



OGDEN PREPARATORY ACADEMY

Ogden Preparatory Academy

OPA Board of Directors Meeting

Date and Time

Wednesday July 14, 2021 at 4:30 PM MDT

Location

1435 Lincoln Avenue
Ogden UT 84404

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		William Davis	
C. Approve Minutes	Approve Minutes	William Davis	5 m
Approve minutes for OPA Board of Directors Meeting on May 20, 2021			
II. Public Comment			4:35 PM
A. Opportunity for Public Comment	Discuss	William Davis	5 m
III. Finance			4:40 PM
Finance			
A. Furniture Purchase	Vote	Debbie Deem	5 m
We are purchasing 170 new desks. They are called Shapes desks and can be configured in multiple ways for collaborative groups.			

	Purpose	Presenter	Time
B. Class Fees Administration proposes the elimination of class fees.	Vote	Debbie Deem	5 m
IV. School Update			4:50 PM
A. Organizational Chart Approval	Vote	William Davis	5 m
B. Administrative Board Report	Discuss	Administrative Team	20 m
C. Dress Code Changes	Vote	Debbie Deem	5 m
V. Governance			5:20 PM
A. Board Officers Conflict of Interest Forms	Vote	William Davis	10 m
VI. Other Business			5:30 PM
A. Discussion Assignments, Discussion, Review as needed. Background Checks. Pictures.	Discuss	William Davis	5 m
VII. Closing Items			5:35 PM
A. Adjourn Meeting	Vote		
VIII. Board and Administration will attend a retreat. No school business shall be determined or voted upon at this time.			

Cover Sheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for OPA Board of Directors Meeting on May 20, 2021



OGDEN PREPARATORY ACADEMY

Ogden Preparatory Academy

Minutes

OPA Board of Directors Meeting

Date and Time

Thursday May 20, 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, M. Ward, S. Mejeur, S. Zwygart, T. D'Hulst, W. Davis

Directors Absent

N. Bowsher

Directors who left before the meeting adjourned

M. Ward

Ex Officio Members Present

D. Deem, K. Kennington, S. Mathers

Non Voting Members Present

D. Deem, K. Kennington, S. Mathers

Guests Present

Andrew Smith, S. Adams, Stephanie Wright

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 May 20, 2021 at 4:35 PM.

C. Approve Minutes

T. D'Hulst made a motion to approve the minutes from OPA Board of Directors Meeting on 04-22-21.

S. Mejeur seconded the motion.

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

II. Public Comment

A. Opportunity for Public Comment

Darby Evans, JH Teacher was in attendance.

Darby implored that the mask requirements be maintained. She referenced a radio announcement that unvaccinated people should wear masks in public. There are some unvaccinated staff for some reason. Darby cares for her parents and her child has a condition that puts them at greater risk. Losing masks now could risk the beginning of next year. Please keep the masks. She thinks that the Elementary and Junior High are split in their choices.

Bill asked Darby how the mask proponents would feel about releasing the masks outdoors. Darby believes that most would absolutely be in favor of allowing masks outside, but not inside.

III. Mask Mandate

A. Governor Cox' Mask Mandate Retraction

The teachers survey was very split on their opinions.

Kasey represented that the elementary are predominantly want the masks removed.

Kasey thinks that there will still be some who wear masks, and that teachers will do whatever we decide.

Teryl talked with teachers who thought the compromise was good.

Molly mentioned that teachers could take their students outside if they choose. It is only 4 days of school left. It is reasonable to stay with our policy.

Tyler mentioned that he sees children who are still getting COVID. There is data that masks do help. Greatest risk is in enclosed areas.

Board members each expressed their support of a hybrid compromise.

T. D'Hulst made a motion to update mask policy to state that masks will remain mandatory indoors, but are optional outside for the remainder of this school year.

S. Mejeur seconded the motion.

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

IV. Finance

A. Financial Review

Spencer reviewed the budget report for FY21.

FY21 budget report as of the end of April. Board will need to approve tonight. The finance committee reviewed the budget and made adjustments as appropriate. The finance committee was conservative with adjustments.

We are in good shape financially.

Bill inquired about the change in the student forecast. The Approved number, 1061, was what we originally intended. 1040 on the forecast was the October 1 count.

