



OGDEN PREPARATORY ACADEMY

Ogden Preparatory Academy

OPA Board of Directors Meeting

Date and Time

Wednesday January 12, 2022 at 4:30 PM MST

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
A. Record Attendance		Stefanie Zwygart	1 m
B. Call the Meeting to Order		Stefanie Zwygart	
C. Approve Minutes	Approve Minutes	Stefanie Zwygart	1 m
	Approve minutes for OPA Board of Directors Meeting on November 11, 2021		
D. Approve Minutes	Approve Minutes	Stefanie Zwygart	5 m
	Approve minutes for OPA Board of Directors Electronic Meeting on December 9, 2021		
E. Consent Calendar	Vote	Stefanie Zwygart	5 m
	1. Snow Removal Services		
F. Opportunity for Public Input		Stefanie Zwygart	5 m

	Purpose	Presenter	Time
G. Opportunity for Public Input on FY23 Fee Schedule		Stefanie Zwygart	5 m
II. Finance			4:52 PM
A. Financial Review	FYI	Spencer Adams	10 m
B. Professional Development	Vote	Teryl Young	5 m
We would like to bring Brian Mendler in for back to school training. He focuses on dealing with difficult children. The message is in line with RCD with a different perspective. \$7,500			
III. Administrative Report			5:07 PM
A. Administrative Board Report	FYI	Administrative Team	10 m
B. Junior High "C" Day Implementation	Vote	Shevon Lopez	10 m
IV. Policies			5:27 PM
A. Archive Dress Code Policy	Vote	Stephanie Mathers	5 m
The Dress Code Policy is updated yearly in the student/parent handbook. Therefore, this policy is redundant. It is also out of date. Admin recommends archiving this policy and maintaining the dress code policy in the student/parent handbook yearly.			
B. Fee and Fee Waiver Policy	Vote	Stephanie Mathers	5 m
Changes made according to USBE recommendations and requirements.			
C. Update LEA Specific Licenses Policy	Vote	Stephanie Mathers	5 m
Two policies that were redundant. Combined the policies ensuring that USBE requirements were met. Recommendation: Archive 6.30.POL Approve 6.28.POL updates			
D. Conflict of Interest Policy and Disclosure Form	Vote	Stephanie Mathers	5 m
Removal of notarization requirement.			
E. Security and Crisis Management Plan	Vote	Stephanie Mathers	5 m
Updates			
V. Committees			5:52 PM
A. Board Committees	Discuss	Stefanie Zwygart	5 m

	Purpose	Presenter	Time
VI. Other Business			5:57 PM
A. Other Discussion Items	Discuss	Stefanie Zwygart	5 m
Annual Trainings for Board Members: Open Meetings Act School Land Trust			
VII. Closing Items			6:02 PM
A. Adjourn Meeting	FYI	Stefanie Zwygart	

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 November 11, 2021

APPROVED



**OGDEN PREPARATORY
ACADEMY**

Ogden Preparatory Academy

Minutes

OPA Board of Directors Meeting

Date and Time

Thursday November 11, 2021 at 4:30 PM

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.

Directors Present

J. Howell (remote), M. Swenson (remote), M. Ward, S. Mejeur (remote), S. Zwycart

Directors Absent

T. D'Hulst, W. Davis

Ex Officio Members Present

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

Non Voting Members Present

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

Guests Present

E. Callison, S. Adams (remote), S. Wright

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

S. Zwygart called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Nov 11, 2021 at 4:36 PM.

C. Approve Minutes

J. Howell made a motion to approve the minutes from OPA Board of Directors Meeting on 10-14-21.

M. Ward seconded the motion.

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

D. Consent Calendar

Skipped.

E. Opportunity for Public Input

No one in attendance.

II. Finance

A. Financial Review

- 33% of the way through the year.
- Went through the summary report.
 - No questions or concerns to discuss

B. Elementary Sound System

M. Ward made a motion to To approve the bid from Webb for up to \$23,597.00.

J. Howell seconded the motion.

We are looking for ease of use, to upgrade the sound and the projector.

The different bids and options were explored.

Recommended choice is to go with the third bid option, as it includes everything we want.

- Discussed the possibility of not wanting the screen if we choose to make a wall.

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

Teryl Young joined the meeting.

III. Executive Session

A. Enter Closed Session

M. Ward made a motion to Enter closed session to protect the privacy of an individual.

J. Howell seconded the motion.

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

Roll Call

M. Swenson Aye

W. Davis Absent

Roll Call

T. D'Hulst Absent
J. Howell Aye
S. Mejeur Aye
S. Zwygart Aye
M. Ward Aye

B. Exit Closed Session

M. Ward made a motion to Exit Closed Session.
J. Howell seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

W. Davis Absent
S. Zwygart Aye
J. Howell Aye
M. Swenson Aye
T. D'Hulst Absent
M. Ward Aye
S. Mejeur Aye

C. Decision(s) made during closed session.

M. Ward made a motion to Approve decision to finish the current suspension.
J. Howell seconded the motion.
The board **VOTED** to approve the motion.

D. Business Director Evaluation and Bonus

M. Ward made a motion to Approve the evaluation recommendation.
J. Howell seconded the motion.
The board **VOTED** to approve the motion.

IV. Administrative Report

A. Administrative Board Report

Elementary

- Spanish students will be singing in the park again
- After School/Extended Learning
 - Waitlist is still being used, bring in new students as others leave
 - Doing a fundraiser - Pennies for Puppies. Goal is to raise \$700 to donate to the shelter
- BOY Data
- Discussion about absences, quarantines

Junior High

- AVID students hosted college night
- LIA hosted the Trunk or Treat. Had a great turnout.
- Athletics - Boys basketball season has started. Students have high expectations to play and they are rising to the challenge.

School Improvement Plan/TSI

- Goals were made pre-school closure. We are aiming high and it will be a large stretch. We discussed the need for adjusting the goal to make it more attainable or do we want to keep it where it is? Academic committee will meet later to make decisions.

Accreditation Year

COVID Rapid Tests

Human Resources

- Change in staffing
- Priority to make updates to the salary schedule for next year
- Enrollment is holding steady

Employee of the Month

- Employees nominate a winner each month for the Elementary and Junior High.
 - Lupe Rocha
 - Malamene Wong

B. Calendar Change

S. Mejeur made a motion to approve the schedule change for the three teacher planning and professional development days.

M. Ward seconded the motion.

1. Proposed virtual days - one Friday at the end of each quarter.

This would allow teachers to improve and target instructional needs for students.

Discussion: Hard to have days off for the students, as they are just getting back into the routine of attending school. It is also hard to make a change in the middle of the year. But having PD days for teachers is important and necessary. Will make sure to put on the calendar at the beginning of the year.

2. Propose a "C" day for students at the Junior High to attend only if they need extra support on Fridays. This will help with gaps in student learning. However, all students would be welcome and there would be enrichment activities.

Discussion: Concern with knowing if students had to attend or not. How will it be maintained and tracked? It could be very motivational for students to keep up on their work. It could also be a problem/stigma for students who are always coming on Fridays. Schools that have started the schedule, do have good feedback. Based on passing rates, there does need to be a change. The timing could be bad too, as we are just now getting students into the routine in coming to school.

Will come back with a more in-depth plan to discuss further.

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

C. Survey Reviews

There are things we will be adjusting based on the feedback received. This is a great way to give parents and staff a voice.

D. Training on Junior High Signature Programs

Presentation from Shevon.

- AVID
- LIA

E. Translation Services for Policy Manual

Would like to have Spanish translations for all our policy manuals, as most of those are in English.

The current quotes are quite expensive. Another option is we could also pay some staff members to work on it. Weber State may have a more cost effective measure. Will follow up on this later.

V. Policies

A. Policies

M. Ward made a motion to approve the changes to the three discussed policies.

S. Mejeur seconded the motion.

Updates were made for the following policies:

- Pest Control
- Political Signs on School Property
- Child Abuse and Neglect Reporting

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

B. Special Education Funding Information Resource

Resource to look through.

VI. Committees

A. Board Committees

Assignments were made for the committees.

Board would like the Admin to make the goals this year. How best can they support us with these goals? They can use their expertise on different projects throughout the year.

VII. Other Business

A. Other Discussion Items

- Annual Trainings update.
- Moving forward - how to make all the JH teachers use canvas the same way

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 6:30 PM.

Respectfully Submitted,
S. Zwygart

Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for OPA Board of Directors Electronic Meeting on December 9, 2021

APPROVED



OGDEN PREPARATORY
ACADEMY

Ogden Preparatory Academy

Minutes

OPA Board of Directors Electronic Meeting

Date and Time

Thursday December 9, 2021 at 4:30 PM

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.

Directors Present

J. Howell (remote), M. Ward (remote), S. Mejeur (remote), S. Zwygart (remote)

Directors Absent

M. Swenson, T. D'Hulst, W. Davis

Ex Officio Members Present

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

Non Voting Members Present

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

Guests Present

Alfredo Perez, E. Callison, S. Wright, T. Young

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

S. Zwygart called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Dec 9, 2021 at 4:33 PM.

C. Opportunity for Public Comment

No public present for comment.

II. Finance

A. Pavilion

J. Howell made a motion to approve the new bid for \$26,210.00 on the pavillion.

S. Mejeur seconded the motion.

We previously approved this. However, the bid has now expired. The new bid has gone up so we need to approve the new price.

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

B. Bleachers

S. Mejeur made a motion to to approve the Norcon bid for bleachers up to \$55,649.00.

M. Ward seconded the motion.

The school has wanted bleachers for quite some time. There are three bid from three companies, each with different brands of bleachers. There was a discussion about the different bids received. The recommendation is for Norcom and the reasons why. The price is already in our budget.

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

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:44 PM.

