



# OGDEN PREPARATORY ACADEMY

## Ogden Preparatory Academy

### OPA Board of Directors Meeting

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#### Date and Time

Thursday April 22, 2021 at 4:30 PM MDT

#### Location

1415 Lincoln Avenue, Ogden UT 84404  
Library

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

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests			
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approve Minutes	Approve Minutes		5 m
Approve minutes for OPA Board of Directors Meeting on March 11, 2021			
<b>II. Public Comment</b>			<b>4:35 PM</b>
<b>A.</b> Opportunity for Public Comment	Discuss	Tyler D'Hulst	5 m
<b>III. Executive (closed) Session</b>			<b>4:40 PM</b>
<b>A.</b> Enter closed session	Vote	William Davis	20 m
To protect the privacy of an individual.			

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>B.</b> Exit closed session.	Vote	William Davis	5 m
<b>C.</b> Student discipline decision	Vote	William Davis	5 m
<b>IV. Finance</b>			<b>5:10 PM</b>
Finance			
<b>A.</b> Financial Review	FYI	Spencer Adams	10 m
<b>V. Excecutive (closed) session</b>			<b>5:20 PM</b>
<b>A.</b> Enter closed session.	Vote	William Davis	20 m
To protect the privacy of an individual.			
<b>B.</b> Exit Closed Session	Vote	William Davis	5 m
<b>C.</b> Administrative evaluations, agreements, bonus	Vote	William Davis	5 m
As presented in closed session.			
<b>VI. School Update</b>			<b>5:50 PM</b>
<b>A.</b> Administrative Board Report	Discuss	Kasey Kennington	20 m
<b>B.</b> Calendar Revision	Vote	Debbie Deem	5 m
We had 1 extra school day in the FY22 calendar. In order to make the terms more equal, it is recommended that Fall break be expanded to include October 21.			
<b>C.</b> School Improvement Plan Amendment	Vote	Debbie Deem	5 m
The School Improvement Plan was approved in last Board meeting. We had intended to remove the 120 min protected block for ELA, but noticed after the Board vote, that it had not been removed. We value the amount of time needed for ELA and Math instruction; however, due to a variety of scheduling requirements, it is difficult to maintain 120 minutes in one block.			
<b>VII. Committee Reports</b>			<b>6:20 PM</b>
<b>A.</b> Governance	FYI	Tyler D'Hulst	5 m
<b>B.</b> Academic Excellence	FYI	Molly Ward	5 m
<b>C.</b> Development	FYI	Nick Bowsher	5 m
<b>VIII. Other Business</b>			<b>6:35 PM</b>
<b>A.</b> Discussion	Discuss	Tyler D'Hulst	5 m

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
Assignments, Discussion, Review as needed.			
<b>IX. Closing Items</b>			<b>6:40 PM</b>
<b>A. Adjourn Meeting</b>	Vote		

# Coversheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for OPA Board of Directors Meeting on March 11, 2021

APPROVED



**OGDEN PREPARATORY  
ACADEMY**

## Ogden Preparatory Academy

# Minutes

## OPA Board of Directors Meeting

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### **Date and Time**

Thursday March 11, 2021 at 4:30 PM

### **Location**

1435 Lincoln Avenue, Ogden UT 84404  
Library

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

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### **Directors Present**

M. Ward, S. Mejeur, S. Zwygart, W. Davis

### **Directors Absent**

J. Howell, N. Bowsher, T. D'Hulst

### **Ex Officio Members Present**

A. Perez, D. Deem, K. Kennington, S. Mathers

### **Non Voting Members Present**

A. Perez, D. Deem, K. Kennington, S. Mathers

### **Guests Present**

S. Adams, S. Wright, T. Young

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## **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 Mar 11, 2021 at 4:30 PM.

### **C. Approve Minutes**

S. Zwygart made a motion to approve the minutes from OPA Board of Directors Meeting on 02-18-21.

S. Mejeur seconded the motion.

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

## **II. Schedule Discussion**

### **A. Quarter 4 School Schedule for in-person learning.**

Bill pointed out that we will continue to offer online education. We are discussing bringing students back to 4 days/week or remaining staggered.

Stephanie reviewed the scheduling options. There are some online students who want to return to in-person; whether those students return is dependent on space. Stephanie Mathers reviewed the information she presented in the Administrative Board report addendum. Stephanie is recommending to remain staggered for the remainder of the year.

Molly discussed the 6 foot distancing rule from the CDC v the WHO 3 foot rule. Molly inquired if we could distance students 3 feet. Stephanie Mathers said it would depend on room and class size.

Utah State encourages 6 feet as much as possible.

Lunch issue is the number of tables, and number of students are unmasked. We are unable to meet the recommendations at lunch.

Clarification was given on the timing of the staff vaccinations.

Other schools in the area are 4 or 5 days/week.

Stefanie Zwygart inquired regarding the increased benefit for month to month and a half.

Stefanie Zwygart pointed out that the Utah mask mandate is ending April 10, not for schools. That with Spring Break coming may raise infection rates.

Bill stated that OPA has leaned toward Utah guidelines rather than CDC; however, he is leaning toward maintaining the staggered schedule.

Sara expressed that the comments made resonates with her. She is also in agreement with the recommendation to remain staggered.