B. FY21 Final Budget

T. D'Hulst made a motion to approve the FY21 budget report.
J. Howell seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. FY22 Budget

T. D'Hulst made a motion to approve FY22 budget.
S. Mejeur seconded the motion.
Spencer reviewed the FY22 budget. The finance team combed through the budget to prioritize school/student needs.
Increases in the WPU are reflected in the State funding line items.
Federal COVID relief funds are coming through the ESSER II and ARP ESSER funds.
Free lunches will continue through the FY22 school year.
Raises are accounted for in one line item for now.
Our statistics are good. Days Cash on Hand is strong. The board **VOTED** unanimously to approve the motion.

D. Fraud Risk Assessment

We completed the Fraud Risk Assessment and shared it with the Board.

E. Auditor Selection

M. Ward made a motion to approve the Eide Bailly proposal for \$19,500.
S. Mejeur seconded the motion.
Bill has a business conflict with the Auditor companies, so will not participate in the discussion.

We have proposals from Eide Bailly and Squire.
Tyler inquired what the \$1,200 higher cost of Squire, and indicated that if we receive the same service, we should go cheaper. Spencer does not have any feedback or concern with using Eide Bailly from schools that use their services.

Eide Bailly will be even cheaper in the future due to the one time fee for switching from FASB to GASB. The board **VOTED** unanimously to approve the motion.

F. RCD Training

T. D'Hulst made a motion to approve the RCD training.
J. Howell seconded the motion.
This is our 4th year with getting training for RCD. Last year we did the training virtually, and it was less effective. We would like to have them come again. It is more impactful to have them come. The board **VOTED** unanimously to approve the motion.

G. Technology Purchases

S. Mejeur made a motion to approve the technology quote as presented.
M. Ward seconded the motion.
Andrew reviewed the summary of all the proposed technology devices.
Teacher devices: we chose Mac Book Airs due to life cycle and capabilities.
Bill inquired about the labor for mounting the Smart Boards. Bill offered to help.
OPA offers AP Photography, and students can get ADOBE certified. Zach Ordonez is building an amazing program.
The board **VOTED** unanimously to approve the motion.

H. Curriculum Purchases

T. D'Hulst made a motion to approve the curriculum purchases as presented.
S. Mejeur seconded the motion.
Stephanie Wright reviewed the purchases.
The teachers have liked using Zearn. Stefanie Zwygart's student loved Zearn. The board **VOTED** unanimously to approve the motion.

I. Science Curriculum Purchase

T. D'Hulst made a motion to approve the science curriculum purchase as presented.
J. Howell seconded the motion.
Stephanie Wright reviewed the Science Curriculum for 7th and 9th.
The JH Science department has requested new curriculum. The curriculum is made for Utah. Teachers are excited to us this curriculum. We have a new teacher starting to teach 7th grade science; this resource will be helpful.
Tyler inquired about 8th grade; Teresa Hislop will continue using her current supports.
Bill asked about the ability to replace damaged books. We shouldn't have a problem with replacements. The board **VOTED** unanimously to approve the motion.

J. Facility Services

J. Howell made a motion to approve the camera, lighting and carpeting quotes as presented.
S. Zwygart seconded the motion.
Andrew reviewed the facility quotes for lighting upgrades, camera installs and refreshes, carpeting, and painting.
Lights are going to LED flat panels. The quote includes removal. Andrew reached out to Rocky Mountain power for incentives and reviewed those options.
Cameras: we have some blind spots where there have been issues such as broken windows and disciplinary incidents. The servers will be on a 3 year staggered schedule.
Carpeting: Last year we did some repairs. We will replace the rooms with a carpet tile. Carpet baseboards would be an additional \$1,190.
Painting: The painting quote increased significantly. We are hoping to reduce the cost through additional research.

Board members asked about the durability of the tiles. The board **VOTED** unanimously to approve the motion.

T. D'Hulst made a motion to approve funding for painting not to exceed \$20,100.

J. Howell seconded the motion.

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

V. School Update

A. Administrative Board Report

Kasey reviewed upcoming events. The Special teachers will be planning and facilitating field day to celebrate the year. There will be no water events.

End of year assessments are completed. Many online students were tested. Stephanie Wright did a great job.

We saw a big difference with test scores from last year to this year. We will compare to other schools as soon as the data is available. There was a big difference between in person and online students.

i-Ready scores show good improvement; however, we are still working on online students.

Kasey has been working with teachers to revamp curriculum maps.

Junior High has been testing. The scores are not ready yet. Students were still testing on i-Ready today. Stephanie will present the data when it is available.