Respectfully Submitted,
S. Zwygart

Coversheet

Consent Calendar

Section: I. Opening Items
Item: E. Consent Calendar
Purpose: Vote
Submitted by:
Related Material: FY22 Procurement - Snow Removal Services.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

Snow Removal

Vendor #1	Total Cost/time frame	Date Received
Black's Lawn and Junk LLC	\$185/hour	12-14-2021
Contact Name	Contact Number/Email	Website/other
Cody Black	801-425-2159	
Specific Characteristics of Proposal		
Snow removal plus salt for parking and sidewalk		
Vendor #2	Total Cost	Date Received
Groundsman	\$350/push parking; \$250-300/clearing sidewalks	12-14-2021
Contact Name	Contact Number/Email	Website/other
Justin		
Specific Characteristics of Proposal		
Justin was unable to get the manpower for the sidewalk clearing. He was trying to contract with another party for that, and it was estimated at a higher cost.		
Vendor #3	Total Cost	Date Received
Shamrock	\$485/push	12/6/2021
Contact Name	Contact Number/Email	Website/other
	801-920-1568	shamrockpestandlawn.com
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
Debbie Deem	12/14/2021
Considerations for Decision	
<ul style="list-style-type: none"> ● Cost: we estimate that 1 push should not take more than 3 hours. ● Contact: we were unable to successfully reach Shamrock after receiving the quote. Cody Black responded via text, and we were able to confirm. Justin was having difficulty getting a crew together, but he was trying as a favor. ● Many additional companies were contacted, and were unable to add us to their services this year. 	
Vendor Selected	Date of Approval
Cody Black	12/14/2021

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

ESTIMATE

Black's Lawn And Junk L.L.C

556 16th Street
 Ogden, UT 84404
 (801) 425-2159



To:
 Ogden Preparatory Academy (Debbie Deem)
 1415 Lincoln Avenue
 Ogden, UT 84404

Estimate #	3008
Estimate Date	12/14/2021
Total Amount	\$185.00

Item	Quantity	Price	Tax1	Tax2	Line Total
Snow Removal Plus Salt. (Truck plow, salter)	1.0	\$135.00			\$135.00
Snow Removal Plus Salt. (Side walks))	1.0	\$40.00			\$40.00
Salt two types. Parking lot salt and side walk safe salt. 10.00 per 50pounds	1.0	\$10.00			\$10.00

Subtotal:	\$185.00
Tax:	\$0.00
Past Due Amount:	\$0.00
Total Amount:	\$185.00

Notes

Snow Removal would be at a rate of \$135.00 per hour per truck, and \$40.00 per man hour on any snowblowers/hand removal and salt application. If snow accumulation becomes to much we may have to remove snow from the site, or require use of a dozer, this will be at additional cost, salt will be additional also \$10.00 per 50 pound. Any additional work will require a change order and can be taken care of via phone call or msg (if it's an emergency)



Office Number 1-800-88-SHAMROCK
 Cell Number 1-801-920-1568
 Email office@shamrockpestandlawn.com
 Web Site shamrockpestandlawn.com
 Mailing Address: P.O. Box 296
 Hooper, UT 84315

Date... 12/6/2021

Lic# 4000-873

Name.. Lupe Rocha
 Address.. 1415 Lincoln Ave
 Ogden UT 84404
 Email.. lrocha@ogdenprep.org
 Phone..

Turf Measurement...
 Building Measurement..

Sq. Ft. # Of Lawn Treatment Steps Left This Season
 Ln. Ft. # Of Home Bug Barrier Steps Left This Season

Included In The Complete Landscape Maintenance Program Package... March - October

	Steps Left This Season	Each App.	Total	Included In Est.
Spring, Summer and Fall Shrub Trim and Bed Maintenance	3		0.00	0.00
Weekly Common Area Bed Weeding / Pavement Crack Herbicide	30		0.00	0.00
Spring & Fall Sprinkler Start Up and Shut Down / Blow Out	2		0.00	0.00
Tree Mid Season Sprinkler Wet Tests	3		0.00	0.00
Weekly Mowing Services	30		0.00	0.00
Step Fertilization & Herbicide Control Program + Preventive Lawn Insecticide	4		0.00	0.00
Any Sprinkler Work Or Adjustment That Does Not Require Digging		Included	Included	Included

Out Of Scope Sprinkler Work

Any Sprinkler Work That Requires Digging Is \$50.00 Per Man Hour + Parts.
 Estimate Will Be Presented And Approved Before Any Work Is Started

Snow And Ice Removal Services

Snow Removal 2"+ Trigger Per Push Price with Magnesium Chloride Ice Melt
 Ice Management Only Services 2"- Per Service Price with Magnesium Chloride Ice Melt

475.00
 300.00

Program Package Season Total Out Of Scope Sprinkler Work & Snow Removal Are Paid As Service Is Completed

\$0.00

Out Of Scope Sprinkler Work & Snow Removal Are Paid As Services Are Completed

Complete Season Maintenance Program Total

\$0.00

Optional 8 Month Payment Plan. March - October \$0.00 Per Month

Please note that these items may be set up to "Pay As You Go" or combined and divided up into equal monthly installments for ease of budgeting
 By agreeing to the estimate you agree to our terms of agreement

Coversheet

Financial Review

Section: II. Finance
Item: A. Financial Review
Purpose: FYI
Submitted by:
Related Material: Budget Summary_December 2021.pdf
Budget Detail_December 2021.pdf



Ogden Preparatory Academy

Financial Summary

As of 10/31/2021



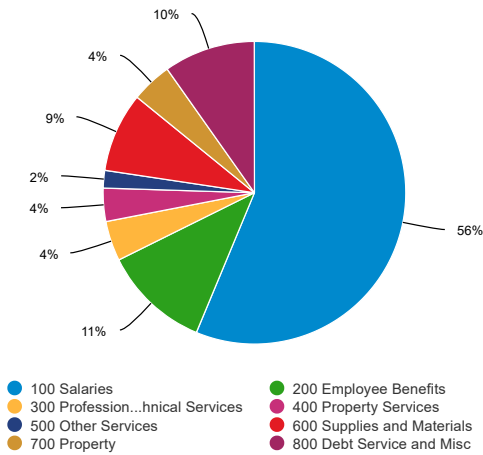
Financial Summary

Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
Revenue (3 School categories)					
1000 Local Revenue	\$54,632	\$126,316	\$119,332	50.0%	45.8%
3000 State Revenue	\$4,582,445	\$8,947,308	\$8,961,241	50.0%	51.1%
4000 Federal Revenue	\$267,864	\$1,192,426	\$1,787,951	50.0%	15.0%
TOT	\$4,904,941	\$10,266,050	\$10,868,524		
Expense (8 School categories)					
100 Salaries	-\$3,032,910	-\$5,769,482	-\$5,944,688	50.0%	51.0%
200 Employee Benefits	-\$596,262	-\$1,187,145	-\$1,205,145	50.0%	49.5%
300 Professional and Technical Services	-\$167,588	-\$410,117	-\$451,692	50.0%	37.1%
400 Property Services	-\$218,611	-\$301,800	-\$374,800	50.0%	58.3%
500 Other Services	-\$58,871	-\$232,878	-\$197,369	50.0%	29.8%
600 Supplies and Materials	-\$441,323	-\$826,245	-\$898,245	50.0%	49.1%
700 Property	-\$199,661	-\$195,000	-\$459,560	50.0%	43.4%
800 Debt Service and Misc	-\$487,577	-\$1,027,842	-\$1,032,842	50.0%	47.2%
TOT	-\$5,202,803	-\$9,950,509	-\$10,564,341		
TOT	-\$297,862	\$315,541	\$304,183		

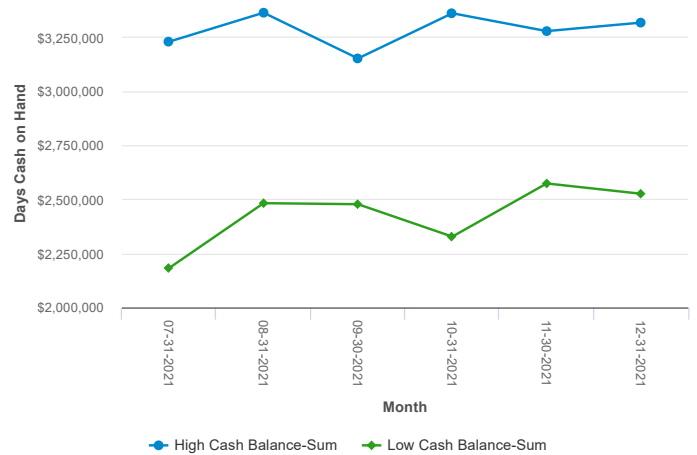
Financial Metrics

Financial Metric	Covenant	Target	Forecast
Net Income		326,056	304,184
Operating Margin		3.0	2.8
Debt Service Ratio	1.10	1.25	1.31
Unrestricted Days Cash	30	100	97
% Building		20%	9
Ending Cash Balance			3,230,610

