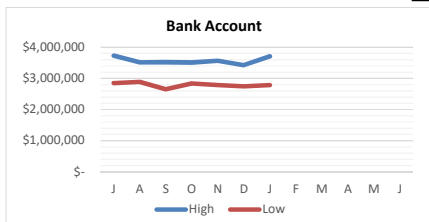
	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	1040	1061	1040	
Revenue				
1000 Local	\$ 68,526	\$ 260,940	\$ 100,913	68%
3000 State	\$ 5,775,978	\$ 8,253,040	\$ 8,579,761	67%
4000 Federal	\$ 437,672	\$ 989,943	\$ 1,339,324	33%
Total Revenue	\$ 6,282,176	\$ 9,503,924	\$ 10,019,998	63%
Expenses				
100 Salaries	\$ 3,585,261	\$ 5,398,406	\$ 5,677,888	63%
200 Benefits	\$ 848,583	\$ 1,158,758	\$ 1,206,766	70%
300 Prof & Technical Services	\$ 207,097	\$ 337,640	\$ 386,381	54%
400 Purchased Property Services	\$ 188,258	\$ 279,393	\$ 289,393	65%
500 Other Purchase Services	\$ 37,960	\$ 215,620	\$ 119,620	32%
600 Supplies and Materials	\$ 464,593	\$ 668,245	\$ 685,394	68%
700 Property, Equipment	\$ 328,854	\$ 230,000	\$ 351,006	94%
800 Debt Service and Misc	\$ 651,311	\$ 1,013,661	\$ 1,016,661	64%
Total Expenses	\$ 6,311,917	\$ 9,301,723	\$ 9,733,109	65%
Net Income from Operations	\$ (29,741)	\$ 202,201	\$ 286,889	
Operating Margin	-0.5%	2.1%	2.9%	



	Actual	Goal
Operating Margin	2.9%	2%
MADS (Modified Acc)	1.30	1.25
Days Cash on Hand	139	100
Unrestricted DCOH	108	100
Building Payment %	12%	20%

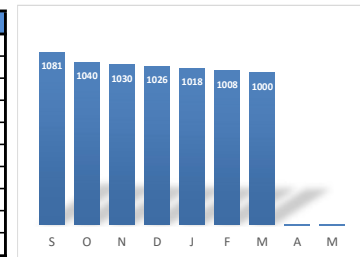
CASH **RESERVES** **ENROLLMENT**

Ending Cash Balance	\$ 3,711,411	PTIF Beg Balance \$2,574,218
Ending Unrestricted Cash Balance	\$ 2,884,967	PTIF Interest \$904
Days Cash on Hand	139	PTIF Transfer \$89,775
		PTIF End Balance \$2,664,897



	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 2,398,744	\$ 2,398,744
Reserves Added this Year	\$ (29,741)	\$ 286,889
Expenses from Reserves	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
New Reserve Balance	\$ 2,369,003	\$ 2,685,633

	S	O	N	D	J	F	M	A	M
K	105	98	97	97	96	95	95		
1	98	94	94	94	93	92	92		
2	109	105	105	104	103	102	100		
3	107	104	103	102	100	99	98		
4	104	96	95	95	94	93	92		
5	115	111	110	108	107	106	104		
6	105	103	100	99	99	96	96		
7	115	112	111	111	111	111	109		
8	108	105	104	105	104	104	103		
9	115	112	111	111	111	110	111		
Total	1081	1040	1030	1026	1018	1008	1000	0	0





**OGDEN PREPARATORY
ACADEMY**

Actuals as of: **February 28, 2021** Percentage of Year: **66.7%**

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	\$ 15,802	\$ 70,000	\$ (45,000)	\$ 25,000	63.2%
1600 Lunch Program (Students & Adults)	\$ 54,023	\$ 6,277	\$ 75,000	\$ (69,426)	\$ 5,574	112.6%
1710 Student Sales	\$ 20,300	\$ 8,567	\$ 15,000	\$ -	\$ 15,000	57.1%
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	\$ 16,542	\$ 14,543	\$ 273	\$ 14,816	111.6%
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	\$ 5,099	\$ 15,878	\$ (11,878)	\$ 4,000	127.5%
1990 Miscellaneous	\$ 844	\$ 216	\$ 1,000	\$ -	\$ 1,000	21.6%
Total 1000:	\$ 227,985	\$ 68,526	\$ 260,940	\$ (160,027)	\$ 100,913	67.9%
3000 State						
3010 Regular School Prgm K-12	\$ 3,409,130	\$ 2,276,913	\$ 3,361,577	\$ 20,947	\$ 3,382,524	67.3%
3020 Professional Staff	\$ 257,579	\$ 172,981	\$ 231,603	\$ 25,900	\$ 257,503	67.2%
3105 Special Education -- Add-On	\$ 549,509	\$ 372,978	\$ 549,509	\$ 9,957	\$ 559,466	66.7%
3110 Special Education -- Self-Contained	\$ 46,485	\$ 33,536	\$ 46,485	\$ 3,819	\$ 50,304	66.7%
3120 Special Education -- Extended Year	\$ 4,122	\$ 2,823	\$ 3,710	\$ 524	\$ 4,234	66.7%
3125 Special Education - State Programs	\$ 9,800	\$ 6,828	\$ 9,800	\$ 442	\$ 10,242	66.7%
3178 Special Education- Extended Year	\$ 5,520	\$ 5,290	\$ -	\$ 5,290	\$ 5,290	100.0%
3101 Class Size Reduction K-8	\$ 312,695	\$ 203,436	\$ 312,400	\$ (10,340)	\$ 302,060	67.3%
3101 Applied Tech - Add-On CTE	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
3200 Charter School Admin Costs Base Amount	\$ 104,305	\$ 10,000	\$ -	\$ 15,000	\$ 15,000	66.7%
3210 Flexible Allocation	\$ 11,543	\$ -	\$ -	\$ -	\$ -	#DIV/0!
3219 Charter School Local Replacement	\$ 2,550,922	\$ 1,787,849	\$ 2,666,992	\$ (5,074)	\$ 2,661,918	67.2%
3258 Supp Educ COVID 19 Stipend	\$ -	\$ 218,406	\$ -	\$ 218,406	\$ 218,406	100.0%
3331 Gifted and Talented	\$ 7,472	\$ 5,066	\$ 7,465	\$ (513)	\$ 6,952	72.9%
3336 Enhancement for At-risk students	\$ 83,534	\$ 62,667	\$ 83,455	\$ 10,546	\$ 94,001	66.7%
3341 Early Intervention	\$ 90,000	\$ 60,000	\$ 120,000	\$ -	\$ 120,000	50.0%
3305 Early Literacy (K-3)	\$ 53,584	\$ 38,378	\$ 52,463	\$ 4,424	\$ 56,887	67.5%
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	\$ 208,779	\$ 312,458	\$ 711	\$ 313,169	66.7%
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	\$ 107,057	\$ 136,713	\$ 23,872	\$ 160,585	66.7%
3579 Student Health & Counseling	\$ -	\$ 20,661	\$ -	\$ 63,513	\$ 63,513	32.5%
3510 Library Books & Electronic Res	\$ 1,257	\$ 894	\$ 1,131	\$ (36)	\$ 1,095	81.6%
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	\$ 36,519	\$ 101,125	\$ (26,125)	\$ 75,000	48.7%
Total 3000:	\$ 8,304,417	\$ 5,775,978	\$ 8,253,040	\$ 326,721	\$ 8,579,761	67.3%
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	\$ -	\$ -	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	\$ 21,911	\$ 49,700	\$ -	\$ 49,700	44.1%
4572 NSLP - Free & Reduced	\$ 297,083	\$ 162,428	\$ 265,000	\$ -	\$ 265,000	61.3%
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	\$ 437,672	\$ 989,943	\$ 349,381	\$ 1,339,324	32.7%
Total Revenue:	\$ 9,326,452	\$ 6,282,176	\$ 9,503,924	\$ 516,074	\$ 10,019,998	62.7%

PTIF avg: \$1,255

Includes \$15,308 Title IV Repurposed

Includes FY20 \$3,629

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
Expenses						
100 Salaries						
121 Principals and Assistants	\$ 410,920	\$ 332,824	\$ 408,934	\$ 93,288	\$ 502,222	66.3%
131 Teachers	\$ 2,695,728	\$ 1,977,280	\$ 2,716,056	\$ 227,718	\$ 2,943,774	67.2%
132 PTO Cash out	\$ 21,614	\$ 10,252	\$ 15,000	\$ -	\$ 15,000	68.3%
132 Substitute Teachers	\$ 40,170	\$ 19,059	\$ 45,000	\$ -	\$ 45,000	42.4%
133 Special Education Director & Teachers	\$ 295,175	\$ 198,772	\$ 306,338	\$ 19,521	\$ 325,859	61.0%
134 Stipends (Sports, other)	\$ 80,143	\$ 85,138	\$ 65,000	\$ 50,000	\$ 115,000	74.0%
134 COVID 19 Stipends	\$ -	\$ -	\$ -	\$ 218,406	\$ 218,406	0.0%
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	\$ 73,167	\$ 103,000	\$ 9,000	\$ 112,000	65.3%
145 Librarian	\$ 115,629	\$ 84,304	\$ 116,000	\$ 14,825	\$ 130,825	64.4%
152 Secretarial & Clerical	\$ 134,100	\$ 123,380	\$ 135,887	\$ 53,316	\$ 189,203	65.2%
161 General Ed TA	\$ 48,788	\$ 22,665	\$ 51,151	\$ (24,524)	\$ 26,627	85.1%
162 Special Education TA	\$ 359,517	\$ 258,116	\$ 364,885	\$ 56,542	\$ 421,427	61.2%
163 Title I TA	\$ 131,786	\$ 75,060	\$ 134,705	\$ 963	\$ 135,668	55.3%
164 Early Literacy (K-3) TA	\$ 66,597	\$ 41,700	\$ 67,577	\$ (155)	\$ 67,422	61.8%
165 Land Trust TA	\$ 62,475	\$ 40,978	\$ 65,000	\$ 4,981	\$ 69,981	58.6%
166 Early Intervention TA	\$ 41,810	\$ -	\$ 44,243	\$ (44,243)	\$ -	#DIV/0!
191 Food Service	\$ 237,331	\$ 158,993	\$ 230,630	\$ 19,865	\$ 250,495	63.5%
Raises	\$ -	\$ -	\$ 436,000	\$ (426,000)	\$ 10,000	0.0%
Total 100:	\$ 4,929,304	\$ 3,585,261	\$ 5,398,406	\$ 279,482	\$ 5,677,888	63.1%
200 Benefits						
210 Retirement	\$ 120,350	\$ 91,718	\$ 160,000	\$ (20,000)	\$ 140,000	65.5%
220 Social Security	\$ 389,658	\$ 271,224	\$ 412,978	\$ 21,380	\$ 434,358	62.4%
241 Group Insurance	\$ 399,915	\$ 333,643	\$ 419,566	\$ -	\$ 419,566	79.5%
241 Health Stipend	\$ 277,101	\$ 46,627	\$ -	\$ 46,627	\$ 46,627	100.0%
242 Waiver Benefit	\$ 111,793	\$ 79,450	\$ 112,500	\$ -	\$ 112,500	70.6%
270 Worker's Compensation Fund	\$ 44,038	\$ 24,244	\$ 38,714	\$ -	\$ 38,714	62.6%
280 Unemployment Insurance	\$ 3,951	\$ 1,677	\$ 15,000	\$ -	\$ 15,000	11.2%
Total 200:	\$ 1,346,806	\$ 848,583	\$ 1,158,758	\$ 48,007	\$ 1,206,766	70.3%
300 Prof & Technical Services						
323 Speech Therapy	\$ 119,650	\$ 72,730	\$ 124,680	\$ -	\$ 124,680	58.3%
323 Psychology / Behavior	\$ 11,315	\$ 5,631	\$ 12,000	\$ -	\$ 12,000	46.9%
323 Mental Health (Weber Health Services)	\$ -	\$ 8,775	\$ -	\$ 57,137	\$ 57,137	15.4%
330 Employee Training & Development	\$ 57,347	\$ 11,707	\$ 48,000	\$ (12,000)	\$ 36,000	32.5%
340 Audit Services	\$ 19,400	\$ 17,900	\$ 19,400	\$ 2,900	\$ 22,300	80.3%
345 Business Manager Services	\$ 84,000	\$ 56,000	\$ 84,000	\$ -	\$ 84,000	66.7%
349 Legal	\$ 4,862	\$ 490	\$ 20,000	\$ (5,000)	\$ 15,000	3.3%
355 IT Services (ETS Monthly)	\$ 12,088	\$ 33,864	\$ 29,560	\$ 5,704	\$ 35,264	96.0%
Total 300:	\$ 308,662	\$ 207,097	\$ 337,640	\$ 48,741	\$ 386,381	53.6%
400 Purchased Property Services						
410 Garbage / Sewer / Water	\$ 49,080	\$ 40,599	\$ 50,000	\$ 10,000	\$ 60,000	67.7%
433 Cleaning & Custodial Services	\$ 74,619	\$ 47,496	\$ 72,000	\$ -	\$ 72,000	66.0%
430 Repairs / Maintenance / Monitoring	\$ 78,727	\$ 65,949	\$ 110,000	\$ -	\$ 110,000	60.0%
435 Lawn Care & Snow Removal	\$ 30,727	\$ 18,491	\$ 30,000	\$ -	\$ 30,000	61.6%
443 Lease of Copy Machines	\$ 24,893	\$ 15,723	\$ 17,393	\$ -	\$ 17,393	90.4%
Total 400:	\$ 258,046	\$ 188,258	\$ 279,393	\$ 10,000	\$ 289,393	65.1%
500 Other Purchase Services						
520 Property & Liability Insurances	\$ 35,455	\$ 28,354	\$ 37,000	\$ -	\$ 37,000	76.6%
530 Communication (Phone & Internet)	\$ 6,199	\$ 3,745	\$ 4,920	\$ -	\$ 4,920	76.1%
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	\$ 2,239	\$ 25,000	\$ (15,000)	\$ 10,000	22.4%
592 Trips	\$ 26,074	\$ -	\$ 86,000	\$ (61,000)	\$ 25,000	0.0%
593 Clubs	\$ 742	\$ 994	\$ 4,500	\$ -	\$ 4,500	22.1%
Total 500:	\$ 120,418	\$ 37,960	\$ 215,620	\$ (96,000)	\$ 119,620	31.7%

Utah Parent Center \$3,328

FY20 Mar-Jun \$15,243

\$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	\$ 18,645	\$ 43,000	\$ 3,000	\$ 46,000	40.5%
611 SpEd Supplies	\$ 7,057	\$ 5,436	\$ 7,000	\$ -	\$ 7,000	77.7%
611 Garden Grant	\$ 118	\$ -	\$ 755	\$ -	\$ 755	0.0%
612 Office Supplies	\$ 46,182	\$ 26,677	\$ 45,000	\$ (5,000)	\$ 40,000	66.7%
613 OPA Apparel / Concessions	\$ 15,450	\$ 5,085	\$ 10,000	\$ -	\$ 10,000	50.9%
614 Safety & Wellness	\$ 1,760	\$ -	\$ -	\$ -	\$ -	#DIV/0!
614 Staff Meals / Appreciation / Prof Dev	\$ 13,034	\$ 9,237	\$ 25,000	\$ -	\$ 25,000	36.9%
615 Counseling / Cultural Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
616 Aguilas & 7 Habits	\$ 1,248	\$ 398	\$ 3,000	\$ (1,500)	\$ 1,500	26.5%
617 OPAPO	\$ -	\$ 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	\$ 11,687	\$ 20,000	\$ -	\$ 20,000	58.4%
622 Electricity	\$ 64,324	\$ 38,904	\$ 80,000	\$ -	\$ 80,000	48.6%
630 Lunch Program Food & Supplies	\$ 441,887	\$ 243,598	\$ 320,000	\$ 10,000	\$ 330,000	73.8%
641 Curriculum & Educational Software	\$ 88,211	\$ 66,610	\$ 70,000	\$ 4,000	\$ 74,000	90.0%
644 Library	\$ 16,071	\$ 11,691	\$ 15,000	\$ 1,649	\$ 16,649	70.2%
680 Maintenance & Cleaning Supplies	\$ 16,397	\$ 22,066	\$ 20,000	\$ 5,000	\$ 25,000	88.3%
Total 600:	\$ 773,920	\$ 464,593	\$ 668,245	\$ 17,149	\$ 685,394	67.8%
700 Property, Equipment						
733 Furniture and Fixtures	\$ 45,630	\$ 16,520	\$ 30,000	\$ (10,000)	\$ 20,000	82.6%
734 Technology-Related Hardware & Software	\$ 131,111	\$ 267,674	\$ 195,000	\$ 87,103	\$ 282,103	94.9%
738 Kitchen Equipment	\$ 2,703	\$ 44,660	\$ 5,000	\$ 43,903	\$ 48,903	91.3%
Total 700:	\$ 179,444	\$ 328,854	\$ 230,000	\$ 121,006	\$ 351,006	93.7%
800 Debt Service and Misc						
810 Dues and Fees	\$ 14,686	\$ 21,802	\$ 22,000	\$ 3,000	\$ 25,000	87.2%
812 Banking Fees	\$ 2,400	\$ 1,450	\$ 3,000	\$ -	\$ 3,000	48.3%
850 Bond - Restricted Assets	\$ 978,555	\$ 628,059	\$ 977,661	\$ -	\$ 977,661	64.2%
890 Miscellaneous	\$ 743	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
Contingency	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	0.0%
Total 800:	\$ 996,384	\$ 651,311	\$ 1,013,661	\$ 3,000	\$ 1,016,661	64.1%
Total Expenses:	\$ 8,912,984	\$ 6,311,917	\$ 9,301,723	\$ 431,386	\$ 9,733,109	64.8%
Net Income:	\$ 413,468	\$ (29,741)	\$ 202,201	\$ 84,688	\$ 286,889	
Reserve Funds Used in Year:			\$ 380,157	Goal 2%	\$ 200,400	Diff: \$ 86,489
Fund Reserve:						

Postage: \$2,065

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

Coversheet

Student Chromebook purchase

Section: V. Finance
Item: B. Student Chromebook purchase
Purpose: Vote
Submitted by:
Related Material:
Procurement Comparison Form - FY22 Student Chromebooks.pdf



**Official Form
of
Ogden Preparatory Academy**

3. Fiscal Management

3.06.TPL.1 Procurement Comparison Form

Effective/Revision Date: 05/11/2020

Page 1 of 2

Item(s) and/or Service(s) being procured

Student Chromebooks for FY22. Pricing has gone up significantly and the availability is limited due to a double in purchases this year.