Stefanie Zwygart doesn't want to change things until the vaccine is more widely available to differing age group.

Molly expressed that she is torn. She feels we don't have enough information from parents and students, not that they don't have the ability to reach out, but there are many factors. The spread at school is low. Molly is concerned about students returning to school full time in the Fall after having so much flexibility.

Bill expressed appreciation that Molly and other board members push to see other points of view.

## **III. Public Comment**

### **A. Opportunity for Public Comment**

Darby Evans: Expressed appreciation for the Board's comments. She wants her students back, but not now. 4th quarter has a lot of craziness in a normal year. She is concerned about behavior issues that may be created and the lack of ability for students to be vaccinated. Darby questioned what data became available to

warrant the discussion. She doesn't think that the schedule change abruptly would be hard on parents. Many of her points were expressed by board members.

Bill responded that the reason that brought up the discussion was the increase in vaccination schedule and the decrease in cases in the schools. Bill expressed remorse for the way his email may have been received. He stated that the Administrative team is very good about communicating staff concerns. Emails from teachers are heard, but the Board can't always respond.

Parent: 9th grade daughter previously straight A student is now failing. Loves OPA. Exposure statistics are minimal for junior highs. Has considered removing her student from OPA, because she is concerned about her daughter. Many students are having difficulty. Daughter thrives on being with her teachers. Daughter isn't being successful on her own. Doesn't like what the students are getting from the amount of computer time. School is more than just getting information, it is the interaction of teachers and peers. Screen time is impacting students. Students are behind. Her employees are not getting ill from the exposure to the youth.

Bill expressed appreciation to the parent for sharing and coming.

Karen Eilander: Discussed with the students in her class (49 9th graders). 26 are happy with the current schedule. 14 want to return, and 7 are undecided. Karen shared viewpoints of students. Karen has seen issues with her children who attend a school daily, they aren't being successful either. There are students who would thrive. There would be other things we would lose. She recommends leaving the schedule the same.

Sarah Gonzales: Responded to how other schools are doing. She contacted colleagues at other schools, and seasoned teachers are struggling with management. Some other schools are not implementing safety measures. Some of her students expressed concerns about returning to larger group sizes. Teachers are experts in their fields.

Bill expressed faith in the staff at OPA.

#### **IV. Schedule and Quarantine Discussion**

##### **A. Quarter 4 School Schedule for in-person learning.**

S. Zwygart made a motion to continue the schedule as is for the remainder of the year.

S. Mejeur seconded the motion.

Molly Ward voted in opposition.

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

##### **B. Quarantine Policy**

S. Mejeur made a motion to approve the updates to the quarantine policy.

S. Zwygart seconded the motion.

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

#### **V. Finance**

##### **A. Financial Review**

Spencer Adams reviewed the finance report.

We are in the process of getting our federal funds requested, so we should see those catch up.  
Enrollment was discussed.

**B. Student Chromebook purchase**

M. Ward made a motion to approve the purchase of chromebooks from Trox.  
S. Mejeur seconded the motion.  
Reviewed the bids and lifecycles of computers.  
The board **VOTED** unanimously to approve the motion.

**C. School Pictures; Yearbook; Printing Contract**

S. Zwygart made a motion to contract with Bell for pictures and yearbooks.  
S. Mejeur seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**D. HVAC service provider**

S. Mejeur made a motion to approve the CFM vendor annual agreement.  
S. Zwygart seconded the motion.  
Andrew reviewed the HVAC services.  
The board **VOTED** unanimously to approve the motion.

**E. Human Resources Management Software**

M. Ward made a motion to approve moving forward with Bamboo HR.  
S. Mejeur seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**F. Valpak marketing distribution**

S. Zwygart made a motion to approve the Valpak marketing distribution contract.  
M. Ward seconded the motion.  
Add QR code to track source, or add a coupon.  
After school services can be included. We would like an after school program.  
(YMCA, or other)  
We can choose the months.  
The board **VOTED** unanimously to approve the motion.

**G. AVID Excel**

M. Ward made a motion to approve the implementation of AVID Excel.  
S. Mejeur seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**VI. School Update**

**A. Administrative Board Report**

Board report was reviewed.  
The Goblin Valley trip was cancelled for a variety of issues, but primarily due to equity issues.

**B. School Improvement Plan**

S. Mejeur made a motion to approve the School Improvement Plan for FY22.  
S. Zwygart seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**C.**



### **School Land Trust Plan**

S. Zwygart made a motion to approve the School Land Trust Plan.  
M. Ward seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **D. FY22 School Calendar**

M. Ward made a motion to approve the FY22 School Calendar as presented.  
S. Mejeur seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **E. LEA Specific License Approval**

S. Mejeur made a motion to approve the LEA specific license request.  
S. Zwygart seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **VII. Policies**

### **A. FY22 OPA Fee Schedule**

S. Zwygart made a motion to approve the FY22 Fee Schedule.  
M. Ward seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **B. Benefits Handbook**

M. Ward made a motion to approve the Benefit Handbook changes as amended.  
S. Mejeur seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **VIII. Committee Reports**

### **A. Governance**

No updates.

### **B. Academic Excellence**

School Improvement Plan.

### **C. Development**

We have been working on the Marketing Plan.

## **IX. Other Business**

### **A. Discussion**

Move Retreat to July. Debbie will work with Bill for the date.