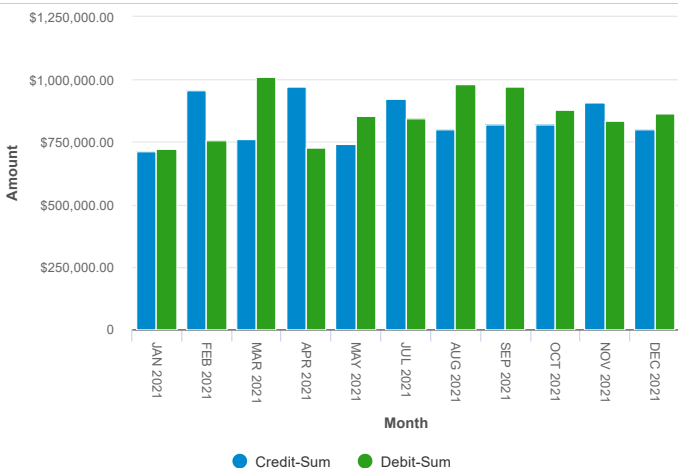
Expense Distribution



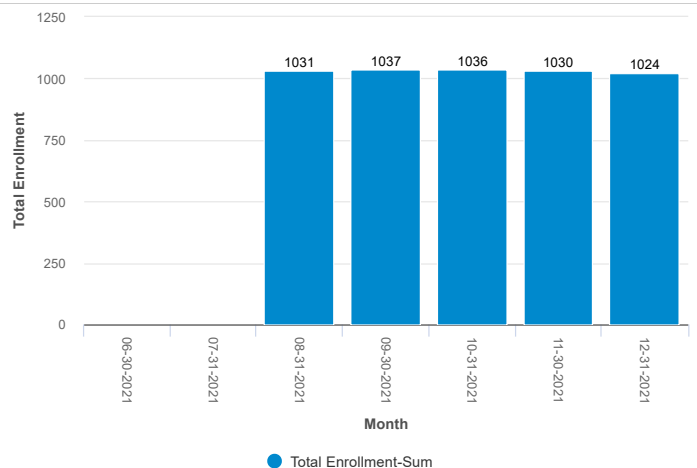
Cash Balance



Revenue vs Expenses



Enrollment Trend



Finance Manager : School Budget | Current Yr Budget

Current Yr Budget

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
Ogden Preparatory - Revenue - 1000 Local Revenue - 45.8% (12 School budgets)							
1510 Interest on Investments	\$21,633	\$6,940	\$25,000	\$0	\$25,000	50.0%	27.8%
1600 Lunch Program (Students & Adults)	\$5,664	\$3,599	\$0	\$0	\$0	50.0%	
1710 Student Sales	\$11,645	\$7,671	\$15,000	\$0	\$15,000	50.0%	51.1%
1710 OPAPO	\$16,023		\$0	\$0	\$0	50.0%	
1710 Art Expo			\$1,500	\$0	\$1,500	50.0%	
1740 Student Fees	\$21,369	\$13,443	\$14,816	\$0	\$14,816	50.0%	90.7%
1741 Trips		\$11,992	\$40,000	-\$10,000	\$30,000	50.0%	40.0%
1790 Sports	-\$35		\$3,000	\$0	\$3,000	50.0%	
1910 Rental of Facility	\$360	\$225	\$0	\$0	\$0	50.0%	
1920 Contributions & Donations	\$5,270	\$9,477	\$2,000	\$3,016	\$5,016	50.0%	188.9%
1920 Fundraising			\$25,000	\$0	\$25,000	50.0%	
1990 Miscellaneous	\$2,222	\$1,285	\$0	\$0	\$0	50.0%	
TOT	\$84,150	\$54,632	\$126,316	-\$6,984	\$119,332		
Ogden Preparatory - Revenue - 3000 State Revenue - 51.1% (33 School budgets)							
0.3005 Regular School Prgm K	\$184,825	\$101,643	\$195,464	\$6,210	\$201,674	50.0%	50.4%
0.301 Regular School Prgm 1-12	\$3,197,699	\$1,681,496	\$3,381,771	-\$72,244	\$3,309,527	50.0%	50.8%
0.302 Professional Staff	\$257,503	\$135,763	\$273,195	-\$5,840	\$267,355	50.0%	50.8%
0.32 Charter School Base Amount	\$15,000	\$51,253	\$100,399	\$2,106	\$102,505	50.0%	50.0%
31.1205 Special Education -- Add-On	\$559,466	\$296,303	\$592,605	\$0	\$592,605	50.0%	50.0%
31.121 Special Education -- Self-Contained	\$50,304	\$25,531	\$51,062	\$0	\$51,062	50.0%	50.0%
31.122 Special Education -- Extended Year	\$4,234	\$2,243	\$4,466	\$0	\$4,466	50.0%	50.2%
31.1225 Special Education - Impact Aid	\$10,242	\$5,649	\$11,230	\$0	\$11,230	50.0%	50.3%
31.1278 Special Education- Extended Year Stipend	\$5,290	\$2,645	\$0	\$2,645	\$2,645	50.0%	100.0%
31.5201 Class Size Reduction K-8	\$302,060	\$160,797	\$323,748	-\$7,902	\$315,846	50.0%	50.9%
31.5344 Enhancement for At-risk students	\$94,001	\$84,655	\$169,310	\$0	\$169,310	50.0%	50.0%
31.5695 Early Intervention General	\$30,000		\$90,000	-\$90,000	\$0	50.0%	
32.5658 COVID 19 Stipend	\$172,008		\$0	\$0	\$0	50.0%	
32.5665 Grow Your Own Teacher & Counselor		\$47,040	\$0	\$30,000	\$30,000	50.0%	156.8%
33.5331 Gifted and Talented	\$7,599		\$7,169	\$0	\$7,169	50.0%	
33.5641 Early Intervention	\$90,000	\$61,326	\$30,000	\$92,652	\$122,652	50.0%	50.0%
33.5805 Early Literacy (K-3)	\$57,567	\$37,540	\$62,245	\$1,175	\$63,420	50.0%	59.2%
34.5662 Outdoor Recreation Grant			\$0	\$10,000	\$10,000	50.0%	
34.5807 TSSP (Teacher Salary Supplement Prgm)	\$8,354		\$0	\$0	\$0	50.0%	

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
34.5868 Teacher Supplies & Materials	\$9,567	\$9,958	\$9,382	\$576	\$9,958	50.0%	100.0%
34.5876 Charter School Local Replacement	\$2,661,918	\$1,422,655	\$2,809,040	-\$8,103	\$2,800,937	50.0%	50.8%
34.5876 Educator Salary Adjustment	\$313,169	\$164,840	\$313,169	\$16,512	\$329,681	50.0%	50.0%
34.5911 ELL Software	\$13,500		\$0	\$21,920	\$21,920	50.0%	
35.542 School Land Trust	\$133,964	\$138,078	\$136,897	\$1,181	\$138,078	50.0%	100.0%
35.5655 Digital Teaching & Learning	\$61,465		\$64,851	\$0	\$64,851	50.0%	
35.5666 Professional Learning		\$3,682	\$0	\$7,075	\$7,075	50.0%	52.0%
35.5678 TSSA	\$160,585	\$95,143	\$188,095	\$3,634	\$191,729	50.0%	49.6%
35.5679 Student Health & Counseling	\$16,774	\$10,750	\$57,137	\$0	\$57,137	50.0%	18.8%
35.581 Library Books & Electronic Res	\$1,095	\$545	\$1,073	\$3	\$1,076	50.0%	50.6%
38.5644 STEM Endorsement Center	\$11,146		\$0	\$0	\$0	50.0%	
38.5672 Substance Abuse		\$2,333	\$0	\$2,333	\$2,333	50.0%	100.0%
38.5674 Suicide Prevention	\$1,066	\$1,000	\$0	\$0	\$0	50.0%	
38.807 Liquor Tax (Lunch Program)	\$84,746	\$39,576	\$75,000	\$0	\$75,000	50.0%	52.8%
TOT	\$8,515,146	\$4,582,445	\$8,947,308	\$13,933	\$8,961,241		
Ogden Preparatory - Revenue - 4000 Federal Revenue - 15.0% (22 School budgets)							
42.721 ESSER CARES	\$124,503	\$1,600	\$0	\$0	\$0	50.0%	
42.7215 ESSER II			\$330,000	\$318,979	\$648,979	50.0%	
42.722 GEER Funding	\$34,564		\$0	\$0	\$0	50.0%	
42.7225 ESSER III ARPA			\$0	\$225,000	\$225,000	50.0%	
42.723 GEERS II			\$0	\$20,204	\$20,204	50.0%	
45.728 PPE	\$8,255		\$0	\$0	\$0	50.0%	
45.728 Corona Relief Funds	\$25,959		\$0	\$0	\$0	50.0%	
45.8079 After School Program		\$916		\$472	\$472	50.0%	194.1%
45.8081 Emergency Operating Funds		\$3,972	\$0	\$3,972	\$3,972	50.0%	100.0%
47.729 CARES Wifi	\$87,103		\$0	\$0	\$0	50.0%	
47.729 Weber CARES	\$62,000		\$0	\$0	\$0	50.0%	
48.7801 Title I - Remedial Services	\$238,405		\$221,696	\$0	\$221,696	50.0%	
48.786 Title II	\$49,987	\$9,389	\$36,535	\$0	\$36,535	50.0%	25.7%
48.788 Title III A - English Lang Acq	\$21,809		\$18,962	\$338	\$19,300	50.0%	
48.7905 Supporting Effective Instruction	\$9,063		\$0	\$0	\$0	50.0%	
4522 IDEA Preschool	\$2,995		\$2,706	\$0	\$2,706	50.0%	
4524 IDEA	\$159,570		\$151,827	\$0	\$151,827	50.0%	
4526 MTSS Grant	\$6,000	\$6,000	\$6,000	\$0	\$6,000	50.0%	100.0%
4560 Kitchen Equipment Grant	\$43,418		\$0	\$26,560	\$26,560	50.0%	
4560 National School Lunch Program	\$37,480	\$17,227	\$49,700	\$0	\$49,700	50.0%	34.7%
4560 NSLP - Free & Reduced	\$280,304	\$183,796	\$300,000	\$0	\$300,000	50.0%	61.3%
4560 NSLP - Breakfast	\$82,980	\$44,965	\$75,000	\$0	\$75,000	50.0%	60.0%
TOT	\$1,274,394	\$267,864	\$1,192,426	\$595,525	\$1,787,951		