Stephanie briefly reviewed the discipline issues from this week. 9th grade Chromebooks will be deprovisioned and given to students. It worked as an incentive to keep the computers in good working order.

Teryl and Stephanie Wright left for the Kindergarten graduation.

Andrew addressed chromebook damages.

Kasey and Stephanie reviewed the Extended Learning opportunities. Stefanie Zwygart likes the plan for the summer program.

Stephanie and Kasey reviewed the signature programs.

Debbie reviewed finance, compliance, operations, and enrollment. M. Ward left.

B. Speech Services Agreement

T. D'Hulst made a motion to approve the Speech services for Something to Talk About. S. Mejeur seconded the motion. The board **VOTED** unanimously to approve the motion.

C. Psychologist Services

S. Mejeur made a motion to approve Maura for our Psychologist services. J. Howell seconded the motion. The board **VOTED** unanimously to approve the motion.

D. Calendar Revision

Discussion on the minimum day schedule. Tyler requested we do a parent survey for their minimum day preference. T. D'Hulst made a motion to pass the calendar revision as discussed. S. Zwygart seconded the motion. May 19 for Board meeting. The board **VOTED** unanimously to approve the motion.

VI. 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 6:30 PM.

Respectfully Submitted,
W. Davis

Cover Sheet

Furniture Purchase

Section:	III. Finance
Item:	A. Furniture Purchase
Purpose:	Vote
Submitted by:	
Related Material:	Collaborative Desks Procurement Comparison Form.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

Collaborative Desks for 6 classrooms

Vendor #1	Total Cost/time frame	Date Received
National Business Furniture	30,044.10	7/13/2021
Contact Name	Contact Number/Email	Website/other
James Sparks	JamesS@sales.nbf.com	nationalbusinessfurniture.com
Specific Characteristics of Proposal		
https://www.nationalbusinessfurniture.com/shapes-desk-14647?option=14647 Desks are \$139 each, book boxes are \$29.95, estimated shipping is \$3,621 Waiting on quote and availability from contact Checking on availability and cost of casters - we want 80 desks to come with casters		
Vendor #2	Total Cost	Date Received
School Specialty	32,569.48	7/13/2021
Contact Name	Contact Number/Email	Website/other
Patricia Giannopoulos	patricia.giannopoulos@schoolspecialty.com	schoolspecialty.com
Specific Characteristics of Proposal		
https://select.schoolspecialty.com/balt-economy-shapes-desk-gray-nebula-1528585 Desks are \$140.96 each, book boxes are \$33.71, estimated shipping is \$2,875.58 Waiting on official quote from Patricia		
Vendor #3	Total Cost	Date Received
Schools In	28,763.17	7/13/2021
Contact Name	Contact Number/Email	Website/other

Ashleigh Butcher	ashleigh.butcher@schoolsinn.com	schoolsinn.com
Specific Characteristics of Proposal		
<p>https://www.schoolsinn.com/BLT-9058X.html Desks are \$133.95, book boxes are \$24, estimated shipping is \$1,911.67 Website says these are currently on backorder</p>		

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
Considerations for Decision	
<p>Date of expected arrival is a big factor in which company we decide to go with We are not purchasing installation on these desks.</p>	
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

Cover Sheet

Class Fees

Section:	III. Finance
Item:	B. Class Fees
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: 03/11/2021

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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 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.	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	15.00
Yearbook Junior High	20.00 <i>(15.00 if purchased at registration)</i>

Class Change Fee	10.00
Replacement Name Tag*	5.00
Replacement Planner*	5.00
Replacement Earbuds*	5.00
Replacement or Repair for Chromebook**	200.00
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 Science Expedition** <i>Fuel expenses; entrance fees; lodging fees; supplies; tours</i>	300.00
Southern Utah Science Expedition** <i>Fuel expenses; entrance fees; lodging fees; supplies; tours</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 : \$~~75~~¹⁴⁷
 Per Family: \$~~150~~²⁹⁴

Sports:

Per Student: \$ 70
 Per Family: \$140

Miscellaneous Optional Purchases

No Limits

Expeditionary Learning Opportunities

1. No Limits
2. Service Requirements:

7.16.POL Fee Schedule	
Effective/Revision Date: 03/11/2021	Page 2 of 4

- 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
Labor	\$40.00/hour

Document History

Approved: unknown

7.16.POL Fee Schedule	
Effective/Revision Date: 03/11/2021	Page 3 of 4

- 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.*
- 03/11/2021 *Added Chromebook repair costs, adjusted some fees as needed, and corrected trip descriptions.*