## **X. Closing Items**

### **A. Adjourn Meeting**

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

Respectfully Submitted,  
W. Davis

# Coversheet

## Financial Review

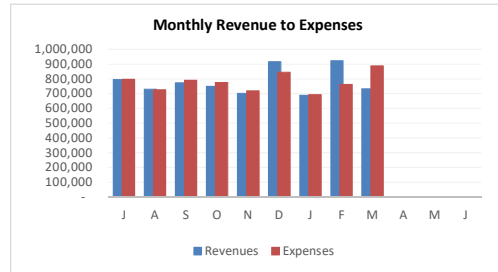
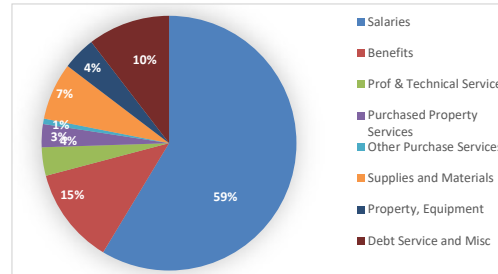
**Section:** IV. Finance  
**Item:** A. Financial Review  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** March 2021\_Budget Report\_Updated.pdf



## Financial Summary as of March 31st, 2021

75.0% through the Year **BUDGET REPORT** **EXPENSES** **RATIOS**

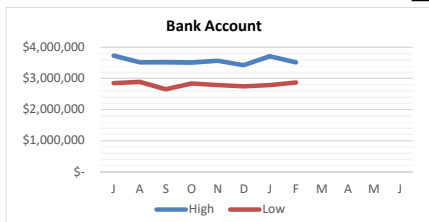
	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	1040	1061	1040	
<b>Revenue</b>				
1000 Local	\$ 72,021	\$ 260,940	\$ 80,663	89%
3000 State	\$ 6,445,785	\$ 8,253,040	\$ 8,581,088	75%
4000 Federal	\$ 475,909	\$ 989,943	\$ 1,426,343	33%
<b>Total Revenue</b>	\$ 6,993,715	\$ 9,503,924	\$ 10,088,094	69%
<b>Expenses</b>				
100 Salaries	\$ 4,212,826	\$ 5,398,406	\$ 5,782,504	73%
200 Benefits	\$ 909,354	\$ 1,158,758	\$ 1,204,769	75%
300 Prof & Technical Services	\$ 226,346	\$ 337,640	\$ 353,981	64%
400 Purchased Property Services	\$ 194,900	\$ 279,393	\$ 289,393	67%
500 Other Purchase Services	\$ 42,638	\$ 215,620	\$ 67,305	63%
600 Supplies and Materials	\$ 526,734	\$ 668,245	\$ 713,412	74%
700 Property, Equipment	\$ 406,236	\$ 230,000	\$ 419,006	97%
800 Debt Service and Misc	\$ 731,658	\$ 1,013,661	\$ 1,026,661	71%
<b>Total Expenses</b>	\$ 7,250,692	\$ 9,301,723	\$ 9,857,031	74%
<b>Net Income from Operations</b>	\$ (256,977)	\$ 202,201	\$ 231,063	
Operating Margin	-3.7%	2.1%	2.3%	



	Actual	Goal
Operating Margin	2.3%	2%
MADS (Modified Acc)	1.24	1.25
Days Cash on Hand	130	100
Unrestricted DCOH	100	100
Building Payment %	12%	20%

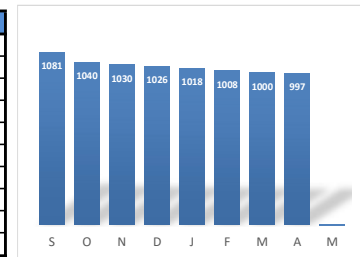
**CASH** **RESERVES** **ENROLLMENT**

Ending Cash Balance	\$ 3,515,119	PTIF Beg Balance \$2,667,097
Ending Unrestricted Cash Balance	\$ 2,688,675	PTIF Interest \$962.26
Days Cash on Hand	130	PTIF Transfer \$0
		PTIF End Balance <b>\$2,668,059</b>



	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 2,398,744	\$ 2,398,744
Reserves Added this Year	\$ (256,977)	\$ 231,063
Expenses from Reserves	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>New Reserve Balance</b>	<b>\$ 2,141,767</b>	<b>\$ 2,629,807</b>

	S	O	N	D	J	F	M	A	M
K	105	98	97	97	96	95	95	95	93
1	98	94	94	94	93	92	92	93	
2	109	105	105	104	103	102	100	101	
3	107	104	103	102	100	99	98	98	
4	104	96	95	95	94	93	92	92	
5	115	111	110	108	107	106	104	104	
6	105	103	100	99	99	96	96	96	
7	115	112	111	111	111	111	109	108	
8	108	105	104	105	104	104	103	101	
9	115	112	111	111	111	110	111	111	
<b>Total</b>	1081	1040	1030	1026	1018	1008	1000	997	0