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
Ogden Preparatory - Expense - 100 Salaries - 51.0% (19 School budgets)							
121 Principals and Assistants	-\$460,370	-\$293,217	-\$516,355	-\$71,450	-\$587,805	50.0%	49.9%
131 Teachers	-\$2,754,137	-\$1,548,709	-\$3,088,985	\$21,246	-\$3,067,739	50.0%	50.5%
132 PTO Cash out	\$2,762	-\$19,382	-\$15,000	-\$4,382	-\$19,382	50.0%	100.0%
132 Substitute Teachers	-\$39,751	-\$29,105	-\$45,000	-\$12,524	-\$57,524	50.0%	50.6%
133 Special Education Director & Teachers	-\$294,938	-\$190,490	-\$389,590	-\$1,524	-\$391,114	50.0%	48.7%
134 Stipends (Sports, other)	-\$119,672	-\$68,956	-\$65,000	-\$10,000	-\$75,000	50.0%	91.9%
134 End of Year Bonus / Returning Bonus	-\$202,409	-\$26,520	-\$45,000	\$0	-\$45,000	50.0%	58.9%
134 Christmas Bonus	-\$53,979	-\$56,662	-\$53,979	-\$2,683	-\$56,662	50.0%	100.0%
142 Counselor	-\$101,917	-\$56,667	-\$114,000	\$0	-\$114,000	50.0%	49.7%
145 Librarian	-\$118,245	-\$66,972	-\$135,505	\$0	-\$135,505	50.0%	49.4%
152 Secretarial & Clerical	-\$175,099	-\$107,140	-\$230,500	\$0	-\$230,500	50.0%	46.5%
161 General Ed TA	-\$47,736	-\$71,674	-\$28,214	-\$170,344	-\$198,558	50.0%	36.1%
161.1 ESSER II Aides			-\$61,950	\$61,950		50.0%	
162 Special Education TA	-\$356,780	-\$195,294	-\$403,956	\$14,538	-\$389,418	50.0%	50.2%
163 Title I TA	-\$120,043	-\$61,577	-\$152,611	-\$801	-\$153,412	50.0%	40.1%
164 Early Literacy (K-3) TA	-\$64,403	-\$36,492	-\$71,552	\$0	-\$71,552	50.0%	51.0%
165 Land Trust TA	-\$66,118	-\$46,710	-\$51,109	\$3,011	-\$48,098	50.0%	97.1%
166 Early Intervention TA	-\$6,695	-\$4,906	-\$15,488	\$0	-\$15,488	50.0%	31.7%
191 Food Service	-\$229,331	-\$152,436	-\$285,688	-\$2,243	-\$287,931	50.0%	52.9%
TOT	-\$5,208,861	-\$3,032,910	-\$5,769,482	-\$175,206	-\$5,944,688		
Ogden Preparatory - Expense - 200 Employee Benefits - 49.5% (7 School budgets)							
210 Retirement	-\$130,360	-\$68,970	-\$160,000	\$0	-\$160,000	50.0%	43.1%
220 Social Security	-\$343,926	-\$213,338	-\$441,365	\$0	-\$441,365	50.0%	48.3%
241 Group Insurance	-\$350,819	-\$229,641	-\$419,566	\$0	-\$419,566	50.0%	54.7%
241 Health Stipend	-\$23,178		\$0	\$0	\$0	50.0%	
242 Waiver Benefit	-\$109,600	-\$67,250	-\$112,500	-\$18,000	-\$130,500	50.0%	51.5%
270 Worker's Compensation Fund	-\$30,748	-\$14,908	-\$38,714	\$0	-\$38,714	50.0%	38.5%
280 Unemployment Insurance	-\$7,224	-\$2,154	-\$15,000	\$0	-\$15,000	50.0%	14.4%
TOT	-\$995,855	-\$596,262	-\$1,187,145	-\$18,000	-\$1,205,145		
Ogden Preparatory - Expense - 300 Professional and Technical Services - 37.1% (9 School budgets)							
320 Mental Health (Weber Health Services)	-\$16,774	-\$2,619	-\$57,137	\$0	-\$57,137	50.0%	4.6%
321 Crossing Guard Services (Ogden Police Dept)			\$0	\$0	\$0	50.0%	
323 Speech Therapy	-\$124,957	-\$53,335	-\$124,680	-\$3,324	-\$128,004	50.0%	41.7%
323 Psychology / Behavior	-\$10,292	-\$3,802	-\$12,000	\$0	-\$12,000	50.0%	31.7%
330 Employee Training & Development	-\$21,207	-\$26,299	-\$45,000	-\$25,000	-\$70,000	50.0%	37.6%
340 Legal	-\$490		-\$15,000	\$0	-\$15,000	50.0%	
350 Business Manager Services	-\$77,000	-\$42,000	-\$84,000	\$0	-\$84,000	50.0%	50.0%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
352 Audit Services	-\$20,100	-\$6,000	-\$22,300	\$0	-\$22,300	50.0%	26.9%
355 IT Services (ETS Monthly)	-\$37,662	-\$33,534	-\$50,000	-\$13,251	-\$63,251	50.0%	53.0%
TOT	-\$308,483	-\$167,588	-\$410,117	-\$41,575	-\$451,692		
Ogden Preparatory - Expense - 400 Property Services - 58.3% (5 School budgets)							
410 Garbage / Sewer / Water	-\$48,276	-\$25,575	-\$60,000	\$0	-\$60,000	50.0%	42.6%
430 Repairs / Maintenance / Monitoring	-\$100,621	-\$140,569	-\$135,000	-\$73,000	-\$208,000	50.0%	67.6%
433 Cleaning & Custodial Services	-\$65,307	-\$35,622	-\$72,000	\$0	-\$72,000	50.0%	49.5%
435 Lawn Care & Snow Removal	-\$21,310	-\$14,663	-\$30,000	\$0	-\$30,000	50.0%	48.9%
443 Lease of Copy Machines	-\$9,909	-\$2,181	-\$4,800	\$0	-\$4,800	50.0%	45.4%
TOT	-\$245,423	-\$218,611	-\$301,800	-\$73,000	-\$374,800		
Ogden Preparatory - Expense - 500 Other Services - 29.8% (10 School budgets)							
520 Property & Liability Insurances	-\$33,637	-\$22,670	-\$37,000	\$0	-\$37,000	50.0%	61.3%
530 Communication (Phone & Internet)	-\$5,389	-\$3,089	-\$6,178	\$0	-\$6,178	50.0%	50.0%
540 Marketing	-\$8,830	-\$5,084	-\$10,000	\$0	-\$10,000	50.0%	50.8%
542 Board Expenses	-\$6,837	-\$312	-\$8,000	\$0	-\$8,000	50.0%	3.9%
580 Travel / Per Diem		-\$377	-\$25,000	\$0	-\$25,000	50.0%	1.5%
590 Field Trips (Bussing & Entrance Fees)	-\$614	-\$1,168	-\$40,000	-\$518	-\$40,518	50.0%	2.9%
590 Student Activities - Aguilas Bussing			-\$1,200	\$0	-\$1,200	50.0%	
591 Sports (Bussing, Fees, Tri, Weight Training)	-\$1,633	-\$10,416	-\$20,000	\$0	-\$20,000	50.0%	52.1%
592 Trips		-\$13,906	-\$81,000	\$36,518	-\$44,482	50.0%	31.3%
593 Clubs	-\$1,494	-\$1,848	-\$4,500	-\$491	-\$4,991	50.0%	37.0%
TOT	-\$58,435	-\$58,871	-\$232,878	\$35,509	-\$197,369		
Ogden Preparatory - Expense - 600 Supplies and Materials - 49.1% (19 School budgets)							
611 SpEd Supplies	-\$10,557	-\$3,108	-\$7,000	\$0	-\$7,000	50.0%	44.4%
611 Classroom/ Legislative Supplies	-\$33,014	-\$18,254	-\$43,000	\$0	-\$43,000	50.0%	42.5%
611 Garden Grant	-\$51		-\$755	\$0	-\$755	50.0%	
612 Office Supplies	-\$45,034	-\$16,841	-\$45,000	\$0	-\$45,000	50.0%	37.4%
613 OPA Apparel / Concessions	-\$7,581	-\$13,306	-\$10,000	-\$10,000	-\$20,000	50.0%	66.5%
614 Safety & Wellness	-\$4,106	-\$180	\$0	\$0	\$0	50.0%	
614 Staff Meals / Appreciation / Prof Dev	-\$16,970	-\$9,776	-\$30,000	-\$20,000	-\$50,000	50.0%	19.6%
615 Counseling / Cultural Supplies			\$0	\$0	\$0	50.0%	
616 Aguilas & 7 Habits	-\$398	-\$607	-\$3,000	\$0	-\$3,000	50.0%	20.2%
617 OPAPO	-\$18		\$0	\$0	\$0	50.0%	
618 Art Expo			-\$2,700	\$0	-\$2,700	50.0%	
619 Yearbooks	-\$4,455		-\$6,790	\$0	-\$6,790	50.0%	
621 Natural Gas	-\$18,195	-\$4,765	-\$20,000	\$0	-\$20,000	50.0%	23.8%
622 Electricity	-\$57,079	-\$36,084	-\$80,000	\$0	-\$80,000	50.0%	45.1%
630 Lunch Program Food & Supplies	-\$321,514	-\$232,626	-\$440,000	\$0	-\$440,000	50.0%	52.9%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
641 Curriculum & Educational Software	-\$71,360	-\$90,091	-\$88,000	-\$42,000	-\$130,000	50.0%	69.3%
644 Library	-\$16,799	-\$6,378	-\$20,000	\$0	-\$20,000	50.0%	31.9%
650 Technology Related Supplies	-\$33,059	-\$268	\$0	\$0	\$0	50.0%	
680 Maintenance & Cleaning Supplies	-\$23,489	-\$9,040	-\$30,000	\$0	-\$30,000	50.0%	30.1%
TOT	-\$663,679	-\$441,323	-\$826,245	-\$72,000	-\$898,245		
Ogden Preparatory - Expense - 700 Property - 43.4% (4 School budgets)							
710 Land and Site Improvement		-\$19,517	\$0	-\$123,000	-\$123,000	50.0%	15.9%
733 Furniture and Fixtures	-\$16,017	-\$34,346	-\$20,000	-\$20,000	-\$40,000	50.0%	85.9%
734 Technology-Related Hardware & Software	-\$184,463	-\$145,798	-\$170,000	-\$95,000	-\$265,000	50.0%	55.0%
738 Kitchen Equipment	-\$48,014		-\$5,000	-\$26,560	-\$31,560	50.0%	
TOT	-\$248,494	-\$199,661	-\$195,000	-\$264,560	-\$459,560		
Ogden Preparatory - Expense - 800 Debt Service and Misc - 47.2% (5 School budgets)							
810 Dues and Fees	-\$40,553	-\$15,508	-\$25,000	-\$5,000	-\$30,000	50.0%	51.7%
812 Banking Fees	-\$2,046	-\$1,133	-\$3,000	\$0	-\$3,000	50.0%	37.8%
850 Bond - Restricted Assets	-\$942,135	-\$471,578	-\$978,842	\$0	-\$978,842	50.0%	48.2%
850 Contingency			-\$20,000	\$0	-\$20,000	50.0%	
890 Miscellaneous	-\$11,338	\$642	-\$1,000	\$0	-\$1,000	50.0%	-64.2%
TOT	-\$996,073	-\$487,577	-\$1,027,842	-\$5,000	-\$1,032,842		
TOT	\$1,148,386	-\$297,862	\$315,541	-\$11,358	\$304,183		

Coversheet

Professional Development

Section:	II. Finance
Item:	B. Professional Development
Purpose:	Vote
Submitted by:	
Related Material:	BrianMendlerRateCard (1).pdf



TEACHER LEARNING CENTER

"THAT ONE KID" TRAINING/COACHING

For in-person and virtual trainings

BRIAN MENDLER AND ASSOCIATES



PROFESSIONAL DEVELOPMENT

In-Person Training: \$7,000* all inclusive of expenses

Virtual Training: \$1,250 per hour

Small Group Coaching Sessions: \$900** per hour

Virtual Yearly Support Training Package: \$10,000 (save \$950)

Includes 4 hours of virtual PD training for entire building (hours can be divided up over several dates) and seven, one-hour virtual coaching/training sessions.

In-Person/Virtual Yearly Support Training Package: \$12,000 (save \$950)

Includes one in-person training and seven, one-hour virtual coaching/training sessions.

*\$7,500 for August training dates

**Coaching session discounts available:

1-4 sessions = \$900 per hr.

5-9 sessions = \$850 per hr.

10-14 sessions = \$700 per hr.

15+ sessions = \$600 per hr.

For more information please contact Jon Crabbe at jcrabbe@tlc-seminars.com or call 800-772-5227.



@brianmendler



BrianMendlerFanPage



youtube.com/c/brianmendler

Coversheet

Administrative Board Report

Section: III. Administrative Report
Item: A. Administrative Board Report
Purpose: FYI
Submitted by:
Related Material: Administrative Board Report 01.12.2022.pdf



OGDEN PREPARATORY ACADEMY

Monthly Administrative Board Report

Date: January 12, 2022

Events

1. Recent Events

- a. January 6: Final Boys Basketball game
- b. January 7: Virtual day
- c. January 7: FY23 re-enrollment is open

2. Upcoming Events

- a. January 12: Parent Canvas/Vaccination Clinic 5:30-6:30 pm
- b. January 18: 3rd quarter begins
- c. January 19: 2nd quarter report cards sent home

Academics

1. Extended Learning

a. Afterschool Opportunities

- i. Junior High: Dalton Zundel will facilitate this program. We have posted positions for staff to run it under his direction. The current plan is for it to run from 3:00pm-5:00pm M-Th and 12:30pm-5:00pm Friday. Daily activities will include the following
 1. Movement/Exercise
 2. Snack
 3. Organized tutoring, potentially aligned with AVID
 4. Helproom/homework room staffed with subject level experts
- ii. Elementary:
 1. Maintaining numbers
 2. \$250 raised for Animal Shelter

2. Assessment Data

- a. The administrative team will be reviewing the CTTs data dives and other assessment data this month. We will discuss further in February.

3. Mid-year Assessments

- a. The assessments have begun for both math and reading

4. Friday Learning Options

- a. Virtual Fridays - Students will complete an assignment via Canvas. For the junior high, that assignment will be submitted via Homeroom and will encompass all classes. If assignment is completed, they will be marked present for the day. Teachers will use this time for data dives, curriculum planning and professional development. Proposed dates: Jan 7, March 11 and May 13
- b. Intervention “C Day” Fridays
 - i. In person attendance is mandatory only for students with D and F grades in any of their classes. We can alternate A/B days and teachers can work with students in a smaller class setting.
 - ii. The state has an attendance waiver in place for the remainder of the year which would allow us to put this into effect.
 - iii. Those who aren’t required to attend may still do so for enrichment/enhancement

5. Accreditation

- a. OPA is in an Accreditation Review year, which means we are preparing documentation of our ability to provide all aspects of a high quality education for a national review board.
- b. The Accreditation visit will take place in February.

Signature Programs

- 1. AVID (Advancement Via Individual Determination)
 - a. Our AVID liaison recently met with Mr. Sanchez to review progress within the AVID Excel class. She was impressed that we are implementing academic language strategies, such as word banks and language scripts, schoolwide.
- 2. LIA (Latinos in Action)
 - a. LIA students began tutoring in the elementary on Monday, October 11th.
 - b. We have a series of visits scheduled with our regional LIA manager who will provide us feedback
- 3. Leader in Me
 - a. Schoolwide Goals
 - i. Reading - 80% of students will read 20 minutes, 5 days per week
 - ii. Math - 80% of students will complete the weekly grade level-recommended time on a school math program (i-Ready, Zearn, etc.)
 - b. LIM lessons taught weekly in every classroom
- 4. OPA Athletics
 - a. We just finished the boys basketball season and will be moving into girls basketball. Athletes are being held to rigorous academic, attendance, and behavioral standards.