Vendor #1	Total Cost/time frame	Date Received
Trox	\$65,475.00	2/27/21
Contact Name	Contact Number/Email	Website/other
Adil Moledina	905-946-3722	trox.com
Specific Characteristics of Proposal		
Found a model that is the same specs as last year's specs for \$40 cheaper than HP. Willing to hold these until after confirmation from the board is given.		
Vendor #2	Total Cost	Date Received
CDWG	\$80,997	3/5/21
Contact Name	Contact Number/Email	Website/other
Rick Allain		
Specific Characteristics of Proposal		
Same model as Trox. No hold available. Limited quantities		
Vendor #3	Total Cost	Date Received
Insight	\$85,197.00	
Contact Name	Contact Number/Email	Website/other
Sales		
Specific Characteristics of Proposal		

--

Specific documents to support bids should be attached to this form.

- Check if a second form is attached for additional vendor proposals. If completing digitally, additional vendor fields may be copied and pasted above in lieu of an additional form.

OPA Employee Contact Name	Date of Review
Andrew Smith	
Considerations for Decision	
Trox. Best price, quick delivery. Willingness to hold the product with limited availability.	
Vendor Selected	Date of Approval

Document History

Approved: 05/11/2020

Legal References

3.06.TPL.1 Procurement Comparison Form	
Effective/Revision Date: 05/11/2020	Page 2 of 2

Coversheet

School Pictures; Yearbook; Printing Contract

Section: V. Finance
Item: C. School Pictures; Yearbook; Printing Contract
Purpose: Vote
Submitted by:
Related Material:
picture_order_forms.pdf
Student Pictures and Yearbook vendor Procurement Comparison Form.pdf

PICTURE DAY IS:

Original - Wednesday, August 5, 2020

Ogden Prep Elementary

Order now on
mylifetouch.com
 using your Picture Day ID: **EVTDFK233**
 and receive exclusive online offers.

Order before Picture Day on **mylifetouch.com**
 using your Picture Day ID: **EVTDFK233**

ONLINE ORDERS: No need to return this form on Picture Day. | **PAPER ORDERS:** Fill out form completely & return this form on Picture Day.

If you do not order online, please fill this form out completely, enclose EXACT payment, and return to school on Picture Day. Enclose cash, money order or check payable to Lifetouch. Photographer won't make change.

Student First & Last Name _____
 Teacher Last Name _____ Student Grade _____
 Mobile Phone Number _____
 Email Address _____

1 Choose a Package	Basic \$14.99 Single family digital & physical pictures	Standard \$29.99 Share pictures with friends & family	Plus \$44.99 <i>Tailor your pictures with customization features. Recommended.</i>	Premium \$74.99 Get the best features & the full picture suite
Pictures Class Picture <small>Don't miss your chance to pre-order your class picture.</small>	(1) 8x10 (2) 5x7 Class Picture	(1) 8x10 (4) 5x7 (2) 3x5 (8) 2x3 Class Picture	(1) 8x10 (4) 5x7 (2) 3x5 (8) 2x3 Class Picture	(2) 8x10 (4) 5x7 (4) 3x5 (12) 2x3 Class Picture
Shutterfly, Digital Image[®]	1	1	1 Add more online	1 Add more online
Retouching			Basic <input checked="" type="checkbox"/> Removes blemishes	Premium <input checked="" type="checkbox"/> Removes blemishes plus whitens teeth and evens skin tone
Name & Grade** Personalize your pictures with your first name & grade.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Background <small>NOTE: Background for your yearbook is selected by your school.</small>	Standard Background 	Standard Background 	Choose your Background Image Code <small>— More backgrounds & options available online! —</small>	

1 Choose a Package	Qty	Price	Total	Image Code
A. Basic		\$14.99		1
B. Standard		\$29.99		1
C. Plus**		\$44.99		
D. Premium**		\$74.99		

2 Choose your Add-Ons	Qty	Price	Total	Image Code
E. (8) 2x3 Wallets		\$14.99		
F. (4) 3x5		\$14.99		
G. (2) 5x7		\$14.99		
H. (1) 8x10		\$14.99		
I. (4) Variety 3x5		\$14.99		N/A
J. (8) Variety 2x3		\$14.99		N/A
K. Variety Special – 25% OFF! (4) Variety 3x5 and (8) Variety 2x3		\$22.49		N/A
SUBTOTAL				
Add 7.25% tax.				
TOTAL				

2 Choose your Add-Ons—\$14.99 Each — More Add-Ons & Special Offers available online! —

	E. (8) 2x3 Wallets	Background: Choose any Image Code 1-6 above for Add-On prints!		I. (4) Variety 3x5
	F. (4) 3x5			J. (8) Variety 2x3
	G. (2) 5x7			
	H. (1) 8x10			

Lifetouch + Shutterfly.

*As part of the Shutterfly family of brands, your Lifetouch digital images are now delivered through Shutterfly. You'll receive a notification when your images are ready to view, download and share.

Prints Delivered to Home or School | Digital Image Delivered via Shutterfly

Name** Plus & Premium packages only
 Please print first name exactly how it should appear on pictures.

Questions? Please contact Customer Service at 800-736-4753.
When you pay by check, you authorize us to process the payment as a check transaction, or to use information from your check to make a one-time electronic fund transfer from your checking account. A service fee may be charged on returned checks. Post-dated checks are not accepted. By completing and submitting this order form, you are agreeing to all of Lifetouch's terms and conditions located at www.lifetouch.com/terms-conditions and to our privacy policy located at www.lifetouch.com/privacy.

PICTURE DAY

Ogden

1 Choose Your Package

Mark selection on envelope. *Escoja el paquete de fotos*
Marque en el sobre su selección.

PACKAGE 1

\$29

PACKAGE 2

\$24

PACKAGE 3

\$21

DELUXE

\$40

PACKAGE 4

\$17

PACKAGE 5

\$12

Order now to receive this limited time pricing!

2 Build Your Own Package

Mark selection on envelope. *Escoja el paquete.*
Marque en el sobre su selección.

BUILD YOUR OWN PACKAGE

You Choose (Any Combination) 5 for \$26

3 Additional Items

Mark selection on envelope. *Escoja artículos especiales*
Marque su selección en el sobre.

8x10 Calendar \$12 2-3x5 Magnets \$12 8x10 Reflections Portrait \$12 Class Photo \$10 1- 3" Button \$7

4 Add Image Retouching +\$8.00

Eliminates minor blemishes and reduces prominent facial blemishes. *Retoque fotográfico*
Elimina las pequeñas imperfecciones de la piel y reduce las marcas en la cara.
Mark selection on envelope.

5 Complete Envelope Form, Enclose Payment, or Pay Online, and Send Envelope with Child on Picture Day

Complete el formulario e incluya el pago, o pague en línea y mande el sobre con su hijo(a). Para hacer el pago en línea o para más detalles de como puede hacer su pago, visite www.bellphoto.com.

Pay Online

- > Go to www.bellphoto.com.
- > Enter your school code (see code below).
- > Follow the prompts to complete your order.
- > Once complete, enter the provided code in the **Paid Online** box on the envelope.

(Online Code goes here)

Pay by Cash, Check, or Money Order

- > Make check or money order payable to: **Bell Photographers.**
- > A separate order and check must be made for each student.
- > Exact payment required; no change given.
- > There will be a \$25.00 service charge on all returned checks.

Digital products are non-refundable.

Student Name	
Teacher Name	Grade
Email	

1 Choose Your Package <small>Fill-in bubbles below for desired quantity.</small>				
#	Package	Quantity		Subtotal
1	Package 1	<input type="radio"/> 1 <input type="radio"/> 2	\$29	
2	Package 2	<input type="radio"/> 1 <input type="radio"/> 2	\$24	
3	Package 3	<input type="radio"/> 1 <input type="radio"/> 2	\$21	
4	Package 4	<input type="radio"/> 1 <input type="radio"/> 2	\$17	
5	Package 5	<input type="radio"/> 1 <input type="radio"/> 2	\$12	
6	Deluxe Package	<input type="radio"/> 1 <input type="radio"/> 2	\$40	

2 Build Your Own <small>Choose 5 items and mark your selection below.</small>				
#	Item	Quantity	Price	Subtotal
11	1-8x10	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	\$26	
12	2-5x7's	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5		
13	1-Class Photo	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5		
14	4-3x5's	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5		
18	8-Large Wallets	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5		
115	Digital Download	<input type="radio"/> 1		
3 Select Additional Items				
11	1-8x10	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	\$10.00	
12	2-5x7's	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	\$10.00	
14	4-3x5's	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	\$10.00	
18	8-Large Wallets	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	\$10.00	
13	1-Class Photo	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	\$10.00	
31	1-3" Button	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	\$7.00	
34	8x10 Calendar	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	\$12.00	
36	2-3x5 Magnets	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	\$12.00	
38	Reflections Portrait	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	\$12.00	
115	Digital Download	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	\$15.00	
4 Image Retouching - Eliminates minor blemishes				
19	Image Retouching	<input type="radio"/> 1	\$8.00	
PAID ONLINE <input type="text" value=""/>			Tax	
5 Total Enclosed				



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3. Fiscal Management

3.06.TPL.1 Procurement Comparison Form

Effective/Revision Date: 05/11/2020

Page 1 of 2

Item(s) and/or Service(s) being procured

Student Pictures and Yearbook Vendor

Vendor #1	Total Cost/time frame	Date Received
LifeTouch		
Contact Name	Contact Number/Email	Website/other
Brian Fife		
Specific Characteristics of Proposal		
Planners: \$2.80-\$2.92/book. Third party vendor discount procured by Lifetouch. Information to the printer early in the calendar year. Pictures: \$14.99 minimum package Yearbooks: \$12 Elementary Softcover, \$16 Elementary Hardcover, \$18 JH hardcover Printing: \$1,000/year/building		
Vendor #2	Total Cost	Date Received
Bell		
Contact Name	Contact Number/Email	Website/other
Mike Van Dyke		
Specific Characteristics of Proposal		
Planners: \$1.50 in house printing; information to printer by July. Pictures: \$10.00 ala carte (cheapest option) or \$12-24 for minimum package similar to Lifetouch Yearbooks: \$10 Softcover, \$12 hardcover Printing: \$1,500/year/building		

Specific documents to support bids should be attached to this form.

- Check if a second form is attached for additional vendor proposals. If completing digitally, additional vendor fields may be copied and pasted above in lieu of an additional form.

OPA Employee Contact Name	Date of Review
Debbie Deem	03/2021
Considerations for Decision	
Cost Timeline for submissions and deliverables Location	
Vendor Selected	Date of Approval

Document History

Approved: 05/11/2020

Legal References

3.06.TPL.1 Procurement Comparison Form	
Effective/Revision Date: 05/11/2020	Page 2 of 2

Coversheet

HVAC service provider

Section: V. Finance
Item: D. HVAC service provider
Purpose: Vote
Submitted by:
Related Material: Procurement Comparison HVAC Companies.pdf



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Ogden Preparatory Academy**

3. Fiscal Management

3.06.TPL.1 Procurement Comparison Form

Effective/Revision Date: 05/11/2020

Page 1 of 2

Item(s) and/or Service(s) being procured

HVAC Quarterly Service Company Agreement. The agreement will procure a Service company that will provide quarterly maintenance services for all of our RTUs (Roof Top Unit).

Vendor #1	Total Cost/time frame	Date Received
Just Right Air	\$16,908	12/17/20
Contact Name	Contact Number/Email	Website/other
Bonnie	801-467-4328	
Specific Characteristics of Proposal		
Quarterly Services. Filter Replacement, AC Belt repair/replacement, Checklist of quarterly services		
Vendor #2	Total Cost	Date Received
CRM Heating & Air Conditioning	\$13,960	1/14/20
Contact Name	Contact Number/Email	Website/other
Scot Madsen	801-941-4212	
Specific Characteristics of Proposal		
Quarterly Services Filter Replacement, AC Belt repair/replacement, Checklist of quarterly services		
Vendor #3	Total Cost	Date Received
Mountain Air	N/A	N/A
Contact Name	Contact Number/Email	Website/other
N/A	N/A	N/A
Specific Characteristics of Proposal		

Declined to bid.

Specific documents to support bids should be attached to this form.

- Check if a second form is attached for additional vendor proposals. If completing digitally, additional vendor fields may be copied and pasted above in lieu of an additional form.

OPA Employee Contact Name	Date of Review
Andrew Smith	
Considerations for Decision	
My recommendation is to use CFM Heating. We had a broken unit over the summer and received bids from both companies. CFM Bid for repair was significantly less than Just Right. If we have repairs needed outside our service contract, it's good to use the same company that works on the units regularly.	
Vendor Selected	Date of Approval

Document History

Approved: 05/11/2020

Legal References

3.06.TPL.1 Procurement Comparison Form	
Effective/Revision Date: 05/11/2020	Page 2 of 2

Coversheet

Human Resources Management Software

Section: V. Finance
Item: E. Human Resources Management Software
Purpose: Vote
Submitted by:
Related Material: Procurement Comparison Form - Workflow Management.pdf



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Ogden Preparatory Academy**

3. Fiscal Management

3.06.TPL.1 Procurement Comparison Form

Effective/Revision Date: 05/11/2020

Page 1 of 3

Item(s) and/or Service(s) being procured

Workflow Management Systems to replace the current form system on the website.

Vendor #	Total Cost/time frame	Date Received
BambooHR	\$2,841 UpFront \$1491.60 Monthly (\$17,899.20 annually)	2/11/2021
Contact Name	Contact Number/Email	Website/other
Colton Barteit	cbarteit@bamboohr.com	bamboohr.com
Specific Characteristics of Proposal		
Human Resource Information System, Recruitment, Onboarding, Offboarding, Document Management, Forms & Workflows, Signatures, Announcements, Employee Self Portal, Mobile App. Time Off, Requisitions, Evaluation management, Professional Development record keeping. I demoed this product. I find it to be the best overall product. With its flexible month to month pricing, it makes the most sense to me as well. All the other vendors require yearly commitments.		

Vendor #2	Total Cost/time frame	Date Received
Interact Intranet Portal	\$4,250 Upfront \$13,860 Annually	2/24/2021
Contact Name	Contact Number/Email	Website/other
Karen Howe	karen.howe@interact-intranet.com	interact-intranet.com
Specific Characteristics of Proposal		
Employee Intranet Portal, Content Management, Onboarding, Offboarding, Document Management, Forms & Workflows, A Verification System, Announcements, Employee Self Portal, Mobile App. Time Off, Requisitions. Professional Development. I demoed the product. I was not impressed with their workflow system.		