**OGDEN PREPARATORY ACADEMY**

Actuals as of: **March 31, 2021** Percentage of Year: **75.0%**

**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
<b>Revenue</b>						
<b>1000 Local</b>						
1510 Interest on Investments	\$ 76,388	\$ 17,379	\$ 70,000	\$ (45,000)	\$ 25,000	69.5%
1600 Lunch Program (Students & Adults)	\$ 54,023	\$ 6,463	\$ 75,000	\$ (69,426)	\$ 5,574	115.9%
1710 Student Sales	\$ 20,300	\$ 9,590	\$ 15,000	\$ (5,000)	\$ 10,000	95.9%
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	\$ 17,141	\$ 14,543	\$ 2,598	\$ 17,141	100.0%
1741 Trips	\$ 14,464	\$ -	\$ 55,019	\$ (55,019)	\$ -	#DIV/0!
1790 Sports	\$ 2,049	\$ -	\$ 3,000	\$ (3,000)	\$ -	#DIV/0!
1910 Rental of Facility	\$ 4,660	\$ -	\$ 5,000	\$ (5,000)	\$ -	#DIV/0!
1920 Contributions & Donations	\$ 21,154	\$ 5,209	\$ 15,878	\$ (10,669)	\$ 5,209	100.0%
1990 Miscellaneous	\$ 844	\$ 216	\$ 1,000	\$ (784)	\$ 216	100.0%
<b>Total 1000:</b>	<b>\$ 227,985</b>	<b>\$ 72,021</b>	<b>\$ 260,940</b>	<b>\$ (180,277)</b>	<b>\$ 80,663</b>	<b>89.3%</b>
<b>3000 State</b>						
3010 Regular School Prgm K-12	\$ 3,409,130	\$ 2,553,316	\$ 3,361,577	\$ 20,947	\$ 3,382,524	75.5%
3020 Professional Staff	\$ 257,579	\$ 194,111	\$ 231,603	\$ 25,900	\$ 257,503	75.4%
3105 Special Education -- Add-On	\$ 549,509	\$ 419,600	\$ 549,509	\$ 9,957	\$ 559,466	75.0%
3110 Special Education -- Self-Contained	\$ 46,485	\$ 37,728	\$ 46,485	\$ 3,819	\$ 50,304	75.0%
3120 Special Education -- Extended Year	\$ 4,122	\$ 3,175	\$ 3,710	\$ 524	\$ 4,234	75.0%
3125 Special Education - State Programs	\$ 9,800	\$ 7,681	\$ 9,800	\$ 442	\$ 10,242	75.0%
3178 Special Education- Extended Year	\$ 5,520	\$ 5,290	\$ -	\$ 5,290	\$ 5,290	100.0%
3101 Class Size Reduction K-8	\$ 312,695	\$ 228,092	\$ 312,400	\$ (10,340)	\$ 302,060	75.5%
3101 Applied Tech - Add-On CTE	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
3200 Charter School Admin Costs Base Amount	\$ 104,305	\$ 11,250	\$ -	\$ 15,000	\$ 15,000	75.0%
3210 Flexible Allocation	\$ 11,543	\$ -	\$ -	\$ -	\$ -	#DIV/0!
3219 Charter School Local Replacement	\$ 2,550,922	\$ 2,006,366	\$ 2,666,992	\$ (5,074)	\$ 2,661,918	75.4%
3258 Supp Educ COVID 19 Stipend	\$ -	\$ 218,406	\$ -	\$ 218,406	\$ 218,406	100.0%
3331 Gifted and Talented	\$ 7,472	\$ 5,699	\$ 7,465	\$ 134	\$ 7,599	75.0%
3336 Enhancement for At-risk students	\$ 83,534	\$ 70,501	\$ 83,455	\$ 10,546	\$ 94,001	75.0%
3341 Early Intervention	\$ 90,000	\$ 67,500	\$ 120,000	\$ -	\$ 120,000	56.3%
3305 Early Literacy (K-3)	\$ 53,584	\$ 43,176	\$ 52,463	\$ 5,104	\$ 57,567	75.0%
3407 TSSP (Teacher Salary Supplement Prgm)	\$ 5,356	\$ 320	\$ -	\$ 320	\$ 320	100.0%
3468 Teacher Materials and Supplies	\$ 9,993	\$ 9,567	\$ 9,993	\$ (426)	\$ 9,567	100.0%
3476 Educator Salary Adjustment	\$ 312,458	\$ 243,876	\$ 312,458	\$ 711	\$ 313,169	77.9%
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	\$ 120,439	\$ 136,713	\$ 23,872	\$ 160,585	75.0%
3579 Student Health & Counseling	\$ -	\$ 20,661	\$ -	\$ 63,513	\$ 63,513	32.5%
3510 Library Books & Electronic Res	\$ 1,257	\$ 1,029	\$ 1,131	\$ (36)	\$ 1,095	94.0%
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	\$ 42,972	\$ 101,125	\$ (26,125)	\$ 75,000	57.3%
<b>Total 3000:</b>	<b>\$ 8,304,417</b>	<b>\$ 6,445,785</b>	<b>\$ 8,253,040</b>	<b>\$ 328,048</b>	<b>\$ 8,581,088</b>	<b>75.1%</b>
<b>4000 Federal</b>						
4210 ESSER CARES	\$ -	\$ 87,103	\$ 181,540	\$ -	\$ 181,540	48.0%
4210 ESSER II CARES	\$ -	\$ -	\$ -	\$ 87,019	\$ 87,019	0.0%
4220 GEER Funding	\$ -	\$ -	\$ -	\$ 79,093	\$ 79,093	0.0%
4290 Weber CARES	\$ -	\$ 62,000	\$ -	\$ 62,000	\$ 62,000	100.0%
4291 CARES Wifi	\$ -	\$ -	\$ -	\$ 87,103	\$ 87,103	0.0%
4580 PPE	\$ -	\$ 8,255	\$ -	\$ 8,255	\$ 8,255	100.0%
4581 Corona Relief Fund	\$ -	\$ 25,959	\$ -	\$ 25,959	\$ 25,959	100.0%
4522 IDEA Preschool	\$ 3,019	\$ -	\$ 2,706	\$ -	\$ 2,706	0.0%
4524 IDEA	\$ 154,349	\$ -	\$ 151,827	\$ -	\$ 151,827	0.0%
4526 MTSS Grant	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	100.0%
4571 National School Lunch Program	\$ 48,964	\$ 25,783	\$ 49,700	\$ -	\$ 49,700	51.9%
4572 NSLP - Free & Reduced	\$ 297,083	\$ 191,744	\$ 265,000	\$ -	\$ 265,000	72.4%
4574 NSLP - Breakfast	\$ 82,860	\$ 65,436	\$ 68,000	\$ -	\$ 68,000	96.2%
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%
<b>Total 4000:</b>	<b>\$ 794,050</b>	<b>\$ 475,909</b>	<b>\$ 989,943</b>	<b>\$ 436,400</b>	<b>\$ 1,426,343</b>	<b>33.4%</b>
<b>Total Revenue:</b>	<b>\$ 9,326,452</b>	<b>\$ 6,993,715</b>	<b>\$ 9,503,924</b>	<b>\$ 584,170</b>	<b>\$ 10,088,094</b>	<b>69.3%</b>