Finance and Compliance

1. Submissions

- a. Title 1A and the DMI (economically disadvantaged, \$221,000) have been submitted. We have some policies to update as a result of some new requirements. We use this funding for the salaries of Math and ELA interventionists/Teaching Assistants.
- b. Title III (EL, \$20,000) has been submitted. We had 15 students test proficient on the English assessment (WIDA Access 2.0) last year. We have 295 students receiving direct language services. We use this funding to supplement the salaries of those directly involved in EL instruction and compliance.
- c. Title II Part A (Teacher Development, \$35,000) has been submitted. We use this funding to supplement the salaries of our coaching staff.
- d. Fee Certificate of Compliance is complete. Attached Statistical Analysis and Risk Assessment. Risk assessment score = 0.
- e. UPEFS Indirect Cost tool certified and submitted.
- f. Self Reporting Indicators for the School Report card. We are allowed to submit
 2.
 - i. Part of the mission of Ogden Preparatory Academy is to provide a challenging curriculum which nurtures Academic Excellence. OPA achieves this mission, in part, by providing rigorous courses for students including an honors program, advanced placement courses, and advanced Spanish. For the 2021-2022 school year, 43% of OPA Junior High students are enrolled in at least one advanced course.
 - ii. The mission of Ogden Preparatory Academy includes opportunities for students to develop their characters and grow as individuals. OPA has 3 signature programs that address these mission foci. The Leader in Me program which incorporates the 7-Habits of Highly Effective People to help students develop leadership skills. The AVID program provides curricular supports for students and teachers to help students develop academic and lifelong learning skills. The Responsibility Centered Discipline program supports students in learning to take responsibility for their learning and their actions. Additional information regarding these programs and others that support OPA's mission can be found on the school website, www.ogdenprep.org.
 - g. December Data Submission finalized. 126 students with IEPs.
 - h. Workers Compensation Application submitted.
 - i. Digital Teaching and Learning Grant renewed.
 - j. Teachers and Students Success Act (TSSA) funding was approved.

2. Finance

- a. PTIF 11/1-11/30:
 - i. Ending Balance: \$2,671,513.03
 - ii. Interest earned October: \$751.43
 - iii. Interest earned November: \$763.13
 - iv. Transfers: none

Operations

1. COVID and Quarantines
 - a. Continue to follow the WMHD and UDOH guidelines.
 - i. We have testing kits and N95 masks available for students and staff.
 - ii. We are implementing the updated guidelines, which reduces isolation and quarantine times based on symptoms and testing.
2. Human Resources
 - a. Unfortunately, we lost our Kitchen Director, Sherlene Hillan. Miriam Rodriguez and Yessica Espinoza were being trained to eventually take over Sherlene's role. They have stepped up with great trepidation and superior support from Rebecca Kiernan and USBE.
 - b. Angeles Crespo Fisher, Elementary Spanish teacher, resigned. The Spanish teachers have reorganized their schedules to absorb the classes.
 - c. Angela McPhee has returned as a long term sub for 2nd grade. After the substitute position ends, she will work with Elementary interventions, Title III, Digital Teaching and Learning, Assessment, coaching and certification.
 - d. Josh Kirk was hired to teach the 7th grade ELA classes. Josh is working towards a teaching degree in History and has been a teaching assistant at OPA for a couple years.
 - e. Anthony Mendoza, a former OPA student, has been hired as the Technical Coordinator.
 - f. Amie Melton has been hired as a Special Education Coordinator. She was previously teaching 5th grade.
 - g. Emma Draper, one of our 5th grade teaching assistants, has been hired to teach 5th grade. Emma is currently in the Elementary Education program at WSU.
 - h. Russell Caw has been hired to assist with maintenance in lieu of hiring a handyman contractor.
 - i. Several Teaching assistants have been hired.
 - i. Erin Zepeda
 - ii. Brandon Charlton
 - iii. Jordan Oaks
 - iv. Makayla Satterlee
 - v. Joslyn Peters
3. Facilities Update
 - a. CO detector installation complete.
 - b. Pavilion - Met with contractors, and work will commence depending on the weather. The cement contractor will add a cement retaining wall due to the grade of the garden area.
 - c. USBE conducted a food service review on October 12. The nutrient analysis completed by the State agency through NutriKids Software, for the menu review week of September 27 – October 1, 2021, indicated full compliance of calories, % total calories from saturated fat, and sodium targets.

d. Free lunch and breakfast continues through the end of the school year.

4. Enrollment

a. FY22 Current numbers and Enrollment Plan (as of 01/06/2022)

Grade	K	1	2	3	4	5	6	7	8	9	All
October 1	104	96	100	109	96	100	110	105	112	105	1037
January 6	102	94	100	107	97	98	106	103	112	105	1024
FY21 Jan 12	97	92	103	100	93	106	99	111	104	111	1016
Goal enrollment	100	100	100	100	100	105	105	110	110	110	1040
Lottery Pull target	105	110	110	110	110	115	115	120	120	120	1135

b. Annual Withdrawals

- i. 2017: 76
- ii. 2018: 70
- iii. 2019: 58
- iv. 2020: 77
- v. 2021: 94
- vi. 2022 to date: 52

c. FY22 Lottery as of 01/06/2022

OGDEN PREPARATORY ACADEMY						
Grade	I	A	GWL	SWL	TWL	FWL
K	29	104	23	6	0	0
1	0	38	0	0	0	0
2	1	41	1	0	0	0
3	6	28	6	0	0	0
4	3	27	3	0	0	0
5	1	26	1	0	0	0
6	3	22	3	0	0	0
7	7	46	7	0	0	0
8	3	30	3	0	0	0
9	0	20	0	0	0	0
Totals:	53	382	47	6	0	0

5. FY22 Student Retention:

FY21 Grade	FY22 Grade	# Students Re-Enrolled FY21	FY20 Ending Enrollment	% Re-Enrolled
0	1	72	92	78.26%
1	2	85	93	91.40%
2	3	94	101	93.07%
3	4	82	98	83.67%
4	5	86	92	93.48%
5	6	97	104	93.27%
6	7	81	95	85.26%
7	8	94	108	87.04%
8	9	96	100	96.00%
		787	883	89.13%

FY21: 91.21%
 FY20: 86.8%
 FY19: 87.74%

Coversheet

Archive Dress Code Policy

Section:	IV. Policies
Item:	A. Archive Dress Code Policy
Purpose:	Vote
Submitted by:	
Related Material:	7.03.POL_Dress_Code_Policy.pdf



Official Policy of Ogden Preparatory Academy

7. Students

7.03.POL Dress Code Policy

Effective/Revision Date: 4/26/2018

Page 1 of 2

All students are expected to take pride in their appearance and to dress and groom in a manner that will not disrupt the instructional climate at Ogden Preparatory Academy (OPA). This means clothing must be modest, and it must promote a safe environment. It is the responsibility of parents and students to ensure compliance with the dress code.

1. Shirts

- a. Solid white, light blue or navy blue with or without the school logo.
- b. Ninth graders may wear a separate designated color.
- c. They must have a collar and be long enough to remain tucked in.
- d. They can be long or short sleeved.
- e. Shirts worn under the outer shirt must be either white, light blue or navy blue.
- f. Modesty is required for all shirts. Shirts must cover the student's midriff .. A simple test to be done at home to check shirt length is to have the student raise their hand to see if the midriff is covered ***and the shirt remains tucked in.***
- g. Camisoles must not be visible.

2. Pants

- a. Khaki or navy blue corduroys or Dockers-type.
- b. No pants made from materials that resemble denim or denim jeans of any color may be worn.
- c. Pants may be not be larger than one size from a student's fitted size.
- d. Pants must stay fitted around the waist.
- e. Belts are required if pants do not stay at the waistline.
- f. Pants/capris, shorts, skirts or skorts must be no more than two inches above the student's kneecap. A modest form of jumper of the approved colors is also acceptable.

3. All outer garments must be tucked in except sweaters.

- a. White, cream, tan or navy blue sweaters, vests and 1/2 zipped fleece with no hoods may be worn in class.
4. Hooded sweatshirts may not be worn in class. **NO JACKETS or HOODIES** in class.
5. Shoes must be closed toe and closed heel with socks/stockings.
6. Body piercing is limited to earrings only. No enlarged ear piercing allowed.
7. Hair must be clean, well groomed and not distracting. Only natural looking colored hair is acceptable. Bright colors will not be allowed.
8. Hats or headgear (including bandanas) are prohibited.
9. Facial hair must be clean-shaven or neatly trimmed.

Uniform-Free Dress Day Standards

On Uniform-Free dress days, students are still expected to dress in a manner that positively impacts the learning environment. Clothing must be modest, tasteful, and it must not compromise safety standards for our students. The standards include:

1. Shorts and skirts need to be consistent with regular uniform policy.
2. Shoes must be consistent with regular uniform policy. No bare or stocking feet.
3. No tank tops.
4. No baggy pants.
5. No clothing, which displays obscene, vulgar, lewd or sexually explicit words, messages or pictures.
6. Revealing or excessively tight clothing is unacceptable. Visible cleavage, hips, stomachs, or lower backs are not allowed.
7. No clothing assumed as gang related.

Administration Discretion

This policy is intended to create a framework to meet the purpose as stated at the beginning of this policy. As styles change, or if questions arise, the school administration, as the Board of Directors' designee, has the authority to determine if a student's dress is in keeping with this policy. The Board gives the Administration authority to establish specific procedures to address this policy.

Document History

Approved: 02/13/2013

Revised: 04/09/2014

02/23/2017

04/26/2018 *Wording changes on some stipulations. Clarification of requirements.*

Legal References

7.03.POL Dress Code Policy	
Effective/Revision Date: 4/26/2018	Page 2 of 2

Coversheet

Fee and Fee Waiver Policy

Section: IV. Policies
Item: B. Fee and Fee Waiver Policy
Purpose: Vote
Submitted by:
Related Material: 7.15.POL_Fee_Waiver_Policy_-_Google_Docs.pdf


	Official Policy of Ogden Preparatory Academy
7. Students	
7.15.POL Fee and Fee Waiver Policy	
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PURPOSE

The Ogden Preparatory Academy Board of Directors shall adopt and maintain a fee policy in order to accomplish the following:

1. to preserve equal opportunity for all students;
2. to limit diversion of money and resources from the basic school program;
3. to provide for the orderly establishment and management of a system of reasonable fees;
4. to provide adequate notice to families of fees and fee waiver requirements;
5. to establish a fair and efficient process for granting fee waivers;

- 6. and to prohibit practices that would exclude students unable to pay fees from participation in school-sponsored activities or create a burden on a student or family as to have a detrimental impact on participation. ~~Ogden Preparatory Academy (the "School") must abide by the Utah State Board of Education rules which direct the Board of Education to implement a policy regarding student fees. The rule is authorized under Article X, Sections 2 and 3 of the Utah Constitution, which vests general control and supervision of the public education system in the Utah State Board of Education and provides that elementary and secondary schools shall be free except that fees may be imposed in secondary schools as authorized by the Utah State Legislature. Utah state law also allows schools to establish money collection and handling procedures.~~

~~The purpose of a Fee Schedule and a Fee Waiver is to provide educational opportunities for all students. This allows the school to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participating in the school sponsored activities.~~

POLICY

Under the direction of the Board of Directors (the "Board"), the School's ~~Administration~~ principal (the "Principal") is authorized to administer this policy and to do so fairly, objectively, without delay, avoiding stigma and unreasonable burdens on students or parents/guardians.