Vendor #3	Total Cost	Date Received
Kissflow	\$9600/Annually	1-30-2021
Contact Name	Contact Number/Email	Website/other
Sales	N/A	https://www.kissflow.com/
Specific Characteristics of Proposal		
Strictly a Forms management tool. User interface is difficult and not user friendly for our staff.		
Vendor #4	Total Cost	Date Received
Tallyfy	\$49,500/Annually	1-30-2021
Contact Name	Contact Number/Email	Website/other
Sales	N/A	https://tallyfy.com/
Specific Characteristics of Proposal		
Comparable features set to others.		

Vendor #5	Total Cost	Date Received
ProcessMaker	\$17,928/Annual	1-30-2021
Contact Name	Contact Number/Email	Website/other
Sales	N/A	
Specific Characteristics of Proposal		
Comparable features set to others.		

Vendor #6	Total Cost	Date Received
Monday.com	\$19,800/Annually	1-30-2021
Contact Name	Contact Number/Email	Website/other
Sales	N/A	https://monday.com/

3.06.TPL.1 Procurement Comparison Form	
Effective/Revision Date: 05/11/2020	Page 2 of 3

Specific Characteristics of Proposal
Generic Project Management System that could be tailored to meet most needs of HR, IT, etc. Not designed simply for workflow management.

Vendor #7	Total Cost	Date Received
Trello Business Class	\$19,701/Annually	1-30-2021
Contact Name	Contact Number/Email	Website/other
Sales	N/A	https://trello.com/
Specific Characteristics of Proposal		
Generic Project Management System that could be tailored to meet most needs of HR, IT, etc. Not designed simply for workflow management.		

Specific documents to support bids should be attached to this form.

- Check if a second form is attached for additional vendor proposals. If completing digitally, additional vendor fields may be copied and pasted above in lieu of an additional form.

OPA Employee Contact Name	Date of Review
Andrew Smith	
Considerations for Decision	
Bamboohr is the most financially manageable and flexible. I also found that the workflow management portion of the product is much easier to use than competitors. I would recommend BambooHR to replace our current Workflow Management System at OPA.	
Vendor Selected	Date of Approval

Document History

Approved: 05/11/2020

Legal References

3.06.TPL.1 Procurement Comparison Form	
Effective/Revision Date: 05/11/2020	Page 3 of 3

Coversheet

Valpak marketing distribution

Section: V. Finance
Item: F. Valpak marketing distribution
Purpose: Vote
Submitted by:
Related Material:
Ogden Preparatory Academy Circular Page Agreement_encrypted_.pdf

PARTICIPATION AGREEMENT



Valpak of Northern Utah
 4729 S. 1900 West
 Roy, UT 84067
 Office: 8017759719
 Fax: 8017759731

Agreement # Q-250751-1
Start Date 03/26/2021
Sales Contact Shaury Searle
Client # 373802081

Business Name OGDEN PREPARATORY ACADEMY
Address 1415 Lincoln Avenue
City Ogden
State/ZIP UT , 84404
Telephone (801) 627-2066

Contact Debbie Deem
Title
Email ddeem@ogdenprep.org
Cell

Date	Product	Quantity	Sub Total	Total
03/26/2021	Misc Charge: Other(Circular Page)	1	\$1,700.00	\$1,700.00
04/23/2021	Misc Charge: Other(Circular Page)	1	\$1,700.00	\$1,700.00
05/21/2021	Misc Charge: Other(Circular Page)	1	\$1,700.00	\$1,700.00
06/25/2021	Misc Charge: Other(Circular Page)	1	\$1,700.00	\$1,700.00
07/23/2021	Misc Charge: Other(Circular Page)	1	\$1,700.00	\$1,700.00
			TOTAL:	\$8,500.00

Notes: Ogden Preparatory Academy agrees to mailing the circular page product for the agreed months. Circular page targets 110,000 homes in the Weber/Davis market.

Valpak agrees to provide the following, as applicable: proof, printing, insertion, addressing, postage, envelopes and mailing/shipping for the products specified in this agreement on the following terms:

BALANCE DUE IN FULL ON PROOF.

Each month, as applicable, Valpak will make all reasonable efforts to contact the client for art changes including requests via email and or text. The Company named above agrees to submit art approval via email, text or in writing for each product listed above by the final deadline. In the event that written approval is not recieved by the final deadline Valpak will finalize the art using its best discretion.

The Company named above specifically authorizes and gives Valpak permission to distribute the above specified literature. The Company further agrees to honor to each recipient of the literature the product and/or service offer(s) as advertised (see proof of copy or finished product). Company agrees to indemnify Valpak and hold it harmless from any loss, claim or liability to third parties arising from the content of Company's literature and mailings.

This agreement shall remain in effect through the duration agreed to by Company (listed above) and is not subject to early termination. In the event Company cancels this agreement prior to completion of all contracted Jobs, Company will be liable to Valpak for the completed Jobs in an amount equal to the rate differential between contract price and the current price schedule. Minimum charge for cancellation of a Job will be \$50.00. Any cancellation of a Job occurring less than 60 days prior to final dealdline will carry a cancellation charge of 25% of the cost of Job, any cancellation of a Job after proof copy has been generated will carry a cancellation charge of 100%. In the event Company fails to submit, approve or correct copy or otherwise fails to perform, Valpak shall have the option to declare this agreement breached and Company will be liable to Valpak for an amount equal to cancellation amounts.

Accounts 30 days past due will be subject to a \$25.00 late charge and 1 ½ % interest per month on the unpaid balance.

Company agrees that Valpak's liability shall not exceed an amount equal to the total consideration actually paid hereunder by Company to Valpak. Valpak will not, under any circumstances, be liable for consequential, incidental, special or exemplary damages, whether as a result of breach of contract, breach of warranty, tort, or otherwise. Valpak is not liable for any loss or damage of any kind resulting from delay or due to Company or any third party or subcontractor, or any casualty, accident, labor trouble or cause beyond Valpak's control. Minor errors after proof are not cause for major adjustment. In the event Valpak places this agreement in the hands of an attorney or collection agency for collection, Company agrees to pay an additional sum equal to 50% of the balance due to compensate for costs of collection. Company further agrees to pay all reasonable attorney's fees and court costs in the event legal action is taken to collect on the account.

Agreement #:

Q-250751-1

Advertiser's Authorized Representative:

Title:

Valpak Authorized Representative:

Agreement Date:

03/08/2021

Coversheet

AVID Excel

Section: V. Finance
Item: G. AVID Excel
Purpose: Vote
Submitted by:
Related Material:
2021-22 AVID Excel Proposal_Ogden Preparatory Academy.pdf



AVID Excel Implementation - Budget Estimate

Starting School Year 2021-2022

Ogden Preparatory Academy	2021-2022
<p>AVID Excel Professional Learning/Coaching AVID Excel—implementing districts receive professional learning and district coaching during the contract year. Professional learning will be provided by a designated AVID Excel representative.</p>	\$5,500.00
<p>AVID Summer Institute/AVID DigitalXP High-quality professional learning for AVID school and district educators over a three-day period.</p> <p>Year 1:</p> <ul style="list-style-type: none"> • AVID Excel District Leader, site administrator, and AVID Excel teacher(s) attend the AVID Excel Implementation strand. • Four content-area teachers attend the AVID Academic Language and Literacy strand. <p>Year 2:</p> <ul style="list-style-type: none"> • AVID Excel District Leader, site administrator, and AVID Excel teacher(s) attend the AVID Excel Scholar Groups strand. <p>Year 3:</p> <ul style="list-style-type: none"> • AVID Excel District Leader, site administrator, and AVID Excel teacher(s) attend the AVID Excel Advancing strand. 	\$1,700.00
<p>AVID Excel Curriculum Library Includes curriculum, resources, and materials needed to implement AVID Excel, including digital access. After Year 1, AVID Excel sites receive access to the updated digital curriculum and resources through the AVID Excel Benefit Package.</p>	\$850.00
<p>AVID Excel Benefit Package (annual site membership)</p> <ul style="list-style-type: none"> • District Leader coaching and support by AVID staff • Digital curriculum and resources • Licensing for reproduction of materials for classroom use • Use of AVID Excel logo and intellectual property • Professional learning modules and access to attend the annual AVID Excel District Leader Symposium 	\$995.00
Total Budget Projection:	\$9,045

Pricing is subject to change at any time prior to a contractual agreement

Coversheet

Administrative Board Report

Section: VI. School Update
Item: A. Administrative Board Report
Purpose: Discuss
Submitted by:
Related Material: School Fees Statistical Data Analysis 2019-20 74.pdf
Risk Assessment Score 96.pdf
Board presentation- RDA letter .pdf
Administrative Board Report 03.11.2021.pdf

School Fees Statistical Data Analysis SY 2019-2020

68

Ogden Preparatory Academy

Statewide**LEA Specific**State Waived vs Charged:

\$ School Fees Charged	\$78,533,091
\$ School Fees Waived	\$7,078,827
% Waived vs Charged Fees	9%

State Avg Fee Amount Waived vs Charged Per Student:

Avg. Fees Charged Per Student	\$258
Avg. Fees Waived Per Student	\$139
% Amount Waived vs Charged	54%

State Maximum Fee per Student:

State Highest Fee Maximum	\$10,500
State Lowest Fee Maximum	\$25
State Average Fee Maximum	\$2,804

State - Estimated Students Eligible for Fee Waivers:

(a) K-12 Count	667,578
<i>2020 Year-end UTREx data</i>	
(b) Economically Disadvantaged Students all grades	178,313
<i>2020 Year-end UTREx data</i>	
(c) % of Economically Disadvantaged all grades	27%
<i>(b) divided by (a)</i>	
(d) Secondary Student Enrollment	307,865
<i>Fall Enrollment Demographics by Grade SY 2020</i>	
(e) Secondary Students Not Eligible for Waivers	225,633
<i>(d) minus (f)</i>	
(f) Secondary Students Eligible for Fee Waivers	82,232
<i>(d) multiplied by (c)</i>	
(g) Students Granted Waivers and In_lieu	50,923
<i>Certificate of Compliance Statistical Data</i>	
(h) Students Eligible NOT Participating in Waivers	31,309
<i>(f) minus (g)</i>	
(i) % of Secondary Students on Fee Waivers	17%
<i>(g) divided by (d)</i>	
(j) % of Eligible Students NOT on Fee Waivers	38%
<i>(h) divided by (f)</i>	

Waived vs Charged:

\$ School Fees Charged	\$35,765
\$ School Fees Waived	\$21,871
% Waived vs Charged Fees	61%

Avg Fee Amount Waived vs Charged Per Student:

Avg. Fees Charged Per Student	\$110
Avg. Fees Waived Per Student	\$83
% Amount Waived vs Charged	75%

LEA Maximum Fee Per Student:

\$147

LEA - Estimated Students Eligible for Fee Waivers:

(a) K-12 Count	1,059
<i>2020 Year-end UTREx data</i>	
(b) Economically Disadvantaged Students all grades	612
<i>2020 Year-end UTREx data</i>	
(c) % of Economically Disadvantaged all grades	58%
<i>(b) divided by (a)</i>	
(d) Secondary Student Enrollment	324
<i>Fall Enrollment Demographics by Grade SY 2020</i>	
(e) Secondary Students Not Eligible for Waivers	137
<i>(d) minus (f)</i>	
(f) Secondary Students Eligible for Fee Waivers	187
<i>(d) multiplied by (c)</i>	
(g) Students Granted Waivers and In_lieu	265
<i>Certificate of Compliance Statistical Data</i>	
(h) Students Eligible NOT Participating in Waivers	-78
<i>(f) minus (g)</i>	
(i) % of Secondary Students on Fee Waivers	82%
<i>(g) divided by (d)</i>	
(j) % of Eligible Students NOT on Fee Waivers	-42%
<i>(h) divided by (f)</i>	



Questions, Comments, or Concerns? Contact the state School Fees team at schoolfees@schools.utah.gov.

Utah State Board of Education School Fees Team
 Tamra Dayley 801.538.7718
 Charity Goodfellow 801.538.7762

Created 3/2021

School Fees Risk Assessment

Ogden Preparatory Academy

SY: 2021

School Fees Overall Risk Assessment Score		0
Range	> 5 = High Risk 2.5 to 5 = Moderate Risk 0 to 2.49 = Low Risk	Your Overall Risk is Considered Low

	Points Assessed for Specific Risk
State Average Cost per Student : \$258 LEA's Average Cost Per Student:\$110 1 point assessed if LEA average cost per student is greater than the state average	0
Percentage of Estimated Eligible Students NOT participating in Fee Waivers Statewide: 38% LEAs percentage of Estimated Eligible Students NOT on Fee Waivers: 0% 3 points assessed if the LEA's estimated eligible students NOT participating in school fee waivers is 45% or higher.	0
School Fee - Calls Calls received by the School Fees Team from Parents/Guardians > 5 complaints = 5 points 3-5 complaints = 3 points 1-2 complaints = 1 points 0 complaints = 0 points	0
Certificate of Compliance Responses: Superintendent and Board Chair 1 point assessed for each "No" response for higher risk compliance questions from Superintendent and Board Chair	0
Certificate of Compliance Responses: Principals Count of Principals that answered "Yes" their school charges school fees: 1 ~ See Compliance report for specific school responses. .2 points assessed for each "No" response for higher risk compliance questions from school principals	0



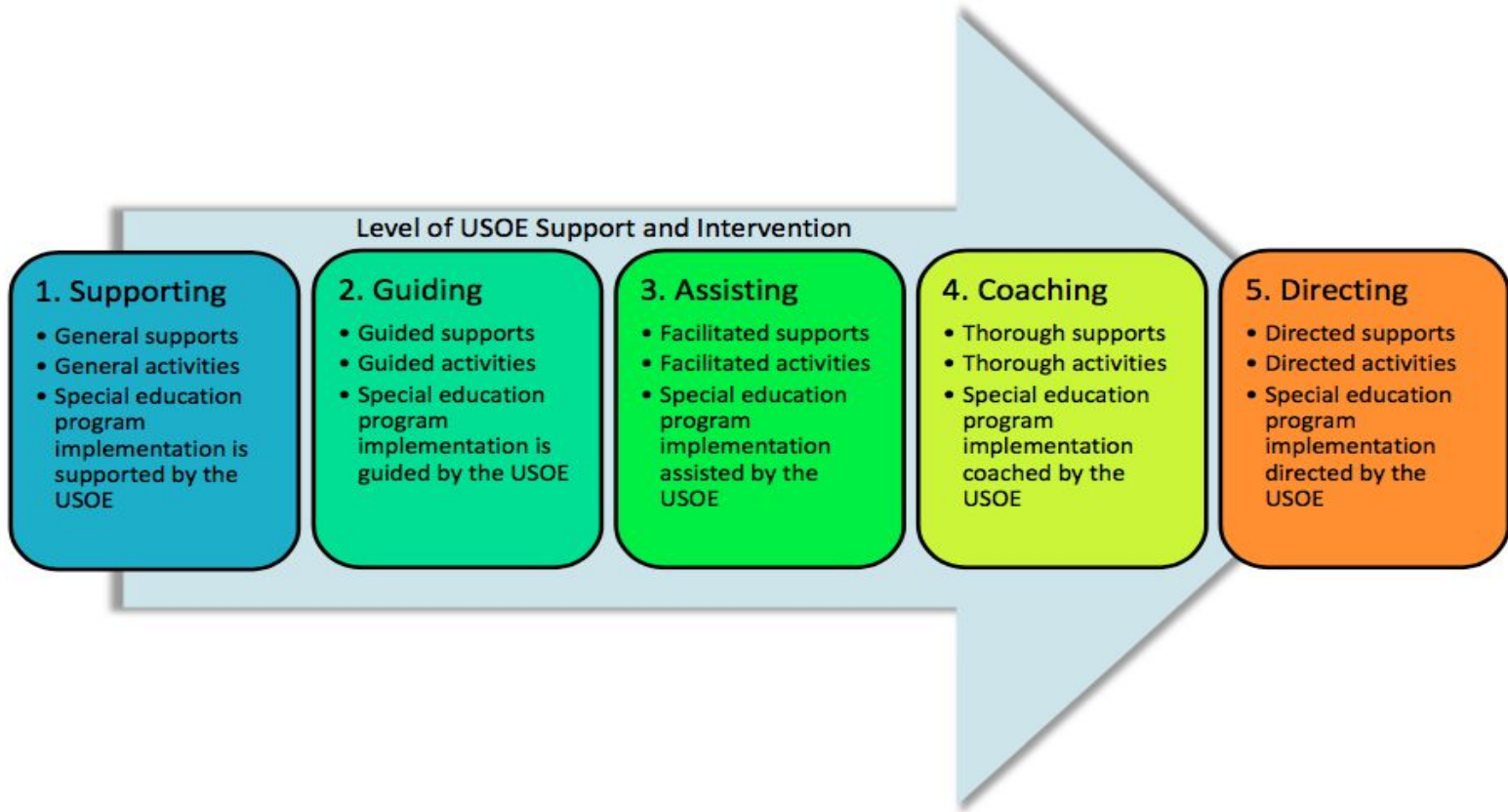
Questions, Comments, or Concerns? Contact the state School Fees team at schoolfees@schools.utah.gov.