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
<b>Expenses</b>						
<b>100 Salaries</b>						
121 Principals and Assistants	\$ 410,920	\$ 372,780	\$ 408,934	\$ 93,288	\$ 502,222	74.2%
131 Teachers	\$ 2,695,728	\$ 2,245,241	\$ 2,716,056	\$ 294,550	\$ 3,010,606	74.6%
132 PTO Cash out	\$ 21,614	\$ 10,252	\$ 15,000	\$ -	\$ 15,000	68.3%
132 Substitute Teachers	\$ 40,170	\$ 22,834	\$ 45,000	\$ -	\$ 45,000	50.7%
133 Special Education Director & Teachers	\$ 295,175	\$ 235,986	\$ 306,338	\$ 31,988	\$ 338,326	69.8%
134 Stipends (Sports, other)	\$ 80,143	\$ 91,307	\$ 65,000	\$ 50,000	\$ 115,000	79.4%
134 COVID 19 Stipends	\$ -	\$ 156,570	\$ -	\$ 218,406	\$ 218,406	71.7%
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	\$ 82,500	\$ 103,000	\$ 9,000	\$ 112,000	73.7%
145 Librarian	\$ 115,629	\$ 95,206	\$ 116,000	\$ 14,825	\$ 130,825	72.8%
152 Secretarial & Clerical	\$ 134,100	\$ 139,779	\$ 135,887	\$ 53,316	\$ 189,203	73.9%
161 General Ed TA	\$ 48,788	\$ 26,215	\$ 51,151	\$ (24,524)	\$ 26,627	98.5%
162 Special Education TA	\$ 359,517	\$ 277,032	\$ 364,885	\$ 52,279	\$ 417,164	66.4%
163 Title I TA	\$ 131,786	\$ 88,706	\$ 134,705	\$ 8,315	\$ 143,020	62.0%
164 Early Literacy (K-3) TA	\$ 66,597	\$ 48,850	\$ 67,577	\$ (155)	\$ 67,422	72.5%
165 Land Trust TA	\$ 62,475	\$ 48,440	\$ 65,000	\$ 4,981	\$ 69,981	69.2%
166 Early Intervention TA	\$ 41,810	\$ 4,697	\$ 44,243	\$ (34,233)	\$ 10,010	46.9%
167 ESSER II Aides	\$ -	\$ -	\$ -	\$ 22,219	\$ 22,219	0.0%
191 Food Service	\$ 237,331	\$ 182,858	\$ 230,630	\$ 19,865	\$ 250,495	73.0%
Raises	\$ -	\$ -	\$ 436,000	\$ (436,000)	\$ -	#DIV/0!
<b>Total 100:</b>	<b>\$ 4,929,304</b>	<b>\$ 4,212,826</b>	<b>\$ 5,398,406</b>	<b>\$ 384,099</b>	<b>\$ 5,782,504</b>	<b>72.9%</b>
<b>200 Benefits</b>						
210 Retirement	\$ 120,350	\$ 106,825	\$ 160,000	\$ (20,000)	\$ 140,000	76.3%
220 Social Security	\$ 389,658	\$ 317,223	\$ 412,978	\$ 29,384	\$ 442,362	71.7%
241 Group Insurance	\$ 399,915	\$ 323,433	\$ 419,566	\$ -	\$ 419,566	77.1%
241 Health Stipend	\$ 277,101	\$ 46,627	\$ -	\$ 46,627	\$ 46,627	100.0%
242 Waiver Benefit	\$ 111,793	\$ 89,325	\$ 112,500	\$ -	\$ 112,500	79.4%
270 Worker's Compensation Fund	\$ 44,038	\$ 24,244	\$ 38,714	\$ -	\$ 38,714	62.6%
280 Unemployment Insurance	\$ 3,951	\$ 1,677	\$ 15,000	\$ (10,000)	\$ 5,000	33.5%
<b>Total 200:</b>	<b>\$ 1,346,806</b>	<b>\$ 909,354</b>	<b>\$ 1,158,758</b>	<b>\$ 46,011</b>	<b>\$ 1,204,769</b>	<b>75.5%</b>