CLASSES & ACTIVITIES DURING THE REGULAR SCHOOL DAY

Elementary and secondary students may be required to provide materials for their optional projects; however, a student may not be required to select an optional project requiring the student to obtain additional material(s) as a condition for enrolling in or completing a course. Project-related courses must be based upon projects and experiences that are free to all students.

KINDERGARTEN THROUGH SIXTH GRADE

No fee may be charged in kindergarten through sixth grades for materials, textbooks, supplies, or for any class or activity including assemblies and field trips.

Elementary students cannot be required to provide their own school supplies. However, the School or teacher may provide the parents or guardians of students in grades kindergarten through sixth a suggested list of supplies for use during the regular school day. A parent or guardian may furnish, on a voluntary basis, those supplies for student use. The list provided to a student's parent or guardian must include and be preceded by the following language:

7.15.POL Fee Waiver Policy	
Effective/Revision Date: 01/19/2017	Page 2 of 7

“NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL.”

SEVENTH THROUGH NINTH GRADE

Fees may be charged in grades 7-9 for materials, textbooks, and/or supplies for any class or regular school day activity, including assemblies and field trips. A general breakage fee levied against all students in a class or school is not permitted.

Fee waivers are available for any class that requires payment of fees or purchase of materials (i.e., tickets to events, etc.) in order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades.

Secondary students may be required to provide their own student supplies, subject to the fee waiver provisions.

ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY

Fees may be charged in all grades for any school-sponsored activity that does not take place during the regular school day where participation is voluntary and does not affect the student’s grade or ability to participate fully in any course taught during the regular school day. Fee waivers are available for such fees.

Activities that use the school facilities outside the regular school day and are not sponsored by the School may require fees (i.e., ~~programs sponsored by the parent organization and/or an outside organization~~). Fee waivers are not available for such fees.

GENERAL PROVISIONS

The Board will approve a Fee Schedule on or before June 30 each year. No fee may be charged in connection with any class or School-sponsored activity, including extracurricular activities, unless the fee has been approved by the Board in the Fee Schedule.

The ~~Administrative Team~~ **Principal** shall ensure that a written copy of the school’s Fee Schedule is included with all registration materials provided to potential or continuing students. The procedures for obtaining the waivers and for appealing a denial of a waiver shall be provided as soon as possible prior to the time the fees become due.

The School will not exclude a student from school to obtain payment of fees or fines.

No present or former student may be denied receipt of unofficial transcripts, diplomas or grade reports for failure to pay school fees or fines.

7.15.POL Fee Waiver Policy	
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A reasonable charge may be made to cover the cost of duplicating or mailing transcripts and other school records. No charge may be made for duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Donations or contributions may be solicited and accepted, but all such requests must clearly state that donations and contributions are voluntary. A donation is a fee if a student must make a donation in order to participate in an activity. No student may be excluded from any activity or program connected to the regular school day program for failure to make a donation.

WAIVERS

To ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee, the school provides fee waivers or other provisions in lieu of fee waivers as follows:

1. The **School Administration or designee** will administer the policy and grant waivers.
2. The process for obtaining waivers or pursuing alternatives shall be administered fairly, objectively, and without delay, and avoid stigma and unreasonable burdens on students and parents.
3. The **School Administration** will inform patrons of the process for obtaining waivers.
4. Students who are granted waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to persons who do not need to know of the waiver.
5. Fee waivers or other provisions in lieu of fee waivers are to be available to any eligible student.
6. The **School Administration or designee** will explore with the student and parent/guardian of a student eligible for a fee waiver the alternatives available for satisfying the fee requirement in lieu of waivers, including but not limited to (a) providing tutorial assistance to other students, (b) providing assistance before or after school to teachers and other school personnel on school-related matters, and (c) general community or home service.

ELIGIBILITY FOR FEE WAIVERS

1. A student shall show eligibility for a fee waiver as follows:
 - a. If the family qualifies for free or reduced lunch, they shall provide income verification such as income tax returns or current pay stubs. If a family qualifies for reduced lunch, their fees shall be proportionally reduced;
 - b. If the student receives Supplemental Security Income (SSI) (only the student who receives the SSI benefit qualifies for fee waivers), they shall provide a benefit verification letter from the Social Security Administration;

7.15.POL Fee Waiver Policy	
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- c. If the family receives TANF (currently qualified for financial assistance for food stamps), they shall provide a letter of decision from Utah Department of Workforce Services covering the period for which the fee waiver is sought; or
- d. If the student is in state custody or foster care, they shall provide the youth in custody required intake form or school enrollment letter provided by the caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

PROVISIONS IN LIEU OF WAIVERS

1. **Building** Principals may consider waivers for eligible students to perform a work assignment or public service as payment-in-kind in lieu of a fee-waiver. Work or service alternatives must be administered according to the following guidelines:
 - a. The student given work alternatives should not be treated differently from other students or identified to persons who do not need to know.
 - b. The work should be appropriate to the age, abilities, and situation of the student and should not create an unreasonable burden on the student or parents.
 - c. The work should be a fair exchange of time for the value of fees to be waived.
2. Parents are to be given the opportunity to review proposed alternatives to fees-waivers.

ITEMS ELIGIBLE FOR FEE WAIVERS

Any charge, deposit, rental or other mandatory payment for required student participation in any class, program, or activity; provided, sponsored, or supported by the School, are fees requiring approval of the Board, and are subject to the fee waivers requirements.

Expenditures for costumes, clothing, and accessories (other than items of typical student dress) which are required for school attendance, participation in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups, and expenditures for student travel as part of a school team, student group, or other school-approved trip, are fees subject to the fee waiver provisions of this policy.

ITEMS NOT SUBJECT TO WAIVERS

Fee waivers and other provisions in lieu of fee waivers are not available for:

- Charges assessed in connection with a student losing or willfully damaging school property;
- Charges for yearbooks, picture books, and similar non-school sponsored parent-organization or vendor-sponsored items that are not required for participation in a class or activity.

7.15.POL Fee Waiver Policy

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- Student supplies for secondary students if the item is something that is commonly found in students' homes regardless of wealth.
- Fees associated with repeating a course or required remediation to advance or graduate.

COLLECTION

The School may pursue reasonable methods for obtaining payment for fees and charges assessed in connection with a student losing or willfully damaging school property. The School may withhold the official student records of a student responsible for lost or damaged School property consistent with Utah Code §53A-11-504. Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts. If the student and/or the student's parent or guardian are unable to pay for damages or if it is determined by the School in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, the School may provide for a program of voluntary work for the student in lieu of the payment.

The School may not exclude students from school or withhold official school records, including written or electronic grade reports, diplomas, or transcripts, in order to collect fees.

The School will forward a certified copy of a transferring student's record to a new school within 30 days of the request, regardless of whether the student owes fees or fines to the School.

Document History

Approved: 06/14/2005
 Revised: 10/10/2012
 01/17/2017 Grammatical and Spelling errors updated.

Legal References

Article X §2-3, Utah State Constitution
 Utah Code Ann. §53A-2-207(5) – Enrollment of nonresident students processing fee
 Utah Code Ann. §53A-3-602.5 – School performance report – Components – Annual filing
 Utah Code Ann. §53A-11-806 – Defacing or injuring school property – Student’s liability – Voluntary work program alternative.
 Utah Code Ann. §53A-12-102 to 104 – State Policy on student fees, deposits, or other charges – Waiver of fees – Notice of student fees and waivers.
 Utah Code Ann. §53A-12-201 to 204 – Provides for state policy on providing textbooks
 Utah Administrative Code R277-407 – Rules for School Fees

7.15.POL Fee Waiver Policy	
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Utah Administrative Code R277-713-6 – Student Tuition, Fees and Credit for Concurrent Enrollment Programs.

Article X, Sections 2 and 3 of the Utah Constitution

Utah Code § 53-A-11-103(5)

Utah Code §53A-11-504

7.15.POL Fee Waiver Policy	
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Coversheet

Update LEA Specific Licenses Policy

Section:	IV. Policies
Item:	C. Update LEA Specific Licenses Policy
Purpose:	Vote
Submitted by:	
Related Material:	6.28.POL_OPA_LEA-Specific_Teacher_Licensing_Policy.pdf 6.30.POL_LEA_Specific_License_Policy_-_Google_Docs.pdf



Official Policy of Ogden Preparatory Academy

6. Human Resources

6.28.POL OPA LEA-Specific Teacher Licensing Policy

Effective/Revision Date: 09/17/2020

Page 1 of 3

Purpose

The purpose of this policy is to identify and outline the OPA LEA-Specific licensing and endorsement requirements pursuant to the conditions outlined by the Utah State Board of Education (USBE).

Policy

Ogden Preparatory Academy's policy is to allow applicants to work as a licensed educator at OPA by following the procedures outlined herein.

Definitions

- **Applicant:** employee applying for an OPA LEA-specific license or endorsement.
- **Associate Educator License:** USBE issued introductory license.
- **Professional Educator License:** USBE issued license for all educators completing licensing requirements.
- **OPA LEA Specific License:** an educator license issued by the OPA Board of Directors that is acceptable as a valid teaching license for the period of three (3) years. The educator may petition the USBE for an extension of the license at the end of that time.
- **OPA LEA Specific Endorsement:** an educator endorsement issued by the OPA Board of Directors to a licensed educator. The endorsement is valid for the period of three (3) years. The educator may petition the USBE for an extension of the endorsement at the end of that time.
- **Professional Learning Staff:** Teacher mentor(s), literacy coach, math coach, new teacher development coach, Academic Director.

Requirements

Requirements shall be posted on the OPA website, ogdenprep.org.

1. LEA-Specific License Applicant Requirements
 - a. Bachelor's or higher degree;
 - b. Complete a background check including a review of any criminal offenses and clearance in accordance with R277-214;
 - c. Complete USBE Ethics review within 1 year of application;

- d. Complete the USBE Professional Learning Modules for Educator Ethics, Classroom Management and Instruction, Special Education Law and Instruction, and Utah Effective Teaching Standards;
 - e. Be recommended by an administrator;
 - f. Work with an administrator and professional learning staff toward Utah licensure.
 - g. Requirements may be adjusted in collaboration with USBE licensing staff as prompted by individual circumstances.
2. LEA-Specific Endorsement Applicant Requirements
 - a. Have a valid Utah License;
 - b. Be recommended by an administrator.