Utah State Board of Education School Fees Team
 Tamra Dayley 801.538.7718
 Charity Goodfellow 801.538.7762

Special education compliance

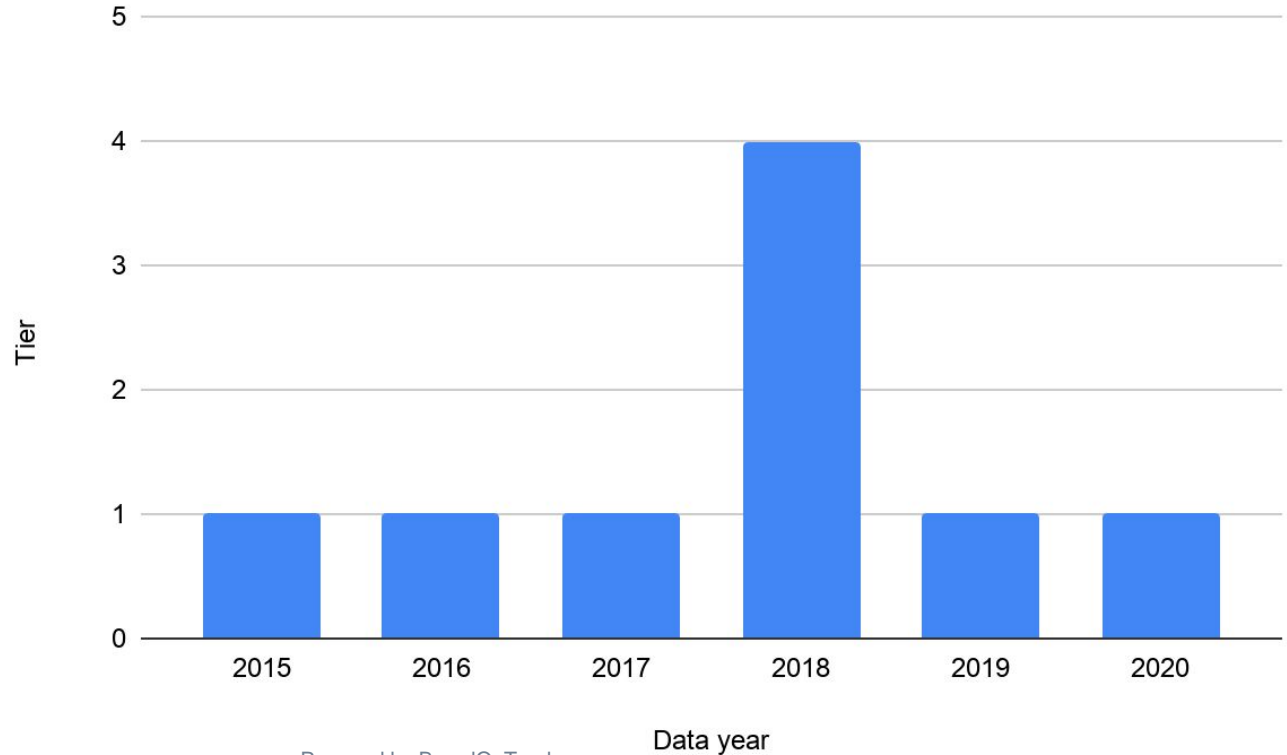
Historical scores and current data

Special Education Program Implementation Monitoring Tiers



OPA RDA tier data

OPA's 2019 risk score was related to dropout rate and proficiency in Math and ELA.

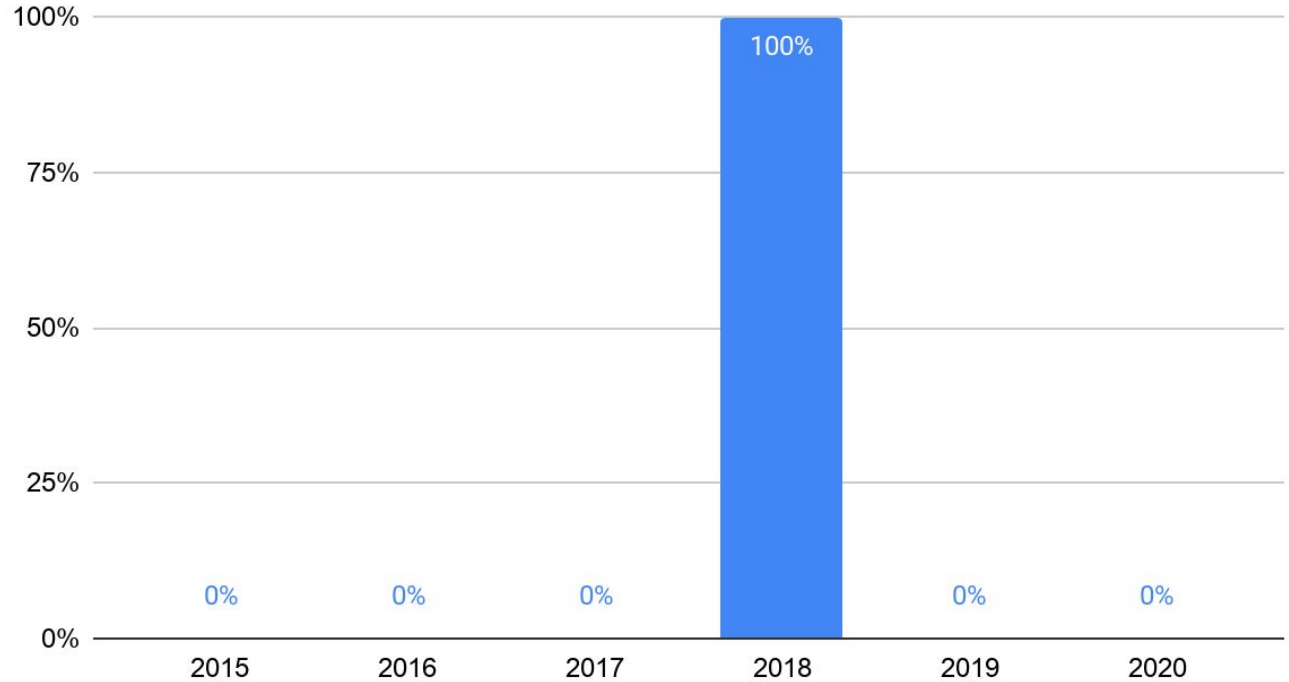


Indicator 1- Percent of students graduating

Because OPA only goes to 9th grade, this indicator has not affected us.

Indicator 2- percent of students dropping out

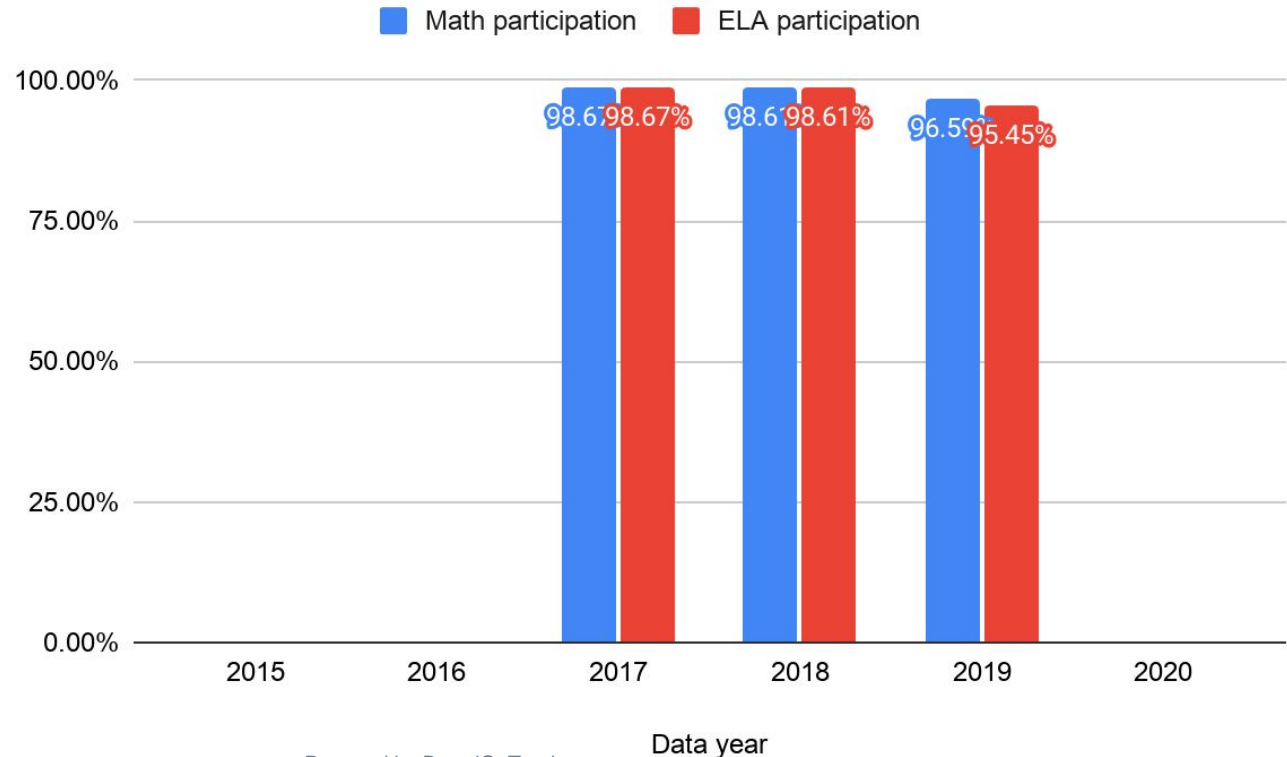
Dropout is calculated by the number of students who did not graduate when leaving OPA (0) and the number of students who did not return and were not picked up by another school by Sept 30 divided by the total number of students we graduated (0).



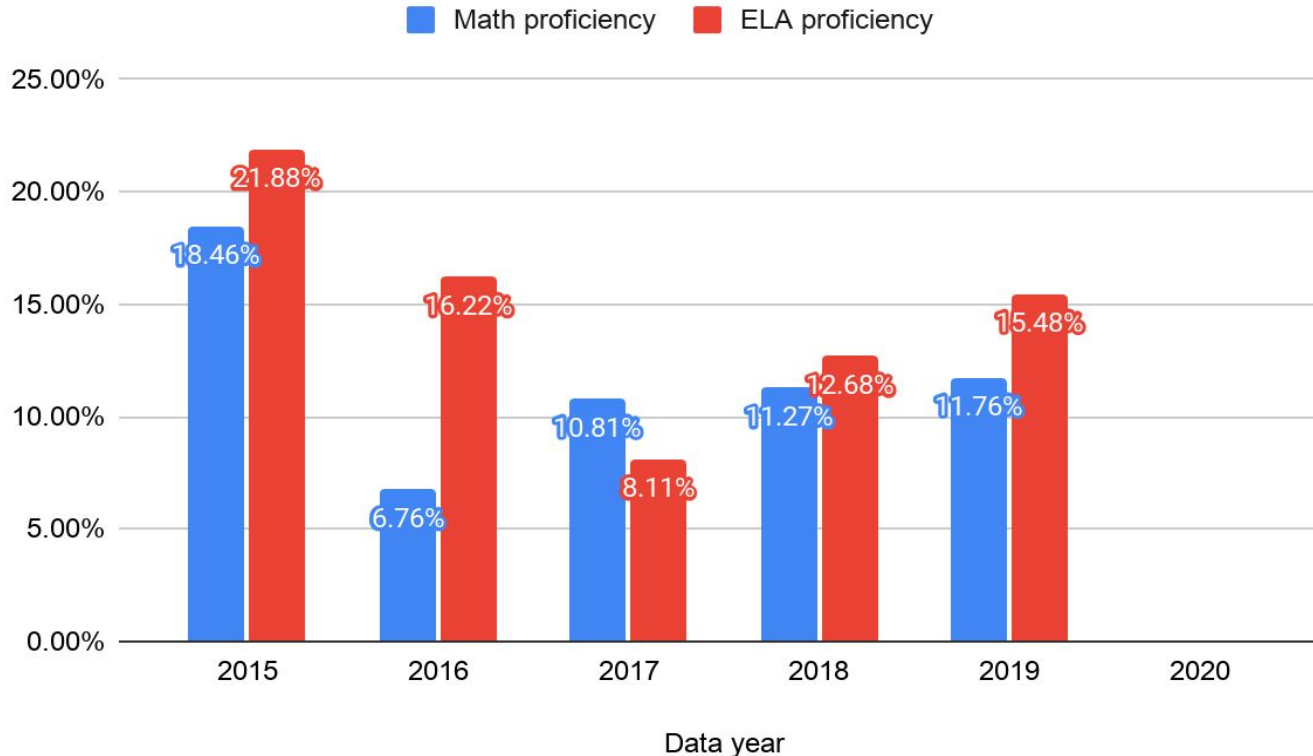
Indicator 3b- State assessment participation

For report year 2016 and 2017, participation data was not provided to LEA's. Score includes participation in SAGE/RISE and DLM/UAA by all students with disabilities. Students opting out and failures with RISE last year may affect this score.

RISE and DLM were cancelled for the 2020-2021 school year, so no data is available.



Indicator 3c- State assessment proficiency



RISE and DLM were cancelled for the 2020/2021 school year, so no data is available.

State target setting

Based on trends and an analysis of the standard deviation for growth, the state and stakeholders (including OPA) set a new yearly growth target in FFY20. Please see next slide for actual target percentages for proficiency through 2023.

3C Standard Deviations and Trends

	2015 to 2016	2016 to 2017	2017 to 2018	2018 to 2019	Trend (AVG pp point change)	0.05 StDev	0.025 StDev
Reading grades 3-8	2.0	-0.5	1.0	1.8	1.1	1.8%	0.9%
Reading grades 9-10	-0.2	-0.1	1.7	1.7	0.8	1.5%	0.7%
Math grades 3-8	0.6	0.3	0.5	-0.5	0.2	1.9%	1.0%
Math grades 9-10	-0.1	-0.5	-0.6	-1.1	-0.6	1.1%	0.6%

New targets

3C New Targets

Based on .025 Standard Deviation

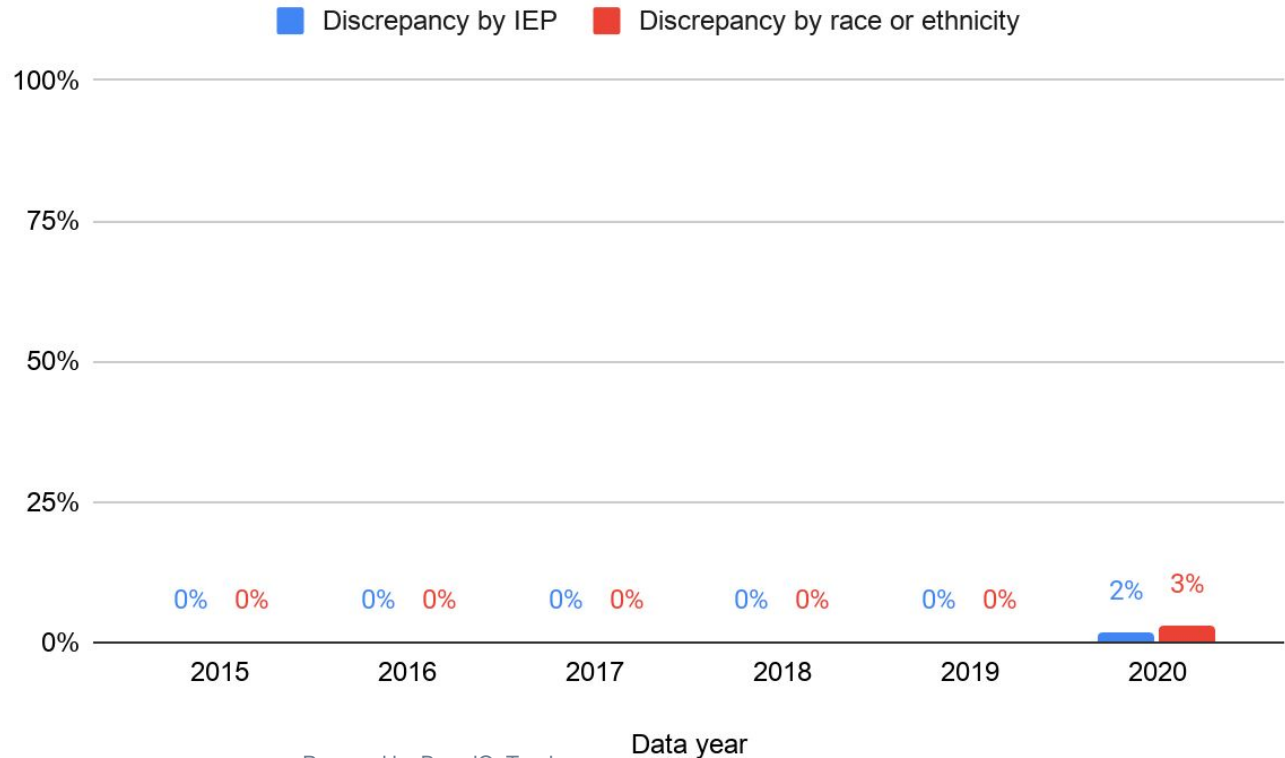
(on target to reach .25 SD change in 10 years)

Though no data exists for FFY 2020, the anticipated proficiency target for FFY 2021 is in red. It is unknown at this time whether the state will readjust targets based on this years data due to the disruption of the last year.