<b>300 Prof &amp; Technical Services</b>						
323 Speech Therapy	\$ 119,650	\$ 83,120	\$ 124,680	\$ -	\$ 124,680	66.7%
323 Psychology / Behavior	\$ 11,315	\$ 5,775	\$ 12,000	\$ (4,000)	\$ 8,000	72.2%
323 Mental Health (Weber Health Services)	\$ -	\$ 8,775	\$ -	\$ 57,137	\$ 57,137	15.4%
330 Employee Training & Development	\$ 57,347	\$ 12,078	\$ 48,000	\$ (28,000)	\$ 20,000	60.4%
340 Audit Services	\$ 19,400	\$ 17,900	\$ 19,400	\$ (1,500)	\$ 17,900	100.0%
345 Business Manager Services	\$ 84,000	\$ 63,000	\$ 84,000	\$ -	\$ 84,000	75.0%
349 Legal	\$ 4,862	\$ 490	\$ 20,000	\$ (15,000)	\$ 5,000	9.8%
355 IT Services (ETS Monthly)	\$ 12,088	\$ 35,208	\$ 29,560	\$ 7,704	\$ 37,264	94.5%
<b>Total 300:</b>	<b>\$ 308,662</b>	<b>\$ 226,346</b>	<b>\$ 337,640</b>	<b>\$ 16,341</b>	<b>\$ 353,981</b>	<b>63.9%</b>
<b>400 Purchased Property Services</b>						
410 Garbage / Sewer / Water	\$ 49,080	\$ 42,663	\$ 50,000	\$ 10,000	\$ 60,000	71.1%
433 Cleaning & Custodial Services	\$ 74,619	\$ 53,433	\$ 72,000	\$ -	\$ 72,000	74.2%
430 Repairs / Maintenance / Monitoring	\$ 78,727	\$ 69,182	\$ 110,000	\$ -	\$ 110,000	62.9%
435 Lawn Care & Snow Removal	\$ 30,727	\$ 20,474	\$ 30,000	\$ -	\$ 30,000	68.2%
443 Lease of Copy Machines	\$ 24,893	\$ 9,148	\$ 17,393	\$ -	\$ 17,393	52.6%
<b>Total 400:</b>	<b>\$ 258,046</b>	<b>\$ 194,900</b>	<b>\$ 279,393</b>	<b>\$ 10,000</b>	<b>\$ 289,393</b>	<b>67.3%</b>
<b>500 Other Purchase Services</b>						
520 Property & Liability Insurances	\$ 35,455	\$ 31,002	\$ 37,000	\$ -	\$ 37,000	83.8%
530 Communication (Phone & Internet)	\$ 6,199	\$ 4,260	\$ 4,920	\$ 885	\$ 5,805	73.4%
540 Marketing	\$ -	\$ 2,890	\$ 4,000	\$ 6,000	\$ 10,000	28.9%
542 Board Expenses	\$ 13,285	\$ 842	\$ 8,000	\$ (2,000)	\$ 6,000	14.0%
580 Travel / Per Diem	\$ 5,898	\$ -	\$ 10,000	\$ (10,000)	\$ -	#DIV/0!
590 Field Trips (Bussing & Entrance Fees)	\$ 16,403	\$ 596	\$ 35,000	\$ (34,000)	\$ 1,000	59.6%
590 Student Activities - Aguilas Bussing	\$ -	\$ -	\$ 1,200	\$ (1,200)	\$ -	#DIV/0!
591 Sports (Bussing, Fees, Tri, Weight Training)	\$ 16,362	\$ 1,646	\$ 25,000	\$ (22,000)	\$ 3,000	54.9%
592 Trips	\$ 26,074	\$ -	\$ 86,000	\$ (86,000)	\$ -	#DIV/0!
593 Clubs	\$ 742	\$ 1,402	\$ 4,500	\$ -	\$ 4,500	31.2%
<b>Total 500:</b>	<b>\$ 120,418</b>	<b>\$ 42,638</b>	<b>\$ 215,620</b>	<b>\$ (148,315)</b>	<b>\$ 67,305</b>	<b>63.4%</b>