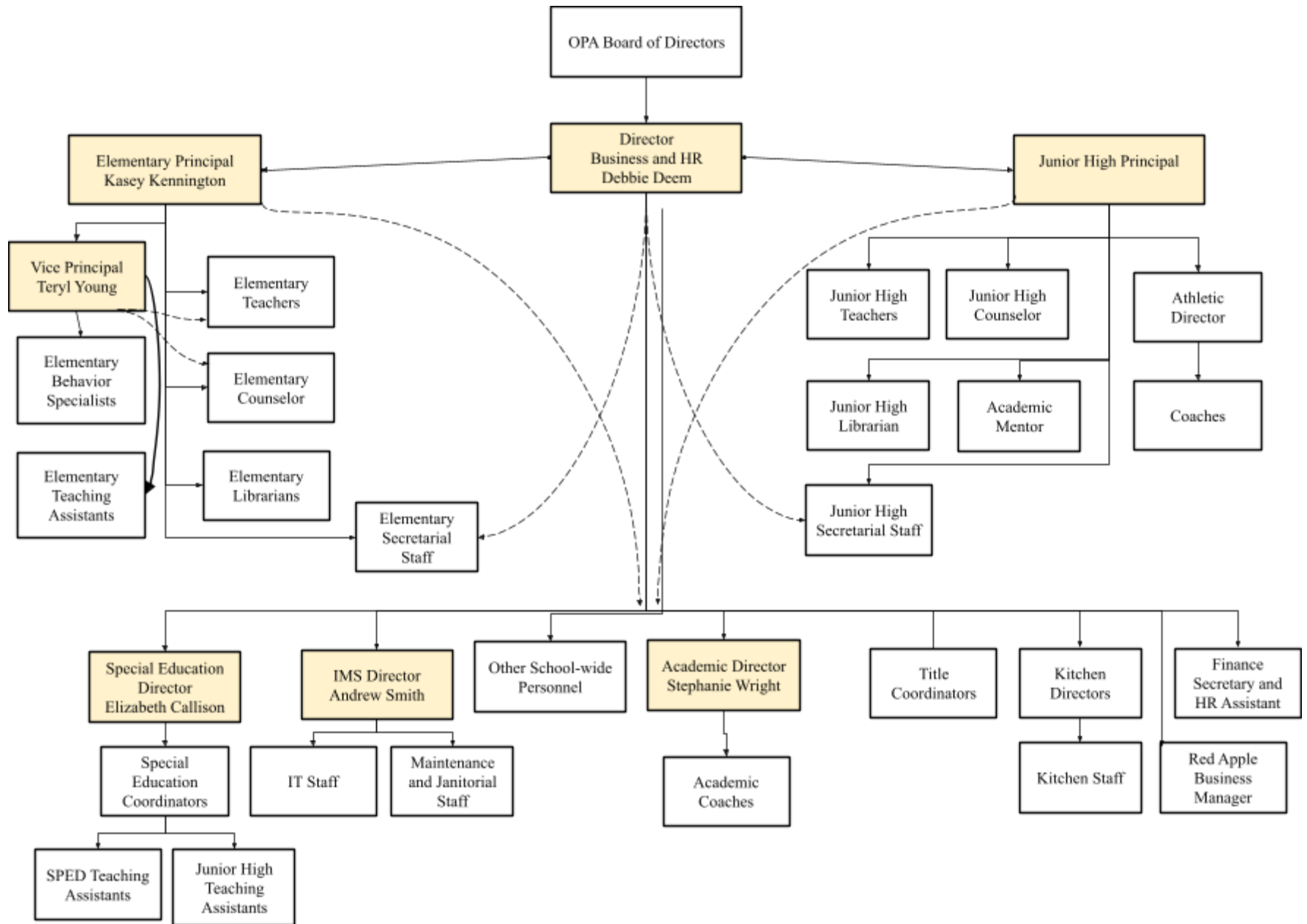
Legal References

7.16.POL Fee Schedule	
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Cover Sheet

Organizational Chart Approval

Section: IV. School Update
Item: A. Organizational Chart Approval
Purpose: Vote
Submitted by:
Related Material: 2.02.TPL.4 OPA Organizational Chart.pdf



2.02.TPL.4 OPA Organizational Chart
Approved: 05/2020

Cover Sheet

Administrative Board Report

Section: IV. School Update
Item: B. Administrative Board Report
Purpose: Discuss
Submitted by:
Related Material: Administrative Board Report 07.14.2021.pdf