Approval

1. OPA LEA-Specific licenses and endorsements shall be approved by the OPA Board of Directors in a public meeting within 60 business days of the beginning of school.
 - a. Pending approval, applicant's employment shall be on a probationary basis. If the license is not approved, the applicant may be released from the position.
2. Approval Considerations.
 - a. Rationale for the appointment of an OPA LEA-specific license or endorsement.
 - b. Verification of an inadequate supply of highly qualified and suitable licensed applicants (not required for < 0.5 FTE positions).
 - c. Demonstrate specific and reasonable obstacles to obtaining licensure through other methods (ARL, APPEL, etc.); these obstacles should not be related to teaching performance or ability.
 - d. Efforts will be made by the Administration to limit LEA licenses to those deemed necessary and preferable to other licenses.
 - e. Plan for employment continuation.

Professional Support Program

1. An OPA LEA-Specific license or endorsement shall be valid for up to three (3) years subject to the following, as determined by OPA Personnel:
 - a. Demonstration of adequate progress through any applicable licensure plans.
 - b. Successful implementation of guidance from administration and professional learning staff.
 - c. Effective or higher evaluation(s).
2. Applicants shall be subject to OPA Teacher Development requirements unless excused by administration with consideration of licenses held, experience, observations, and evaluations.

6.28.POL OPA LEA-Specific Teacher Licensing Policy

Effective/Revision Date: 09/17/2020

Page 2 of 3

Document History

Approved: 09/17/2020

Legal References

R277-214

6.28.POL OPA LEA-Specific Teacher Licensing Policy

Effective/Revision Date: 09/17/2020

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Official Policy of Ogden Preparatory Academy

6. Human Resources

6.30.POL LEA Specific License Policy

Effective/Revision Date: 02/18/2021

Page 1 of 3

PURPOSE

The purpose of this policy is to identify and outline the OPA LEA-Specific licensing and endorsement requirements pursuant to the conditions outlined by the Utah State Board of Education (USBE).

POLICY

Ogden Preparatory Academy's policy is to allow applicants to work under a Local Education Agency (LEA) Specific Educator License at OPA by following the procedures outlined herein.

DEFINITIONS

- **Applicant:** employee applying for an OPA LEA-specific license or endorsement.
- **Associate Educator License:** USBE issued introductory license.
- **Professional Educator License:** USBE issued license for all educators completing licensing requirements.
- **OPA LEA Specific License:** an educator license issued by the OPA Board of Directors that is acceptable as a valid teaching license for the period of **up to** three (3) years. The **LEA educator** may petition the USBE for an extension of the license at the end of that time.
- **OPA LEA Specific Endorsement:** an educator endorsement issued by the OPA Board of Directors to a licensed educator. The endorsement is valid for the period of **up to** three (3) years. The **LEA educator** may petition the USBE for an extension of the endorsement at the end of that time.
- **Professional Learning Staff:** Teacher Mentor(s), Literacy Coach, Math Coach, Academic Director, and other members of the Administrative team.

GENERAL REQUIREMENTS

1. LEA Specific License Requirements
 - a. Completion and clearance of criminal background check.
 - b. Completion of Ethics Review.
 - c. Completion of a bachelor's degree or higher and/or demonstrated content knowledge and pedagogical requirements by:
 - i. Successful completion of an assessment, or
 - ii. Demonstrated competency.
 - d. Work with an administrator and professional learning staff toward Utah licensure.
 - e. Requirements may be adjusted in collaboration with USBE licensing staff as prompted by individual circumstances.
2. LEA-Specific Endorsement Applicant Requirements
 - a. Have a valid Utah License;
 - b. Be recommended by an administrator.

APPROVAL

1. LEA-Specific licenses and endorsements must be approved by the OPA Board of Directors in a public meeting no more than 60 days prior to the LEA application to USBE.
 - a. Pending approval, applicant's employment shall be on a probationary basis. If the license is not approved, the applicant may be released from the position.
 - b. Approval requests must include the rationale for ~~extending~~ an LEA-Specific license.

MENTORING AND SUPPORT

1. Required participation in the OPA mentoring program shall be based on the same rationale as an educator under any licenced category.
2. Applicants shall be subject to OPA Teacher Development requirements unless excused by administration with consideration of licenses held, experience, observations, and evaluations.

NOTIFICATION

1. OPA shall post LEA-specific educator licenses, license areas, or endorsements on the OPA website. The post shall include the following:
 - a. Disclosure that OPA employs educators with LEA-specific licenses.

6.30.POL LEA Specific License Policy	
Effective/Revision Date: 02/18/2021	Page 2 of 3

- b. Percentage of the types of licenses based on educator FTE (full-time equivalent).

DURATION

- 1. LEA-Specific licenses shall be issued for periods of 1 or 3 years.
 - a. 1 year for educators who are working toward the requirements for an associate or professional educator license.
 - b. 3 years for educators who possess all of the following:
 - i. The knowledge and expertise for the position;
 - ii. Ability to demonstrate competency to fulfillment of the position requirements;
 - iii. The requirements for an associate or professional educator license is prohibitive for the individual educator; and
 - iv. It is not the intent of the school to require, nor the educator to pursue an associate or a professional educator license.

Document History

Approved: 02/18/2021 *Initial creation.*

Legal References

R277-214

R277-500

R277-301

6.30.POL LEA Specific License Policy	
Effective/Revision Date: 02/18/2021	Page 3 of 3

Coversheet

Conflict of Interest Policy and Disclosure Form

Section: IV. Policies
Item: D. Conflict of Interest Policy and Disclosure Form
Purpose: Vote
Submitted by:
Related Material:
1.07.POL_Conflict_of_Interest_Policy_-_Google_Docs.pdf
1.07.TPL.1_Conflict_of_Interest_Disclosure_Form_-_Google_Docs.pdf



Official Policy of Ogden Preparatory Academy

1. School Board Operations

1.07.POL Conflict of Interest Policy

Effective/Revision Date: 03/19/2020

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PURPOSE

The purpose of this policy is to ensure that members of the Board of Directors (the “Board”) of Ogden Preparatory Academy (the “School”) conduct themselves in a manner that avoids actual or apparent conflicts of interest. All Business decisions must be made in the School’s best interest. Under this policy, a conflict of interest arises when a Board member has a personal interest in a matter that is or may be in conflict with or contrary to the School’s interests and objectives to such an extent that the Board member is not or may not be able to exercise independent and objective judgment within the context of the best interest of the School. For the purposes of this policy, a Board member’s “personal interest” includes those of his or her relatives, business associates or other persons or organizations with whom he or she is closely associated.

POLICY

The following provisions shall serve as a guide to Board members with respect to the affairs of Ogden Preparatory Academy:

- A Board member shall not furnish directly, nor for compensation, any labor, equipment or supplies of the school.
- Board members may not be employees of the School.
- A relative of a current Board member may not serve on the Board.
- A Board member shall not receive, accept, take or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person or entity if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment, or be considered as part of a reward for action or inaction. Board members are required to submit a report to the Board of the actual or estimated value of any gifts or casual entertainment received as an Board member that exceeds \$50.00.
- The complete confidentiality of proprietary business information must be respected at all times. Board members are prohibited from knowingly disclosing such information, or in any way using such information for personal gain or advancement, or to the detriment of the School, or to individually conduct negotiations or make contacts or inquiries on behalf of the School unless officially designated by the Board.

- Board members are prohibited from acquiring or having a financial interest in any property that the School acquires, or a direct or indirect financial interest in a supplier, contractor, consultant, or other entity with which the School does business. This does not prohibit the ownership of securities in any publicly owned company except where such ownership places the Board member in a position to materially influence or affect the business relationship between the School and such publicly owned company. Any other interest in or relationship with an outside organization or individual having business dealings with the School is prohibited if this interest or relationship might tend to impair the ability of the Board member to be independent and objective in his or her service to the School.
- If members of the immediate family of a Board member have a financial interest as specified above, such interest shall be fully disclosed to the Board which shall decide if such interest should prevent the School from entering into a particular transaction, purchase, or engagement of services. The term “immediate family” means a Board member’s spouse, parent, dependent children, and other dependent relatives.
- Board members may not realize, seek, or acquire a personal interest in a business that does business with the School.
- Conflict of Interest Disclosure
 - Board members shall complete a Conflict of Interest Disclosure Form annually by the end of January. ~~This Form shall be signed and notarized.~~ Completed Forms shall be submitted to the OPA Business Administrator and made available to the public upon request.
 - The OPA Business Administrator shall provide copies of all completed Forms to the Board Chair at the end of January each year.
 - The Board Chair shall review all completed forms and consider the disclosures. The Board Chair should make changes to assignments, duties, or contracts deemed appropriate to eliminate or mitigate conflicts of interest within the School.
 - When a conflict of interest exists, or arises during the course of business, the Board member shall publicly declare the nature of the conflict, and provide a written statement to the OPA Business Administrator. The Board member declaring such interest shall refrain from discussing or voting upon the question of contracting with the entity.

1.07.POL Conflict of Interest Policy	
Effective/Revision Date: 03/19/2020	Page 2 of 3

It is not the intent of this policy to prevent the School from contracting with businesses because a Board member is an employee of the firm. The policy is designed to prevent the placing of Board members in a position where their interest in the School and their interest in their places of employment might conflict and to avoid appearances of conflict of interest even if such conflict may not exist.

Volunteer activities of a Board member or a Board member's relative are not prohibited by this policy but may be prescribed by policies developed and approved by the Board.

For purposes of this policy, a "relative" is defined as:

- Spouse
- Parent or grandparent (or spouse of such) or anyone who took the place of a parent or grandparent, including step-parents and step-grandparents
- Child or child's spouse, including stepchildren and current foster children
- Grandchild or grandchild's spouse, including step grandchildren
- Sibling or sibling's spouse, including step and half-siblings
- Aunt or uncle or their spouse
- Niece or nephew or their spouse
- First cousin or their spouse
- Brother-in-law, sister-in-law, son-in-law, or daughter-in-law or their spouse

Document History

Approved: 09/02/2014

Revised: 03/19/2020 *Added clauses as required by the State Auditor's office.*

Legal References

1.07.POL Conflict of Interest Policy	
Effective/Revision Date: 03/19/2020	Page 3 of 3



**Official Form
of
Ogden Preparatory Academy**

1. School Board Operations

1.07.TPL.1 Conflict of Interest Disclosure Form

Effective/Revision Date: 03/19/2020

Page 1 of 3

For signing purposes, a complete form is pages 1 and 2.

The following disclosures are required to be made annually by all members of the Ogden Preparatory Academy Board of Directors (Board) pursuant to Utah Code Annotated 17-16a-6, 7, and 8. If additional space is needed, please use a separate sheet of paper. Per statute, the information provided shall be kept on file with the Board and may be subject to disclosure to the public.

I, _____ am the duly elected/appointed
_____ of Ogden Preparatory Academy.

1) I am an officer, director, agent, employee or owner of a substantial interest in the following business entities which are subject to the regulation of Ogden Preparatory Academy and within such business entities, I hold the following positions:

Business Entity Name:	Position within Business Entity:

Ownership of a substantial interest is defined in U.C.A. 17-16a-3(8) as an interest of 10% or more of the shares of a corporation, or a 10% or more ownership interest in other entities, legally or equitably held or owned by the member, the member’s spouse, or the member’s children.