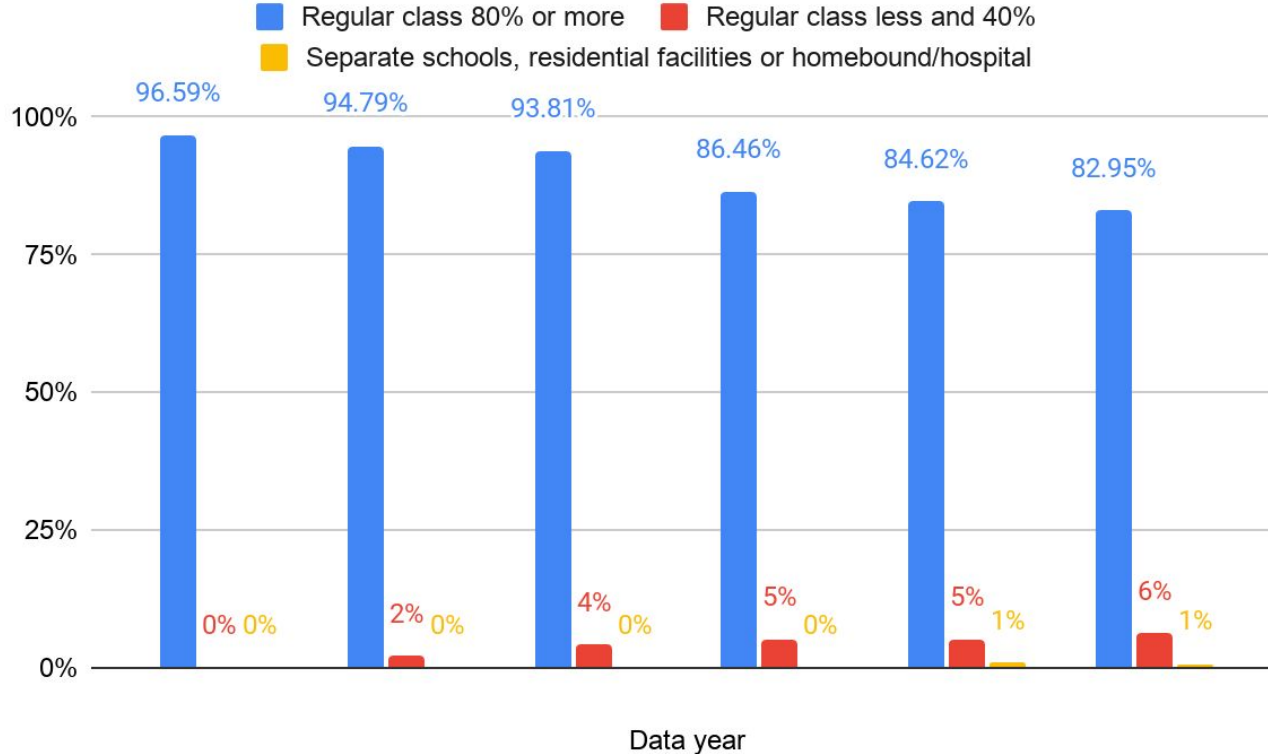
	FFY 2018 Baseline	0.025 Standard Deviation	FFY 2019 Target	FFY 2020 Target	FFY 2021 Target	FFY 2022 Target	FFY 2023 Target
Reading grades 3-8	17.4%	0.9%	18.3%	19.2%	20.1%	21.0%	21.9%
Reading grades 9-10	11.71%	0.7%	12.41%	13.11%	13.81%	14.51%	15.21%
Math grades 3-8	17.88%	1.0%	18.88%	19.88%	20.88%	21.88%	22.88%
Math grades 9-10	4.81%	0.6%	5.41%	6.01%	6.61%	7.21%	7.81%

Indicator 4- Suspension and expulsion rates for SWD

These scores are calculated based on any disproportionality in suspension or expulsion for students with disabilities in comparison to general education peers and students with disabilities and minority status in comparison with peers. For FFY 2020, OPA exceeded the state target discrepancy rate of 0%.

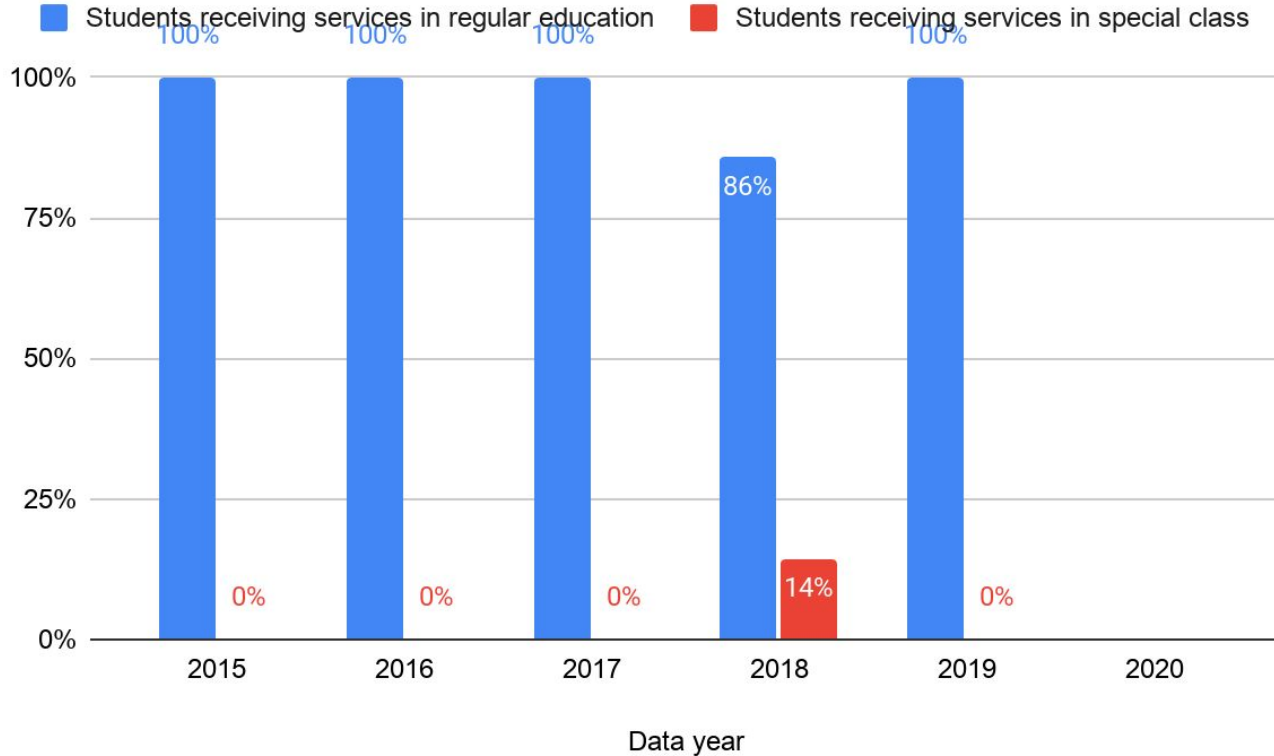


Indicator 5: Access to the general curriculum



Data not listed in the letter is students who are in the general education setting between 41% and 79% of the time. This group comprised 10.07% of our population for 2020-2021.

Indicator 6: Preschool settings (any students under 6)



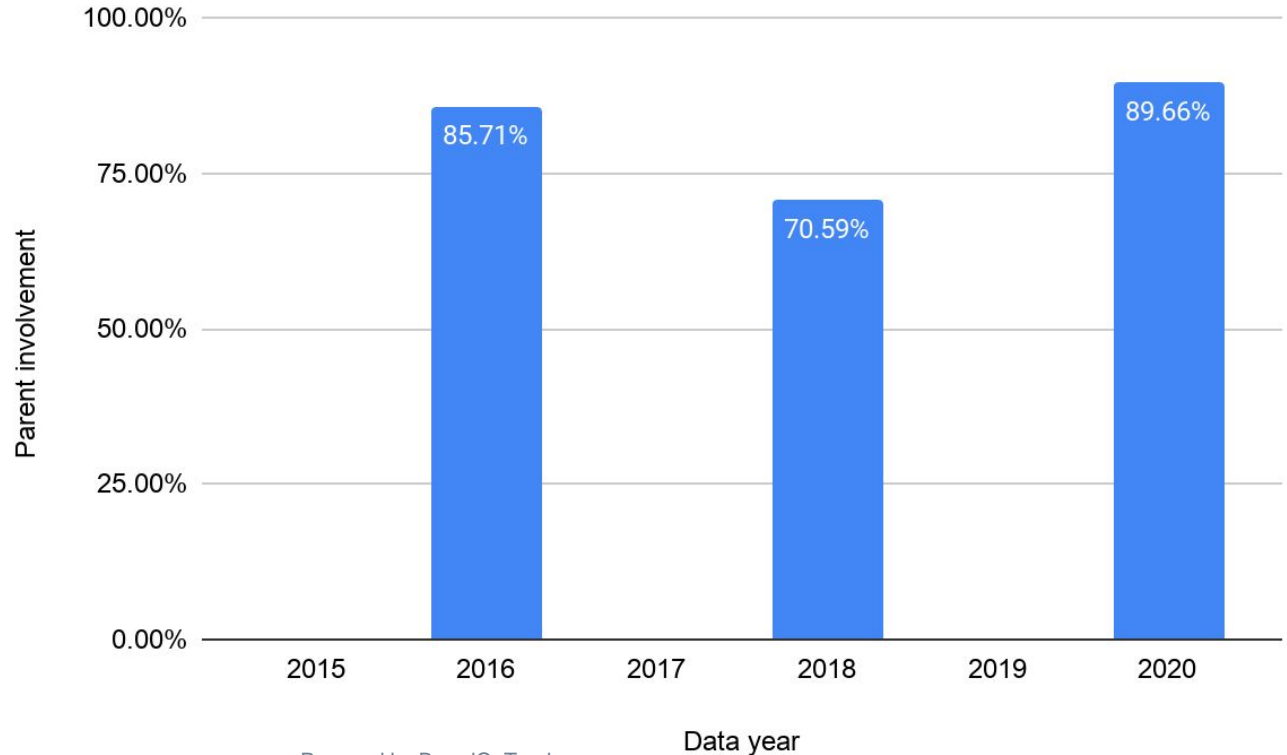
Data was unavailable for the FY 2020 school year. I have reached out to the USBE to find out why.

Indicator 7- preschool outcomes

Each year, students moving from preschool to kinder are administered the Prekindergarten Entry and Exit Profile (PEEP), similar to the Kindergarten Entry and Exit Profile (KEEP) which OPA administers every year. Because we do not have a Prekinder program, this indicator does not affect us.

Indicator 8: Parent involvement

On small schools like ours, the state does the parent survey every other year. Years missing data are years in which this indicator was not applicable.



Parent survey 2015/2016 (2017 letter)

Utah Part B Parent Survey

2015-16

OGDEN PREPARATORY ACADEMY

Number of Parents Who Received the Parent Survey:

100

Number of Parents Who Completed the Parent Survey:

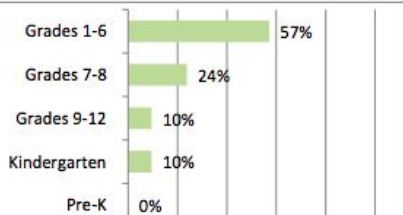
21

Percentage of Parents Who Completed the Parent Survey:

21.0%

Display 1: Parent Respondents Who Had a Child at This Level at Time of Survey

	Number	Percent
Pre-K	0	0%
Kindergarten	2	10%
Grades 1-6	12	57%
Grades 7-8	5	24%
Grades 9-12	2	10%

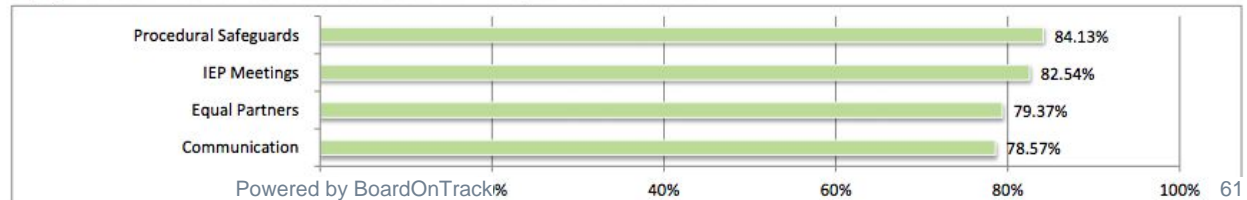


Display 4: Parent Involvement Percentage:

Percentage of parent respondents who report that the school facilitated their involvement:

	# of Parents who Met Indicator	# of Parents who Received a Score	Percent Across the District:	Percentage Across the State:	Target Percentage for 2015-16	Did the District Meet the Target?
Overall Parent Involvement	18	21	85.71%	79.52%	79.52%	YES

Display 5: Chart of mean scores for each scale. See below for explanation of each scale.



Parent survey 2017/2018 (2019 letter)

Utah Part B Parent Survey

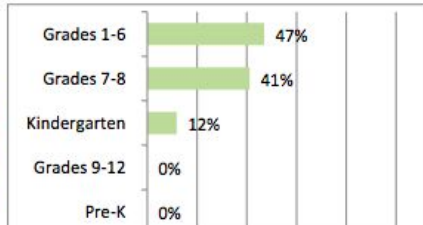
2017-18

Ogden Preparatory Academy

Number of Parents Who Received the Parent Survey:	100
Number of Parents Who Completed the Parent Survey:	17
Percentage of Parents Who Completed the Parent Survey:	17.0%

Display 1: Parent Respondents Who Had a Child at This Grade at Time of Survey

	Number	Percent
Pre-K	0	0%
Kindergarten	2	12%
Grades 1-6	8	47%
Grades 7-8	7	41%
Grades 9-12	0	0%



Display 4: Parent Involvement Percentage:

Percentage of parent respondents who report that the school facilitated their involvement:

	# of Parents who Met Indicator	# of Parents who Received a Score	Percent Across the District:	Percentage Across the State:	Target Percentage for 2017-18	Did the District Meet the Target?
Overall Parent Involvement	12	17	70.59%	79.63%	79.62%	NO

I have not received the survey data for FFY 20. I have reached out to USBE to get the results.

Display 5: Chart of mean scores for each scale. See below for explanation of each scale.