Utah Parent Center \$3,328

FY20 Mar-Jun \$15,243  
\$5,937/mth

About \$1,544 remaining

<b>Budget Detail Report</b>	(1,058 Students)	(1,040 Students)	(1,061 Students)	(0 Students)	(1,040 Students)	% of
	<b>FY20 Actuals</b>	<b>FY21 Actuals</b>	<b>FY21 Approved</b>	<b>Changes</b>	<b>FY21 Forecast</b>	<b>Forecast</b>
<b>600 Supplies and Materials</b>						
611 Classroom/ Legislative Supplies	\$ 40,943	\$ 19,629	\$ 43,000	\$ 3,000	\$ 46,000	42.7%
611 SpEd Supplies	\$ 7,057	\$ 6,420	\$ 7,000	\$ 3,000	\$ 10,000	64.2%
611 Garden Grant	\$ 118	\$ -	\$ 755	\$ -	\$ 755	0.0%
612 Office Supplies	\$ 46,182	\$ 28,289	\$ 45,000	\$ (5,000)	\$ 40,000	70.7%
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	\$ 9,569	\$ 25,000	\$ (10,000)	\$ 15,000	63.8%
615 Counseling / Cultural Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
616 Aguilas & 7 Habits	\$ 1,248	\$ 398	\$ 3,000	\$ (1,500)	\$ 1,500	26.5%
617 OPAPO	\$ -	\$ 18	\$ -	\$ 18	\$ 18	100.0%
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	\$ 15,077	\$ 20,000	\$ -	\$ 20,000	75.4%
622 Electricity	\$ 64,324	\$ 43,142	\$ 80,000	\$ -	\$ 80,000	53.9%
630 Lunch Program Food & Supplies	\$ 441,887	\$ 291,140	\$ 320,000	\$ 45,000	\$ 365,000	79.8%
641 Curriculum & Educational Software	\$ 88,211	\$ 66,877	\$ 70,000	\$ 4,000	\$ 74,000	90.4%
644 Library	\$ 16,071	\$ 13,242	\$ 15,000	\$ 1,649	\$ 16,649	79.5%
680 Maintenance & Cleaning Supplies	\$ 16,397	\$ 23,307	\$ 20,000	\$ 5,000	\$ 25,000	93.2%
<b>Total 600:</b>	<b>\$ 773,920</b>	<b>\$ 526,734</b>	<b>\$ 668,245</b>	<b>\$ 45,167</b>	<b>\$ 713,412</b>	<b>73.8%</b>
<b>700 Property, Equipment</b>						
733 Furniture and Fixtures	\$ 45,630	\$ 17,257	\$ 30,000	\$ (10,000)	\$ 20,000	86.3%
734 Technology-Related Hardware & Software	\$ 131,111	\$ 340,965	\$ 195,000	\$ 155,103	\$ 350,103	97.4%
738 Kitchen Equipment	\$ 2,703	\$ 48,014	\$ 5,000	\$ 43,903	\$ 48,903	98.2%
<b>Total 700:</b>	<b>\$ 179,444</b>	<b>\$ 406,236</b>	<b>\$ 230,000</b>	<b>\$ 189,006</b>	<b>\$ 419,006</b>	<b>97.0%</b>
<b>800 Debt Service and Misc</b>						
810 Dues and Fees	\$ 14,686	\$ 23,646	\$ 22,000	\$ 3,000	\$ 25,000	94.6%
812 Banking Fees	\$ 2,400	\$ 1,450	\$ 3,000	\$ -	\$ 3,000	48.3%
850 Bond - Restricted Assets	\$ 978,555	\$ 706,562	\$ 977,661	\$ -	\$ 977,661	72.3%
890 Miscellaneous	\$ 743	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
Contingency	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 20,000	0.0%
<b>Total 800:</b>	<b>\$ 996,384</b>	<b>\$ 731,658</b>	<b>\$ 1,013,661</b>	<b>\$ 13,000</b>	<b>\$ 1,026,661</b>	<b>71.3%</b>
<b>Total Expenses:</b>	<b>\$ 8,912,984</b>	<b>\$ 7,250,692</b>	<b>\$ 9,301,723</b>	<b>\$ 555,308</b>	<b>\$ 9,857,031</b>	<b>73.6%</b>
<b>Net Income:</b>	<b>\$ 413,468</b>	<b>\$ (256,977)</b>	<b>\$ 202,201</b>	<b>\$ 28,862</b>	<b>\$ 231,063</b>	
<b>Reserve Funds Used in Year:</b>			<b>\$ 380,157</b>	<b>Goal 2%</b>	<b>\$ 201,762</b>	<b>Diff: \$ 29,301</b>
<b>Fund Reserve:</b>						

Postage: \$2,065

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

# Coversheet

## Administrative Board Report

**Section:** VI. School Update  
**Item:** A. Administrative Board Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Administrative Board Report 04.22.2021.pdf





## Ogden Preparatory Academy Monthly Administrative Board Report

Date: April 22, 2021

### Events

#### 1. Upcoming Events

- a. End of Year Assessments 4/19 - End of School Year (Dates vary for grades and subject areas).

### Academics (Kasey and Stephanie)

#### 1. Online Learning and COVID-19 updates

- a. Elementary
  - i. Fifth and sixth grade online changes
    1. Teacher has changed for the remainder of the year.
      - a. 5th - Mrs. Walker is leading out in continuing the learning of the online students by keeping up-to-date information, assignments, and learning opportunities online. She is also inviting them into her class each day for live lessons with her class.
      - b. 6th - Stephanie Wright and Jen Coleman are maintaining the online learning of the 6th graders by keeping content posted and teaching the live lessons. Getting ready for end-of-year testing.
    - ii. Students are being given the Rise Benchmarks to prepare them for the end-of-year tests.
  - b. Junior High:
    - i. We are preparing to administer end of year assessments.
      1. In person students will do it during their staggered schedule.
      2. Online students will be coming in on Fridays.
      3. We will not be offering the Friday helproom or 9th grade help room as all teacher assistants will be involved in test proctoring.