Ogden Preparatory Academy Monthly Administrative Board Report

Date: July 14, 2021

Events

1. Recent Events

- a. July: Jumpstart Academy
- b. July: Extended School Year
- c. July 13: STT TSI Meeting

2. Upcoming Events

- a. July 19-21: AVID Summer Institute
- b. August 4: Registration
- c. August 5-6: New teacher orientation
- d. August 9-13: Teacher training/preparation
- e. August 9: RCD Training (new employees)
- f. August 18: First day of school

Academics (Kasey and Stephanie)

1. Targeted School Improvement (TSI)
 - a. Met with STT to develop a plan. We will take their input and finalize in the next few weeks.
2. Curriculum Maps
 - a. Teams are working on common curriculum maps to enhance collaboration.
 - b. Curriculum maps are kept in common locations so grade/subject level peers and Admin can access them at any time.
 - c. To prepare for the year, teams added interventions, assessments, and accommodations for English Language Learners to maps.
3. Extended Learning
 - a. OPA Summer Jumpstart Academy
 - i. Elementary
 1. July 5-29, Monday-Thursday, 9:00am-noon
 2. 3 grade band classes (current grade levels)
 - a. K-1
 - b. 2-3
 - c. 4-5
 - d. 6th graders will be doing classes with Mr. Zundel and Mrs. Gonc
 3. Classes have been divided based on skills and needs based on teacher input and Acadience reading scores.
 4. Teachers have been assembled and have been meeting to plan

scholarships/reimbursements for teaching assistants who are working on their teaching certification. Natalie Garcia, Emma Draper, Christy Daum, Charmaine Smith, Paige Miller, and Allie Wilson all received funding.

- c. TSI Meeting Grant. We received grant funds to pay teachers to attend the TSI planning meeting.

Operations (Debbie)

1. Human Resources

- a. Certification: 15 teachers received or renewed certification this year. We have 3 more we expect to finish this month.
- b. Benefits: We received our renewal from Regence. The increase was minimal, so we will stay with them for insurance this year.
- c. Dress Code: The STT (School Transformation Team) discussed employee dress code issues, and two items were reviewed that require Board input. The teachers would like the staff code to match the student code.
 - i. Hair Color: non-natural hair colors allowed.
 - ii. Shirt sleeves: wide strap (to the shoulder), sleeveless shirts and cold shoulder shirts allowed for staff all days, and for students on free-dress days.
- d. Retention
 - i. Overall: 88% Retention
 - ii. Teachers: 11 teachers are leaving
 - iii. Non-Licensed Staff Members: 6 are leaving
 - iv. Total staff: 147; 70 licensed, 77 unlicensed.
- e. Hiring
 - i. Junior High Principal
 - ii. All teaching positions have been filled.
 - iii. Interviewing:
 - 1. Teaching Assistants
 - 2. Kitchen Staff

2. Facilities

- a. Summer projects are ongoing
 - i. Carpeting
 - ii. Lighting
 - iii. Painting; We chose to contract with a parent for the painting this year. They were able to match the bids of the other companies.
 - iv. Cleaning

3. Food Service.

- a. Free lunch and breakfast is served and available to all including pick up each week day. (served 459 meals on 7/12)

4. Enrollment

- a. FY22 Current numbers and Enrollment Plan (as of 7/13/2021)

Grade	K	1	2	3	4	5	6	7	8	9	All
October 1											
FY22 August	104	101	109	106	101	103	111	108	113	106	1062
FY21 Sept.	99	95	108	106	97	111	102	113	105	112	1048
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 (05/18/2021)	104	100	109	105	102	101	109	109	114	104	1057

b. Annual Withdrawals

- i. 2017: 76
- ii. 2018: 70
- iii. 2019: 58
- iv. 2020: 77
- v. 2021: 94

c. FY22 Lottery as of 07/13/2021

OGDEN PREPARATORY ACADEMY						
Grade	I	A	GWL	SWL	TWL	FWL
K	11	113	11	0	0	0
1	0	26	0	0	0	0
2	5	24	4	1	0	0
3	1	13	1	0	0	0
4	2	12	2	0	0	0
5	0	17	0	0	0	0
6	1	11	1	0	0	0
7	2	31	2	0	0	0
8	0	11	0	0	0	0
9	0	10	0	0	0	0
Totals:	22	268	21	1	0	0