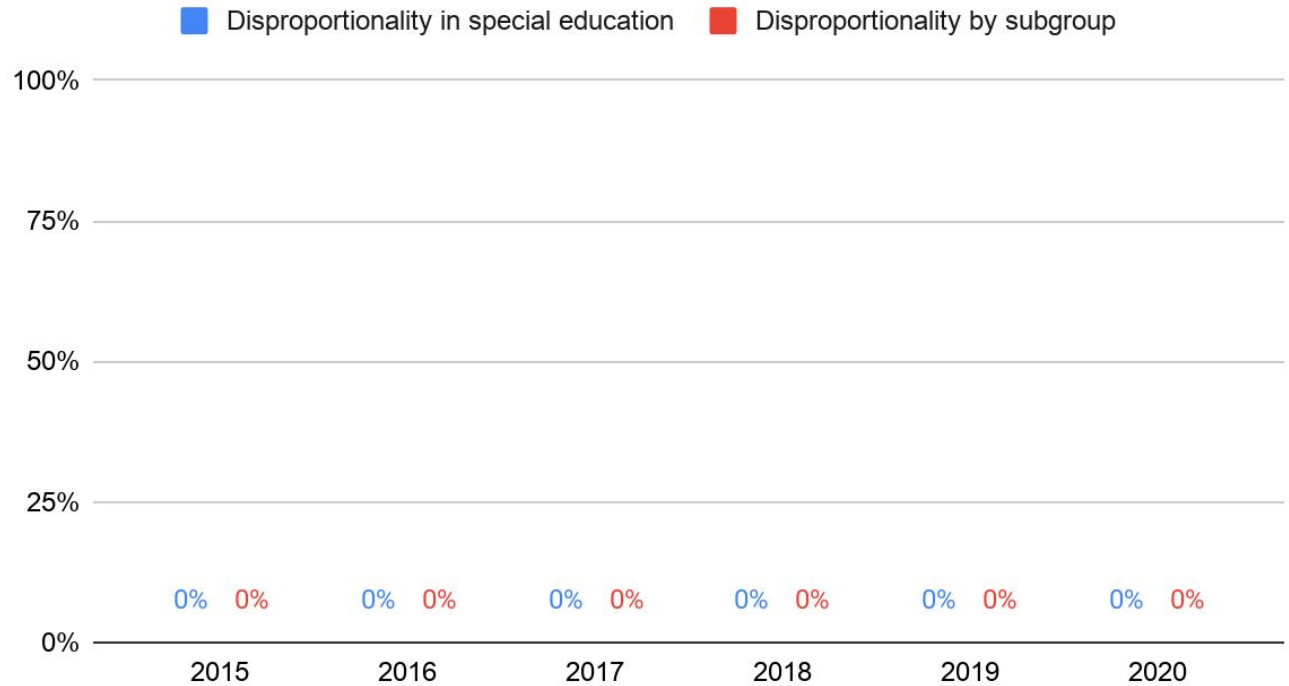


Things we are doing to better parent involvement scores

- Utah Parent Center involvement, including trainings for parents
 - Offered 2 trainings for the 2020/2021 school year. OPA parents have not participated in these offerings. Ideas for marketing are welcome.
- Actively encouraging parents to return the survey
- Procedural safeguards booklets (English and Spanish)
 - Procedural safeguards handouts (English and Spanish)
 - Handout contains Beth Callison's contact information
- Providing information regarding helpful websites, such as [understood.org](https://www.understood.org)
- Providing information regarding WHS stabilization and mobile response services for families in crisis
- Implementation of social work services at OPA in partnership with Weber Human Services

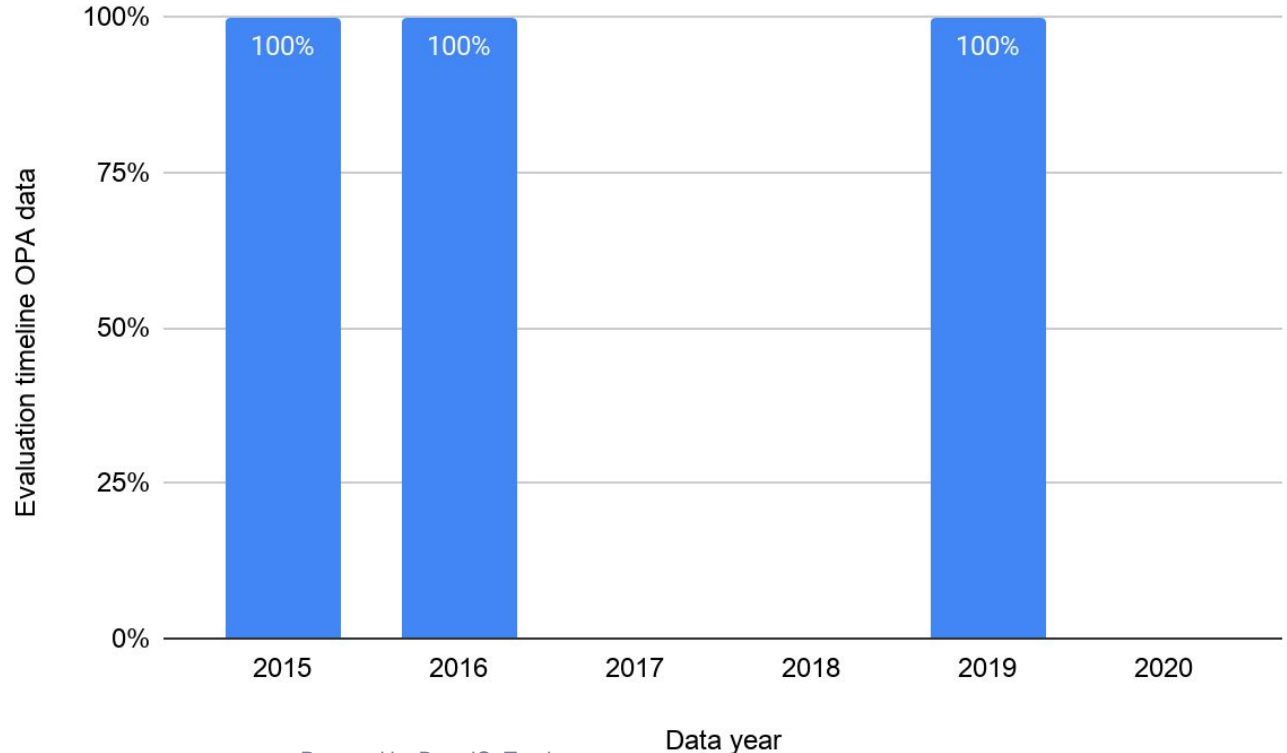
Indicator 9- Disproportionality

Disproportionality refers to over-identification of certain ethnic populations for special education services.



Indicator 11: Child Find/Initial Evaluation timelines

For initial evaluations, the timeline is 45 school days. For children entering foster care or at the request of DCFS, we have 30 calendar days to complete initial evaluations or reevaluations. State and federal guidelines require 100% compliance with these time limits. Blank years are years where the state office did not come in for a file review.

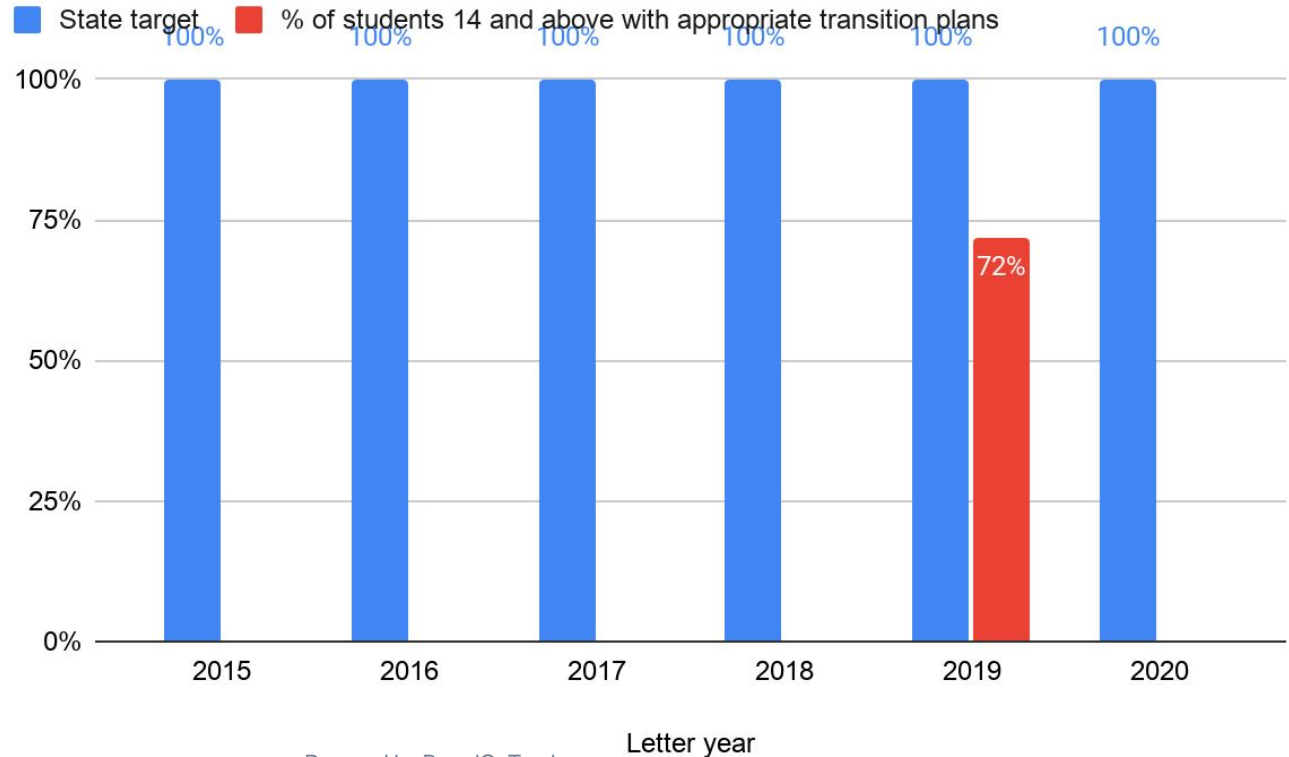


Indicator 12: Transition from prek to k

This indicator does not currently affect OPA

Indicator 13: Secondary transition plans

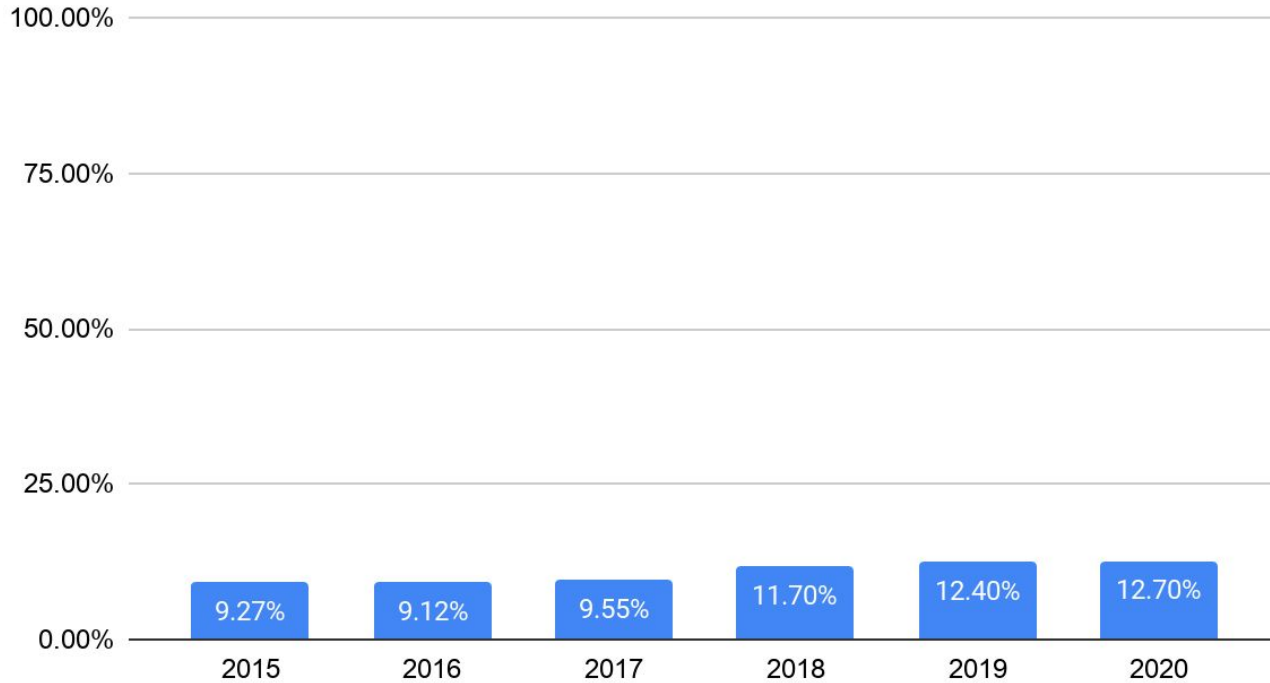
Until the 2018/2019 school year, schools were only required to initiate transition plans at 16, so this indicator did not affect our overall risk score. We are working with a state coach to ensure our transition plans are 100% compliant going forward. No compliance check was completed in FFY 2020, so no data is available for that year.



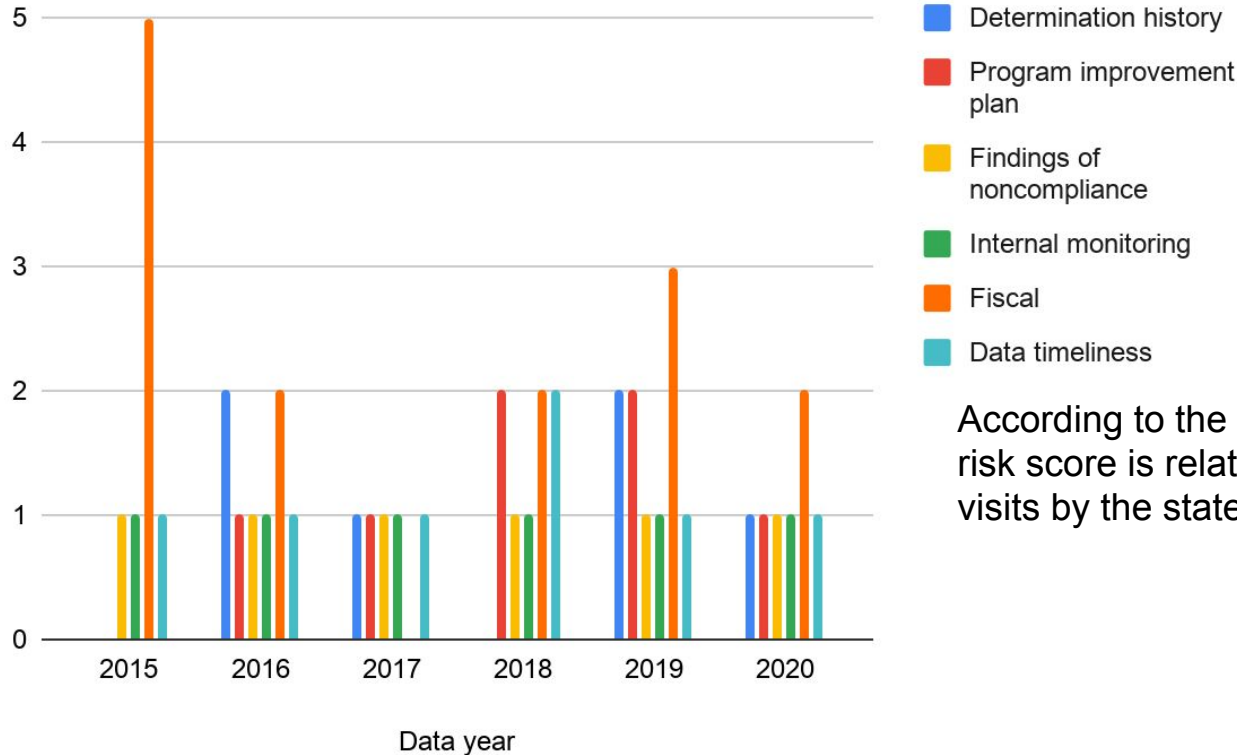
Indicator 14: Post secondary outcomes

This indicator relates to students after they leave high school and does not affect OPA. In order to develop a deeper profile of how special education students function in job or college settings, the state completes a survey of students and parents one year after graduation from high school.

Prevalence of students with disabilities within OPA currently receiving special education supports.



Risk score determinations



According to the rubric, this elevated Fiscal risk score is related to no fiscal monitoring visits by the state since 2017.