### Signature Programs (Kasey and Stephanie)

1. AVID (Advancement Via Individual Determination)
  - a. Strategy of the Month: Collaborative Study Groups
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 continues at the elementary with COVID precautions in place.
- 4. Leader in Me
  - a. Parent, student, teacher surveys are being collected right now. Student surveys being done in computers class, others via email.
  - b. Have set a goal to complete LIM School requirements by March 2022
    - i. Team has begun compiling our evidence binder.
    - ii. LIM lessons being taught in the classroom at least weekly
      - 1. These lessons vary in length and time of day/week.

### **Finance and Compliance (Debbie)**

- 1. Purple Star School
  - a. Our application to be a Purple Star School has been approved. We will be able to use the logo once the announcements have been made. This means we are a military family friendly school.
- 2. Submissions
  - a. School Land Trust is in the process of being submitted and updated.
  - b. Jordan at Red Apple has submitted our compliance documents to Zions.

### **Operations (Debbie)**

- 1. Human Resources
  - a. New staff members:
    - i. Lisa Coursey, Special Education Coordinator
  - b. Workflow Management
    - i. At the March Board meeting, we voted to use Bamboo HR for our HR and workflow management tools. As we started implementation, it became apparent that it did not have the capabilities we needed, so we have discontinued this implementation and canceled the agreement.
    - ii. We had looked at Quickbase, but the implementation programming requirements and user fees had removed it from consideration. However, we were able to contract with a programmer that Red Apple uses, and he is going to provide the workflow we need, and has negotiated lesser user fees. Annual costs will be less than \$2,000.
  - c. Ask the Board
    - i. Questions submitted at school or on the website. Board and Admin would work together to answer the questions and post on the website.
    - ii. Building and extension of a FAQ.
- 2. Facilities
  - a. Planning to continue our room painting and floor improvement plan.

- i. Paint: 7 classrooms and Hallways
- 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. Improvements to the website.
    - ii. ValPak advertising for March, April, and May..
    - iii. Social media posts, 3/week.
  - 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
April 20	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
FY22 Enrollment (4/20/2021)	93	96	103	104	98	95	105	104	111	105	1014

- c. FY21 Lottery: (as of 04/20/2021)

OGDEN PREPARATORY ACADEMY						
Grade	I	A	GWL	SWL	TWL	FWL
K	5	120	5	0	0	0
1	0	32	0	0	0	0
2	3	23	3	0	0	0
3	10	19	7	3	0	0
4	2	16	1	1	0	0
5	14	14	13	1	0	0
6	9	19	7	2	0	0
7	5	32	5	0	0	0
8	3	21	3	0	0	0
9	4	17	4	0	0	0
<b>Totals:</b>	<b>55</b>	<b>313</b>	<b>48</b>	<b>7</b>	<b>0</b>	<b>0</b>

- d.
- e. FY22 Lottery as of 04/20/2021 (opened 01/01/2021)

OGDEN PREPARATORY ACADEMY						
Grade	I	A	GWL	SWL	TWL	FWL
K	0	109	0	0	0	0
1	0	19	0	0	0	0
2	0	19	0	0	0	0
3	0	8	0	0	0	0
4	0	9	0	0	0	0
5	0	11	0	0	0	0
6	0	8	0	0	0	0
7	0	25	0	0	0	0
8	0	7	0	0	0	0
9	0	7	0	0	0	0
<b>Totals:</b>	<b>0</b>	<b>222</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Coversheet

## Calendar Revision

<b>Section:</b>	VI. School Update
<b>Item:</b>	B. Calendar Revision
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	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

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
- Teacher Professional Development
- 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 7 Family-Teacher Conferences 1-7 pm (min. day)
- October 8 FTC 8 am - 12 pm; No school for students
- October 21-22 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/\$1 dress)
- 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

## School Improvement Plan Amendment

<b>Section:</b>	VI. School Update
<b>Item:</b>	C. School Improvement Plan Amendment
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	FY22 School Improvement Plan .pdf



## FY22 Improvement Plan

### School Improvement Plan Dates and Accountabilities:

Plan Development Date:	02.16.2021
Presentation to Board:	03.11.2021
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"> <li>1. The critical need for OPA is in math and reading, specifically for our ELL and SWD subgroups.</li> <li>2. Math Curriculum and Instruction: Math diagnostic data shows some grade levels with</li> </ol>

	<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"> <li>3. 9th grade students who leave OPA deficient in core credits are less likely to graduate high school.</li> <li>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.</li> </ol>
<p>Area(s) of Focus for Current Year</p>	<ol style="list-style-type: none"> <li>1. Consistent expectations for math instruction and how to utilize intervention software and data.</li> <li>2. Focused training for teachers.</li> <li>3. 9th grade credits.</li> <li>4. Reading instruction and interventions.</li> </ol>
<p>Other Notes/Comments</p>	

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 120 minute protected 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"> <li>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.</li> <li>2. Leader in Me: There are varying opinions on how and when Leader in Me should be used.</li> <li>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).</li> </ol>
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%

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