**Ogden Preparatory Academy
Monthly Administrative Board Report**

Date: March 11, 2021

Events

1. Recent Events

- a. February 24th: Big Smiles Dentist

2. Upcoming Events

- a. March 18: minimum day, dismissal at 12:15 pm
- b. March 19: No school, end of 3rd quarter

Academics (Kasey and Stephanie)

1. Online Learning and COVID-19 updates

- a. Elementary
 - i. Friday Virtual Learning

	Virtual Friday Activities/expectations	Average Participants per class
Kinder	Intervention kids come in, Google Meet live lesson, Canvas assignments, CTT meeting, planning, PD	Google Meets: 9 Intervention: 4
1st	Intervention kids come in or meet virtually, no live Google Meets (got real good at it, same kids were coming and weren't getting a lot out of it, packets and virtual work sent home). Looking at bringing in more students (tier 2).	Google Meets: N/A Intervention: 7
2nd	Google meets on Friday, review math or virtual field trips. Others do online work only (no Google Meets). Have invited kids into the building. Almost all kids have been doing work online over the weekend.	Google Meets: 10 (meets are recorded and posted for those who can't make the live sessions).

		Interventions: 5
3rd	Google meets in the morning, assigned homework (iReady, reading, imagine learning, etc.) Intervention students come in for 2 hour blocks.	Meets - 8-12 students Interventions - 6-8 per class
4th	Google Meets regularly (on goguardian from 8-noon), Hutchings no Meets (very poor attendance), haven't invited students for interventions yet.	Meets - 12-17 Interventions - 1-2
5th	Do not have scheduled Google Meets (lack of participation) but do have open times where students can get on and get help from teachers.	$\frac{2}{3}$ - $\frac{3}{4}$ of students completing Friday work. A few hold small group or one-on-one meetings with students. Few in person...yet.
6th	Google meets/Go Guardian in the morning for live lessons or tutoring help. Have invited and encouraged students to come in but have not received more than 2 in-person interventions.	Meets - 10-12 students Interventions - 2 or fewer.

ii. Updated online teacher expectations

1. Office hours cancelled, daily live sessions implemented
2. New parent communication; not bloomz
3. Participate in CTT meetings

b. Junior High:

i. Goblin Valley Field Trip. It was proposed that the Spring Science trip to Goblin Valley be a family trip to allow for social distancing and separation should someone become ill. Any activity promoted by a school employee/associate at school or using school resources is a school sponsored activity.

1. Considerations:

- a. Although the trip is a "family trip" and not a "field trip" it is still a school sponsored event.

- b. We must consider equity. Any student who is eligible should be allowed to attend. A family trip would exclude many students.
 - c. It is the second to last week of school, and there are behavior concerns with multiple substitutes in the building.
 - d. No field trips or assemblies are being held. This could be exempt because we are able to maintain separation with the driving and camping; however, that distinction would need to be clear.
 - 2. After much discussion and consideration, we informed Teresa we would not be moving forward with the Goblin Valley Field Trip as an OPA sponsored activity this spring.
- ii. JH Schedule report and recommendations for Q4
 - 1. At the beginning of the Board Agenda for this meeting is the JH schedule report that was presented in the Admin Board Report last month last, but not discussed by the Board at that meeting.

Signature Programs (Kasey and Stephanie)

- 1. AVID (Advancement Via Individual Determination)
 - a. Strategy of the Month: Interactive notebooks
 - i. Teachers trained by a regional AVID representative on 3/5/2021
 - ii. Teachers will begin implementation this week
- 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 resumed at the Elementary with COVID procedures in place.

Finance and Compliance (Debbie)

- 1. OPA Board surveys were sent to parents and staff on 3/4/2021.
- 2. USBE School Fees did a risk assessment. Our score was 0, so we are very low risk. See attached documents for specific details. Basically, our fees are low, and we process and honor fee waivers.
- 3. Submissions
 - a. ESSER II. We have been allotted \$733,423.66 in ESSER II funds.
 - b. Accreditation. We are up for an accreditation review in the 2021-2022 school year. We have submitted the required paperwork to start that process. Katherine Witt is heading up the accreditation team.
- 4. Special Education

- a. We received our annual RDA Letter and assessment. (See attached for details.)
We received a risk level 1, which is the best.
- 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. New staff members:
 - i. Paul Rhoades: Junior High TA and Substitute
 - ii. James Rhodes: Junior High TA
 - iii. Joshua Kirk: Junior High TA
- 2. Technology
 - a. Safety and Loss Prevention.
 - i. We had a few headphones damaged.
 - ii. We had a TA receive a minor injury on the playground.
- 3. Food Service.
 - a. Free lunch and breakfast is served and available to all including pick up each week day.
- 4. Enrollment
 - a. Marketing
 - i. We will be advertising in the Valpak distribution at the end of March.
 - ii. We have an add in the Standard Examiner’s magazine for people new to the area. (date of distribution, unknown)
 - iii. Our marketing manager, Boone, is working on postings to improve parent engagement.
 - b. 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
March 10	95	92	100	98	92	104	96	109	103	111	1000
Goal enrollment	100	100	100	100	100	108	108	115	115	115	1061
Lottery Pull target	105	110	110	110	110	115	115	120	120	120	1135

c. Lottery: (as of 03/10/2021)

OGDEN PREPARATORY ACADEMY						
Grade	I	A	GWL	SWL	TWL	FWL
K	5	120	5	0	0	0
1	2	30	2	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	14	14	13	1	0	0
6	9	19	7	2	0	0
7	5	32	5	0	0	0
8	2	21	2	0	0	0
9	4	17	4	0	0	0
Totals:	56	311	49	7	0	0

- d. 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. Enrollment numbers as of March 10, 2021

K	1	2	3	4	5	6	7	8	9
79	96	96	101	97	92	102	100	109	105

- e. FY22 Lottery as of 03/10/2021 (opened 01/01/2021)

OGDEN PREPARATORY ACADEMY						
Grade	I	A	GWL	SWL	TWL	FWL
K	1	89	1	0	0	0
1	1	13	1	0	0	0
2	0	12	0	0	0	0
3	0	4	0	0	0	0
4	0	6	0	0	0	0
5	0	4	0	0	0	0
6	0	5	0	0	0	0
7	1	19	1	0	0	0
8	0	4	0	0	0	0
9	0	5	0	0	0	0
Totals:	3	161	3	0	0	0

Coversheet

School Improvement Plan

Section:	VI. School Update
Item:	B. School Improvement Plan
Purpose:	Vote
Submitted by:	
Related Material:	FY22 School Improvement Plan.pdf



FY22 Improvement Plan

School Improvement Plan Dates and Accountabilities:

Plan Development Date:	02.16.2021
Presentation to Board:	_____
Presentation to Staff:	_____
Q1 Check-in:	_____
Q2 Check-in:	_____
Q3 Check-in:	_____
End of Year Analysis:	_____

Collaborative Leadership and Staff Development

Data Analyzed (Needs Assessment Link)	Staff Surveys, Administrative Observations
Identified Opportunities for Growth and Rationale	Differentiated learning opportunities that are engaging and personalized for experienced teachers. Teaching Assistants request more structured training.
Area(s) of Focus for Current Year	Continue consistent Friday structure (certain meetings on certain Fridays each month). Continue Professional Education Pathways (PEP) program to facilitate personalized learning for licensed staff. Implement a structured professional development program with assignable courses for new and unlicensed staff. Offer increased prescriptive and in-person options.
Other Notes/Comments	

SMART Goal(s):

Goal: All OPA Employees will select or develop and complete an individualized Professional Education Pathway to guide their growth throughout the year.

Actions:

- **Dates/Action Steps**
 - August back to school PD week: Introduction to Staff Development program during Back to School week. Staff members have the next 2 weeks to select or develop a pathway.
 - September 3 : Professional Education Pathway documents due to Administration (submitted via Canvas) by 4pm. Admin then will review each Pathway and recommend changes as needed.
 - September 17th: Designated time to work on Professional Education Pathways on 1st and 3rd Fridays begins.
 - October: Evaluating Administrators discuss PEPs with employees during initial evaluations.
 - December/January: Audit of plans and current progress/evidence facilitated by Stephanie Wright.
 - January: Survey staff on PEP progress.
 - March/April: Evaluating Administrators discuss PEPs with employees during Spring Evaluations.
 - May 6th: Final designated PD time to work on PEP program.
 - May 20th: PEPs with evidence due to Administration via Canvas class.
- Consistently scheduled Fridays, with time during the 1st and 3rd Fridays of each month used for PEPs.

Measurements:

- 100% of staff will complete a Professional Educational Pathway during FY22.
- Staff shall participate in 100% of State and Federal required PD.
- The PD schedule will be completed and followed with 90% fidelity.
- Required and optional PD shall be tracked.

End of Year Goal Analysis

Curriculum, Instruction, and Assessment

Data Analyzed (Needs Assessment Link)	Staff Survey, Administrative Observations, Intervention and Benchmark Data; FY21 Goal review.
Identified Opportunities for Growth and Rationale	<ol style="list-style-type: none"> 1. The critical need for OPA is in math and reading, specifically for our ELL and SWD subgroups. 2. Math Curriculum and Instruction: Math diagnostic data shows some grade levels with

	<p>growth. FY21 MOY data shows 43% students showing growth. Many students enter current grade below grade level.</p> <ol style="list-style-type: none"> 3. 9th grade students who leave OPA deficient in core credits are less likely to graduate high school. 4. FY21 MOY Acadience reading scores show a significant drop in traditional reading numbers. There are many students who have not reached benchmarks. Many students enter current grade below grade level.
Area(s) of Focus for Current Year	<ol style="list-style-type: none"> 1. Consistent expectations for math instruction and how to utilize intervention software and data. 2. Focused training for teachers. 3. 9th grade credits. 4. Reading instruction and interventions.
Other Notes/Comments	

SMART Goal(s):

Goal:

1. 70% of Junior High students will meet or exceed their typical growth goal on the math diagnostic tool.
2. 80% of Elementary students will meet or exceed their typical growth goal on the math diagnostic tool.

Actions:

- All math teachers will implement the math diagnostic three times per year.
- Required implementation of RISE Benchmarks in core subject areas multiple times per year; implementation of Benchmarks will also be reflected on Curriculum Maps.
- Continue implementation of Engage New York, Reveal Math, iReady, and other programs, focusing on clarifying fidelity and expectations.
- All math teachers will participate in Professional Development for math instruction and use of tools.
- One teacher from each grade level will participate in a Math Vertical Team, facilitated by the Math coach.
- Teachers and staff in conjunction with Special Education coordinators shall provide specific instruction and intervention to English learners and students with IEPs.

Measurements:

	JH	Elementary
Exceeds Goal	$\geq 70\%$	$\geq 80\%$
Meets Goal	50% - 69%	60% - 79%
Does not meet goal	$< 49\%$	$< 59\%$

Goal:

1. 95% of 9th grade students will graduate from OPA with 100% of their core credits.
2. 100% OPA students in grades Kindergarten to 6 will meet their Pathways to Progress goal on Acadience Reading.

Actions:

Elementary:

- Acadience Reading BOY, MOY, and EOY assessments, with additional interventions and progress monitoring for students in danger of dropping below benchmark.
- Required implementation of RISE Benchmarks in core subject areas multiple times per year; implementation of Benchmarks will also be reflected on Curriculum Maps.
- Continued implementation of Wonders Curriculum in protected 120 minute literacy blocks.
- Continued implementation of Heggarty Phonemic Awareness interventions in grades K, 1, and 2.
- Continued implementation of the Dyad reading structure to support the literacy growth of all students.
- Implementation of SPIRE as an intensive reading intervention.

Junior High

- Use of APEX credit recovery program.
- Academic mentor shall monitor students at risk of academic failure.
- Students at risk of failure will be offered the AVID elective class.
- Teachers will receive training in AVID strategies which will be implemented school-wide.
- Passing rate goals are set school wide and reviewed daily.

Measurements:

	JH	Elementary
Exceeds Goal	≥ 95%	≥ 100%
Meets Goal	75% - 94%	75% - 99%
Does not meet goal	< 74%	< 74%

School Environment

Data Analyzed (Needs Assessment Link)	Staff Survey, Administrative Observations
Identified Opportunities for Growth and Rationale	<ol style="list-style-type: none"> 1. RCD: The Responsibility Centered Discipline Model is effective in working with our changing population. However, it is not being used to fidelity and staff members desire continued practice and training on the RCD model. 2. Leader in Me: There are varying opinions on how and when Leader in Me should be used. 3. AVID: Continue to implement current structures such as strategy of the month, site team, etc. Focus yearly goals on rigor rate (% of students at the JH taking advanced courses) and GPA data (% of students with GPA of 3.0 or higher).
Area(s) of Focus for Current Year	RCD; personalized education plan
Other Notes/Comments	01/22/2021: Implemented into WIGs at Elementary. Difficult at JH - flaw, they are in a class under Stephanie. Next year the goals need to be under their HR teachers or advisors, or a particular CTT group.

SMART Goal(s):

Goal: 95% of students at OPA will take increased responsibility for their actions and academics by creating and actively monitoring a personalized education plan (PEP) including classroom goals for each subject area.

Actions:

- Personalized Education Plans
 - OPA will develop and implement a uniform system for student Personalized Education Plans across grade levels.
 - Teachers will have the ability to fill out the sheets for their students or have the students fill them out, depending on grade level.
 - These sheets will be used to drive conversations at family teacher conferences.
 - Administrators will monitor implementation via evaluations and ensure this item is being completed.
 - Homeroom teachers will review plans with students at least once per quarter to ensure PEPs are completed and reviewed.
- Responsibility Centered Discipline, and Leader in Me or AVID will continue to be implemented as a complementary method to demonstrate the value of personal responsibility.
- Teachers and School Staff will maintain contact with parents (ex: sending documents home, student led conferences, phone calls, email, etc.) to communicate the personalized education plans.

Measurements:

- Exceeds Goal: > 95%
- Meets Goal: 75% - 94%
- Does not meet goal: < 75%

End of Year Goal Analysis

Coversheet

School Land Trust Plan

Section:	VI. School Update
Item:	C. School Land Trust Plan
Purpose:	Vote
Submitted by:	
Related Material:	FY22 School Land Trust Plan.pdf



Ogden Preparatory Academy School Land Trust Plan 2021-2022

Critical Need

The critical need for OPA is in Math and Reading, specifically with our ELL and SWD subgroups.

GOAL #1

Goals:

1. 70% of Junior High students will meet or exceed their typical growth goal on the math diagnostic tool.
2. 80% of Elementary students will meet or exceed their typical growth goal on the math diagnostic tool.

Academic Areas:

Mathematics

Measurements:

1. A math diagnostic will be given BOY, MOY, and EOY. Typical growth goals will be set for each student after the EOY diagnostic. Results from the EOY diagnostic will determine if the goals are met.

Action Plan Steps:

1. We will employ a Math Coach to work with all math teachers to improve tier 1 instruction.
2. We will employ 3 math intervention paraprofessionals, 2 at the elementary and 1 at the JH, to provide Tier 3 interventions. .
3. Purchase the diagnostic tool.
4. Purchase ELLevation Math to support ELL students.
5. Purchase ZEARN site license for tier 2 math interventions.

Expenditures:

Category	Description	Estimated Cost
People and Professional	Certified Level 4 Math Coach; Three Math intervention paraprofessionals	\$84,000

OPA School Land Trust Plan, 2021-2022

Approved by OPA Board of Directors

Development		
Books and Technology	Diagnostic tool; ELLevation Math; ZEARN site license	\$13,000
Total		\$97,000

GOAL #2

We recognize that in order for ELL students to reach their typical progress on reading and math assessments, they need to improve their English proficiency.

Goal:

1. 65% of ELL students will reach their projected target score on the WIDA Access 2.0 Utah Assessment.

Academic Areas:

English/Language Arts

Measurements:

1. The results from the WIDA Access 2.0 assessment will be used to determine the number of students who meet their projected target score.

Action Plan Steps:

1. Purchase a curriculum with associated supports to be used with ELL students for language development.
2. Train the instructors in the use of the ELL curriculum.
3. Professional Development for all teachers in evidenced based teaching strategies for ELL students.
4. Expand the number of English language development courses taught in 7-9 for ELL students requiring the extension of employment agreement for ELD instructors.

Expenditures:

Category	Description	Estimated Cost
People and Professional Development	Curriculum training and supports; PD for ELL strategies; ELD instructor	\$25,050
Books and Technology	Curriculum	\$2,845
Total		\$27,895

OPA School Land Trust Plan, 2021-2022

Approved by OPA Board of Directors

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GOAL #3

<p>Goal:</p> <ol style="list-style-type: none"> 100% OPA students in grades Kindergarten to 6 will meet their Pathways to Progress goal on Acadience Reading. 											
<p>Academic Areas: English/Language Arts</p>											
<p>Measurements:</p> <ol style="list-style-type: none"> Acadience reading pathways to progress data from MOY and EOY. 											
<p>Action Plan Steps:</p> <ol style="list-style-type: none"> Purchase SPIRE reading intervention program for use in Kindergarten and 1st grade. Purchase supplemental materials for the Wonders Reading program. 											
<p>Expenditures:</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Description</th> <th>Estimated Cost</th> </tr> </thead> <tbody> <tr> <td>Books and Technology</td> <td>SPIRE resources; Wonders materials;</td> <td>\$12,000</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td>\$12,000</td> </tr> </tbody> </table>			Category	Description	Estimated Cost	Books and Technology	SPIRE resources; Wonders materials;	\$12,000	Total		\$12,000
Category	Description	Estimated Cost									
Books and Technology	SPIRE resources; Wonders materials;	\$12,000									
Total		\$12,000									

SUMMARY OF ESTIMATED EXPENDITURES:

Category	Estimated Cost
Total:	\$136,895
People and Professional Development	\$109,050
Books and Technology	\$27,845

OPA School Land Trust Plan, 2021-2022
 Approved by OPA Board of Directors

Coversheet

FY22 School Calendar

Section:	VI. School Update
Item:	D. FY22 School Calendar
Purpose:	Vote
Submitted by:	
Related Material:	FY22 OPA School Calendar.pdf



Ogden Preparatory Academy

2021-2022

School Year Calendar

Elementary School (K-6)
 1415 Lincoln Avenue
 Ogden UT 84404
 801.627.2066
 801.394.2267 (fax)

Junior High (7-9)
 1435 Lincoln Avenue
 Ogden UT 84404
 801.627.3066
 801.395.2267 (fax)

July 21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OPA Mission
 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.

August 21						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Registration
- New Teacher Orientation
- Term Begins
- Report Cards Issued
- Minimum Day
- Minimum Day/\$1 Free Dress
- No School
- Leader in Me Spirit Day
- Family-Teacher Conferences

September 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 21						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 22						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 22						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

School Hours
 School Begins: 8:05 am
 School Ends: 3:00 pm
 Minimum Day Ends: 12:45 pm

- August 4 Registration, 9:00 am to 7:00 pm
- August 18 School Starts/Term 1 Begins
- August 18-20 Kindergarten Testing
- Aug 23-27 Kindergarten First Week/Min. Days
- September 6 No School, Labor Day
- October 14 Family-Teacher Conferences 1-7 pm (min. day)
- October 15 FTC 8 am - 12 pm; No school for students
- October 22 No School
- October 25 Term 2 Begins
- October 27 Term 1 Report Cards sent home
- November 22-26 No School, Thanksgiving Break
- December 20-31 No School, Winter Break
- January 14 No School
- January 17 No School, Martin Luther King, Jr Day
- January 18 Term 3 Begins
- January 19 Term 2 Report Cards sent home
- February 17 Family-Teacher Conferences 1-7 pm (min. day)
- February 18 FTC 8 am - 12 pm; No school for students
- February 21 No School, President's Day
- March 18 No School
- March 21 Term 4 Begins
- March 23 Term 3 Report Cards sent home
- April 4-8 No School, Spring Break
- May 27 Last Day of School
- June 6 Summer Lunch begins

* Fridays of each week are minimum days for students with Professional Development sessions for teachers, unless otherwise noted.

Coversheet

LEA Specific License Approval

Section: VI. School Update
Item: E. LEA Specific License Approval
Purpose: Vote
Submitted by:
Related Material: FY21 LEA Specific License Requests 03-2021.pdf



Ogden Preparatory Academy
LEA Specific Licensing and Endorsement Requests
March 3, 2021

The OPA Administration recommends the following for LEA Specific Licenses and/or Endorsements:

Name: John Norvell

Recommendation: Secondary Education License with CTE endorsement for Computer Science

Rationale:

John is working toward licensure with WGU. He is currently working on prerequisite courses. Once the prerequisites are completed, WGU will be able to recommend him for an Associate License.

Timeframe: 1+ year to expire 06/2022

Coversheet

FY22 OPA Fee Schedule

Section: VII. Policies
Item: A. FY22 OPA Fee Schedule
Purpose: Vote
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 4

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 (Lifetouch or 15.00 if Bell is chosen)
Yearbook Junior High	25.00/20.00

	Lifetouch or 20.00/15.00 if Bell is chosen., 30.00 (second cost is registration cost) 25.00 at Registration
Class Change Fee	10.00
Replacement Name Tag*	5.00
Replacement Planner*	5.00
Replacement Earbuds*	5.00
Replacement or Repair for Chromebook**	200.00 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
West Coast Fall Science Expedition, Oregon** <i>Fuel expenses; entrance fees; lodging fees; supplies, food; tours; cooking supplies</i>	300.00
Southern Utah 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

7.16.POL Fee Schedule	
Effective/Revision Date: 05/21/2020	Page 2 of 4

No Limits

Expeditionary Learning Opportunities

1. No Limits
2. Service Requirements:
 - 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.

Student Device (chromebook) Repair Costs	
<ul style="list-style-type: none"> • <i>Part costs are wholesale costs and may be subject to change based on availability.</i> • <i>These costs are based on the device being reparable in house. Additional costs or replacement may be required for extensive damages.</i> • <i>Repairs will only be made if the cost is less than replacement.</i> 	
Item	Amount
Casing	\$30.00
Battery	\$23.00
Radiator	\$17.00
WiFi Card	\$25.00
Motherboard	\$160.00
Speakers	\$13.00/pair
USB Board	\$35.00
Trackpad	\$44.00
Keyboard	\$90.00
Display Bezel	\$16.00
Display	\$160.00
Camera	\$13.00
Keys	\$10.74

7.16.POL Fee Schedule	
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Labor	\$40.00/hour
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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 4 of 4

Coversheet

Benefits Handbook

Section:	VII. Policies
Item:	B. Benefits Handbook
Purpose:	Vote
Submitted by:	
Related Material:	OPA - Benefits Handbook.pdf



**OGDEN PREPARATORY
ACADEMY**

Benefits Handbook

Established: April 21, 2016

Updated: May, 2020

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OGDEN PREPARATORY
ACADEMY

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Established: April 21, 2016

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Contacts

Accounting/Payroll and Benefits Questions:

Debbie Deem

ddeem@ogdenprep.org

Ext. 2111

Health Insurance/HRA Insurance Agent (For technical questions or coverage advocacy)

Keyes Benefits

Contact: Jeff Bryant

Address: 5075 S 1500 W

Riverdale, UT 84405

Phone: 801.392.5752

Email: jeff@Jeffreyhbryant.com

401K

Trautmann, Maher & Associates

Help Desk: 888-700-0808



OGDEN PREPARATORY
ACADEMY

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Payroll

Salaries

- ❖ Salary amounts are calculated and disbursed according to the schedule in the employee agreement..
- ❖ Salary amount is disbursed in 1/24th increments prorated over the full 12 months of the year.
- ❖ Employees who are not returning and who have completed a full-year of service, will receive the last paycheck according to the schedule in the employee agreement..
- ❖ If an employee leaves before the end of the school year, they will be paid on a prorated basis, based on the amount of school days worked (i.e. if an employee worked 80 out of the 180⁵ days - the employee will receive $80/185 = 43.2\%$ of their annual salary).
 - ~~If the school pays out more of the annual salary than has been accrued, the school will not seek reimbursement.~~

Pay Periods

- ❖ Pay periods are semi-monthly: the first of the month through the 15th, and the 16th through the end of the month.
- ❖ Employees will be paid on the 5th and 20th of each month following the respective pay period.
- ❖ Holidays & Weekends – If the 5th or 20th falls on a holiday or weekend, direct deposit amounts will be available on the day before the holiday or weekend. If the employee does not have direct deposit, their paycheck will be placed in their employee box.
- ❖ Direct Deposit is encouraged. To obtain or change direct deposit, submit a voided check or bank provided form along with the Direct Deposit form to the HR office (Deposit slips and other banking items sometimes have different routing numbers and usually will not work).

Personal Leave

Personal Time Off (PTO)

- ❖ Accrued monthly, August through May.
- ❖ Full-time, salaried employees receive a total of 80 hours of personal leave (8 hours per school calendar month) each school year. Part-time, salaried employees receive a prorated amount based on full time equivalent (FTE).
- ❖ Unused personal time off



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- 40 hours of unused, accrued, personal time off shall be rolled over from year-to-year (or an amount equivalent to ½ the total amount accrued in 1 year.)
 - If an employee anticipates the need for additional time off in an upcoming year, they may request for additional PTO hours be rolled forward with the following conditions:
 - Receive administrative approval,
 - Anticipated leave qualifies under FMLA,
 - Additional rolled leave shall be used only for the anticipated event. Any additional rolled leave shall be paid out at \$10 per hour.
- Additional unused hours will be paid out at a rate of \$10 per hour.
- If an employee leaves before the end of the school year, the amount of personal time off will be prorated based on months, or any partial months, worked. (Example: if an employee works August 15 to October 10, they will receive 24 hours personal time off.)
- ❖ Personal time off used and remaining are displayed in hours and can be viewed on the OPA Dashboard.
- ❖ PTO Overage: The employee's calculated hourly rate of pay shall be deducted from the employee's paycheck for each hour of PTO overage. Hourly rate of pay, for full-time employees, shall be calculated using the following formula: $\text{Salary}/1440$.

Bereavement:

In the event of a death of a member of an employee's or an employee's spouse's family, an employee may be excused, without a PTO deduction, for up to the following days as needed for travel and funeral arrangements:

1. Five days for a member of the immediate family.
2. Four days for parents or step-parents.
3. Three days for siblings, in-laws or grandchild.
4. Two days for grandparent or siblings in-law.
5. One day for Uncle, Aunt, Cousin, Niece or Nephew.

Bereavement days shall be consecutive and in conjunction with services. Additional days may be added if travel necessitates additional time. At written request, the Principal may approve additional leave for extenuating circumstances.

Bereavement leave is intended to be used for making arrangements for and attending funeral services and emergency-type business transactions related to the death.

Misuse of PTO

Misuse of PTO shall result in corrective action, which will include forfeiture of salary during the time of misuse and paying the full cost of the substitute. Repeated misuse shall be cause for dismissal.



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Absence Excused by Doctor

Any employee absent for more than 3 consecutive days or requiring extended absences shall provide administration with a physician's note detailing reason and duration of absence.

Eligibility

- ❖ Full-time employees employed by Ogden Preparatory Academy prior to September 1, 2016 shall be eligible for benefits beginning September 1, 2016.
- ❖ Full-time employees employed by Ogden Preparatory Academy after September 1, 2016 shall be eligible for benefits on the 1st of the month immediately after the employee's start date. (Example: a full-time employee who starts working on October 14th, shall be eligible for benefits on or after November 1.)

Health Insurance and Health Waiver

Health Insurance

- ❖ Ogden Preparatory Academy will contribute to an employee's medical policy premiums according to the following schedule for any employee eligible for benefits and electing to enroll in the insurance offered by the school.
 - Single – \$300/per month.
 - Employee and Children only - \$650/per month.
 - Employee and Spouse - \$650/per month.
 - Family - \$900/per month.

Health Insurance Waiver Option

- ❖ Employees who have health insurance coverage through other means shall receive a \$250 monthly waiver stipend, not to exceed \$3,000 annually..
- ❖ Waiver stipends shall be paid out in conjunction with scheduled paychecks.



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Retirement Plan (401k)

Ogden Preparatory Academy offers a self-directed 401k matching plan to all full-time salaried employees. All part-time employees may contribute to their 401k without a match from the school.

Employer Contributions

- ❖ **Self-directed** – Ogden Preparatory Academy has contracted with a financial consultant to set up and manage a 401k for the school's employees.
- ❖ **Ogden Preparatory Academy will match an employee contributions up to an amount equal to 3%, 4% or 6%** of a full-time employee's base salary to the employee's 401k plan out of the school's funds.
 - **3%** for the first 2 years of full-time OPA employment
 - **4%** for the 3rd and 4th years of full-time OPA employment
 - **6%** for OPA employment beyond 4 years
- ❖ For the purposes of the 401K, a year is defined as full-time employment for a minimum of 138 school days of the current year. Partial years (fewer than 138 school days) will not be combined over separate years to form full years.
- ❖ 2 years of part-time OPA employment shall be equivalent to 1 year of full-time employment. Years counted shall be truncated to the nearest whole number of employed years. (ex. A full-time employee who was previously working for 5 part-time years, shall be counted as having 2 (5/2 = 2.5, truncates to 2) years full-time employment for the purposes of 401K matching funds.)
- ❖ **Vesting Schedule** – The school has an automatic vesting schedule.
 - All funds contributed or matched are fully vested (owned by the employee) at the time of contribution (immediately).
- ❖ All funds contributed by the school are in the form of a **traditional 401k** (i.e. funds used at retirement are taxable).
- ❖ All matching percentages are reviewed by the Ogden Preparatory Academy Board of Directors annually, and are subject to change due to budget constraints.

Employee Contributions

- ❖ Employees can contribute to their retirement accounts in a traditional 401k or in a Roth 401k.
 - **Traditional 401k** – contributions are withheld pre-tax (i.e. lowers income and tax liability for the current year). Funds used at retirement are taxable at the current tax rate.



OGDEN PREPARATORY ACADEMY

Benefits Handbook

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- **Traditional 401k** is recommended for individuals who are planning on retiring and having a low taxable income at the point when they would be drawing down their retirement. **-Traditional saves money now**
- **Roth 401k** – contributions are withheld after-tax (i.e. the employee pays the tax now). Funds (principal and interest) used at retirement are not taxed.
 - **Roth 401k** is Recommended for individuals who are planning on having higher taxable income when they draw down their retirement. Also, taxes usually increase over time, so this option would lock in the amount of tax one would pay on future income. **-Roth saves money at retirement**

Dental and Vision

Dental and vision plans are available to all full-time salaried employees. All premiums are paid by the employee through paycheck deductions.

- ❖ Premiums are paid through a pop plan that will save tax dollars (i.e. lower one's income for tax calculations).

Life Insurance

Life insurance is provided to all full-time salaried employees free of cost to employees.

- ❖ Benefits include:
 - \$50,000 of life insurance
 - \$5,000 to \$50,000 of accidental death or dismemberment depending on the situation
 - \$2,000 of dependent life insurance for spouse or dependants
- ❖ Voluntary Life is also available; additional costs shall be paid by the employee for any additional elections for the employee and/or family members.



OGDEN PREPARATORY ACADEMY

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Updated: May, 2020

Supplemental Insurances

Employees can elect to have voluntary life insurance premiums deducted from their paycheck pre-tax. Employees may elect to use supplemental insurances through Aflac or Allstate; however, premiums will not be pre-tax.

FMLA (Family Medical Leave Act)

- ❖ Ogden Preparatory Academy participates in FMLA which secures the right of employees to take up to 12 weeks of unpaid time off and have their job held for them.
 - An employee cannot take more than 12 consecutive weeks off. If they would like to use PTO, any paid time off used would be included in the 12 week period.
 - Ogden Preparatory Academy will continue to pay for benefits according to the employee's benefit option without seeking reimbursement.
 - Employee shall determine how personal time off shall be used while on leave.
 - Employee will be charged for any time used after personal leave is expended according to the school's Personal Leave procedures as outlined in this document.
- ❖ To qualify for FMLA, an employee, or an immediate family member, would be experiencing a "serious health condition" which prevents the employee from performing assigned responsibilities.
- ❖ FMLA personal time off must be authorized by school administration.
- ❖ See the Ogden Preparatory Academy FMLA policy for additional information.

Termination

All benefit payments will cease on the termination date. Benefit dollars shall not be prorated upon termination.



OGDEN PREPARATORY
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Benefits Handbook

Established: April 21, 2016

Updated: May, 2020

COBRA (Consolidated Omnibus Budget Reconciliation Act)

Ogden Preparatory Academy participates in COBRA. COBRA provides a way for departing employees to keep their health insurance benefits until they have a chance to secure new health insurance. Departed employees can elect to have COBRA coverage for up to 18 months after leaving the school by applying and then paying the exact amount the school is billed for the employee's health insurance premium.