2) I am an officer, director, agent, employee or owner of a substantial interest in the following business entities which do business with or anticipate doing business with Ogden Preparatory Academy:

Business Entity Name:	Position within Business Entity:

Please note that pursuant to U.C.A. §17-16a-7, an member must disclose his or her interest or involvement in such an entity immediately prior to any discussion in an open and public meeting pertaining to business that Ogden Preparatory Academy may do with any such entity, regardless of whether a disclosure of interest or involvement in the business was made in this document.

3) The following personal interests or investments of mine create a potential or actual conflict between my personal interest and my public duties:

*** * * OPTIONAL DISCLOSURES * * ***

4) The following disclosures of other business interests, investments, and other matters are not required to be made by law, but are made with the intent to more fully disclose other interests that may be deemed relevant to the administration of public duties, or in furtherance of my intent to provide a more complete disclosure of my economic or personal activities, or for other reasons:

~~DATED THIS _____ DAY OF _____ [year]~~ ¶

~~By: _____~~ ¶

~~Title/Office: _____~~ ¶

~~SWORN TO AND SUBSCRIBED BY ME~~ ¶

~~THIS _____ DAY OF _____ [year]~~ ¶

~~¶~~

~~NOTARY PUBLIC~~

1.07.TPL.1 Conflict of Interest Disclosure Form	
Effective/Revision Date: 03/19/2020	Page 2 of 3

Document History

Approved: 03/19/2020 *Initial creation in compliance with guidance from the State Auditor's office.*

Legal References

Utah Code Annotated 17-16a-6, 7, and 8

U.C.A. 17-16a-3(8)

1.07.TPL.1 Conflict of Interest Disclosure Form

Effective/Revision Date: 03/19/2020

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Coversheet

Security and Crisis Management Plan

Section: IV. Policies
Item: E. Security and Crisis Management Plan
Purpose: Vote
Submitted by:
Related Material:
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Ogden Preparatory Academy

OPA Security and Crisis Management Plan



OPA Security and Crisis Management Plan

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OPA Security and Crisis Management Plan

Definitions and Directives

- **Lockdown** is the protocol used to secure individual rooms and keep students quiet and in place when a threat is in the building. This protocol is activated by the phrase “LOCKDOWN” and followed by "*Locks, lights, out of sight.*"
- **Lockout** is the protocol used to safeguard students and staff within the building. This protocol is followed by the Directive: "*Get Inside. Lock outside doors.*"
- **Active Shooter Protocol** describes several options staff can exercise in the event that there is a direct and dangerous threat inside the building. It is feasible that in an Active Shooter situation different individuals in the building will select different options based on their proximity to the threat.
- **Evacuate** is a process used to move students and staff from one location to a different location in or out of the building.
- **Parent/Student Reunification** is a process following an evacuation for students to be picked up at a predetermined, off site location.

Safety Procedures

- The front doors to the school will be locked for the majority of the school day.
- ~~only have open access from 7:30-8:05 am and 3:00-4:00.~~
- The Elementary Building will have open access during the following times:
 - Mornings 7:45AM to 8:10AM
 - Lunch - 11:10AM to 12:00PM
 - Afternoon - 2:45PM to 3:30PM
 - Friday Afternoon - 12:15PM to 12:50PM
- The Junior High Building will have open access during the following times:
 - Morning - 7:45AM to 8:15AM
 - Afternoon - 2:45PM to 3:15PM
 - Friday Afternoon - 12:15PM to 12:50PM
- During all other times, the front doors will require the desk to “buzz” a person in. Faculty members have key access.
- All other doors will remain locked throughout the day.
- Teachers must keep current class lists along with parent phone numbers and have these readily available for an emergency.



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Emergency Lockdown Procedures

A principal or administrative staff will activate the Emergency Lockdown Procedure when the safety and welfare of the students, faculty or staff are in danger from a threat that is outside of the building.

1. The administrator will announce “LOCKDOWN” three times over the intercom, and call 911.
2. Students, faculty or staff in any corridors or hallways should proceed to the nearest classroom or room and stay there until the procedure is complete.
3. The closest OPA employee will check the bathroom(s) for students.
4. Students on the playground will be directed into the gym.
5. Students will remain in the library. The librarian will secure the door.
6. All doors and windows should be closed, locked, and the lights turned off. Entrance glass door should be locked.
7. All window blinds should be drawn or closed.
8. If the fire alarm goes off do not evacuate the building unless directed by **an administrator** ~~the principal~~.
9. A faculty should take a head count and obtain names of each individual in the room.
10. If an emergency exists, contact a member of the Administration.
11. Faculty should then wait for the “All Clear” sign or password before releasing anyone from the room.

Lock In Procedures

1. The administrator will announce “LOCK IN” over the intercom and will remind all teachers and students that nobody will be allowed in or out of the building.
2. Students, faculty, and staff will proceed with class as normal.
3. Students on the playground will be directed into the gym.
4. Teachers and students will limit the amount of time spent in the hallways to as little as possible.

Active Shooter Protocol

Quickly determine the most reasonable way to protect your own life. Remember that students are likely to follow the lead of teachers and staff during an active shooter situation.

1. Evacuate



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If there is an accessible escape path, attempt to evacuate the premises. Be sure to: • Have an escape route and plan in mind

- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
- Lock the door
- Blockade the door with heavy furniture

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions) • Hide behind large items (i.e., cabinets, desks)
- Remain quiet If evacuation and hiding out are not possible:
- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her



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- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How To Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety
- How to react when law enforcement arrives:
 - Remain calm, and follow officers' instructions
 - Put down any items in your hands (i.e., bags, jackets) • Immediately raise hands and spread fingers
 - Keep hands visible at all times
 - Avoid making quick movements toward officers such as holding on to them for safety
 - Avoid pointing, screaming and/or yelling
 - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Information to provide to law enforcement or 911 operator:
 - Location of the active shooter
 - Number of shooters, if more than one
 - Physical description of shooter/s
 - Number and type of weapons held by the shooter/s
 - Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.



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Fire Drill and Earthquake Procedures

When the Fire alarm sounds:

Teachers and Students:

1. All students will begin to exit the classroom with the teacher in the lead.
2. Teachers will take a list of students (physical or electronic) **and signs to be used for attendance and communication with Administration.**
3. Last student out the door will turn off the light and close the door.
4. Students will exit in silence and in a single file line.
5. Teachers and students will exit according to the evacuation plan posted in their classroom to the designated area. The designated area is the soccer fields in front (secondary) and back (elementary) of the school.
6. Students need to be assembled in a straight line and attendance immediately taken. Any absences need to be reported to the **Administration using colored signs per building level procedure** principal.
7. Students will wait until the teacher has received the All Clear signal and then the teacher will lead the students back into the building.

Office Staff, Teaching Assistants and Kitchen Staff:

1. The secretaries will exit with a complete copy of OPA students' phone numbers and home addresses.
2. The secretaries will turn off the lights and close the door to the school before exiting.
3. The secretaries will position themselves at the front door.
4. Teaching assistants will help teachers with the existing procedures outlined above.
5. Kitchen Staff will evacuate to the rear soccer field with Elementary students and staff.
6. Anyone in the office when the alarm sounds must take one of the walkie talkies for communication purposes. As a back-up to walkie talkies, members of the Administrative Team should use cell phones.

Earthquake Procedures Before Exiting

1. If an earthquake happens, all students and staff must keep calm and get under a desk and hold on until the shaking has stopped. Most injuries are caused by falling or flying debris.
2. Teachers and students who are outdoors must stay in the open; they must move away from buildings, utility poles, overhead wires, trees, and masonry walls.
3. As soon as the shaking has stopped, teachers and staff may check for injuries, then **follow** procedures outlined for a fire drill go into effect. They should not wait for an alarm to



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sound. Teachers will take a list of students (physical or electronic) and proceed to the designated area. Teachers will account for all students and report any absences to an administrative team member.

4. Teachers and students will remain outside until the building has been inspected and declared safe by the principal.

Death or Medical Condition Procedure

The cause of a possible death or injury and the circumstances surrounding the incident will affect your behavior during the event and during the post-trauma procedures. If the death or injury is the result of aggressive behavior by a student or intruder, protection of students and staff is key. As needed, provide all possible medical support.

Teacher or Supervising Adult:

1. Notify office or administration immediately.
2. Follow appropriate emergency procedures to ensure that the students are not unnecessarily exposed to trauma.
3. Rejoin students as soon as possible and offer reassurance.

Suicide Threat or Attempt Procedure

If a person makes verbal or physical gestures to inflict self-harm, a staff member should make every effort to protect students from witnessing a traumatic event. Call for assistance immediately and remain calm when speaking to the student involved.

Kidnapping Procedure

Prevention:

1. Do not release students to anyone other than designated parent or guardian as indicated in student files.
2. Do not accept substitutes for the designated parent or guardian without proof of prior approval from the parent/guardian and office staff.

Procedure:

If a kidnapping occurs:

1. Report kidnapping or attempted kidnapping to the office immediately.



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2. Note the person's appearance and any other information about him or her: voice, clothing, vehicle type, license plate number, etc.

Bomb Threat

All bomb threats must be treated as if there is a bomb in the school.

Written Threat:

1. Call 911 or the non-emergency number depending on the situation.
2. State your location on campus, and report the information noted from the threat immediately.
3. Stay on the phone until released by dispatcher.
4. Once discovered, do not touch or move the **written threat letter** so it is not altered or destroyed.
5. Keep others from handling or going near it.

Telephone Threat:

1. Remain Calm
2. Do not hang up; keep the caller on the phone as long as possible, and listen carefully. Obtain as much information as possible
3. Ask questions such as:
 - a. When is the bomb going to explode?
 - b. Where is the bomb right now?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. What will cause it to explode?
 - f. Why did you place the bomb?
 - g. What's your name?
4. Take notes about the call, such as:
 - a. Identity: male, female, age range
 - b. Voice: loud, soft, high-pitched, deep, raspy, hoarse, nasal, pleasant
 - c. Background Noise: office, factory, street, traffic, trains, airplanes, animals, party, music
 - d. Speech: accented, deliberate, fast, slow, lisp, slang, taped/recorded, stuttered, slurred
 - e. Manner: calm, angry, rational, irrational, coherent, incoherent
 - f. Time of call
 - g. Exact words



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- h. Phone number (Caller ID)
- i. Any other pertinent information
5. Call, or have someone else call 911.
6. State your location and report the information noted from the threat.
7. If you are unable to speak, dial 911 and leave the line open to allow the emergency officer to listen to the conversation.

Bomb Procedure for Teachers and Staff:

1. Do not touch or approach the bomb or suspicious device.
2. Notify the office immediately.
3. Identify the area clearly so it can be barricaded.
4. Get students out of the immediate area and wait for directions from the office.
5. Follow the ~~Administrator's~~ ~~principal's~~ instruction for the appropriate emergency procedure.

Bomb Threat Recipient Procedure:

1. Remain Calm. Listen to clues about the bomb's location and follow the Telephone Threat Procedure.
2. Make note of the person making the threat (gender, age, accent, speech).
3. Notify the principal immediately.

Hazardous Material or Bodily Fluid Spill

Unless you are familiar with the material, risks, and specific clean-up procedures, DO NOT try to clean up the spill (i.e. blood, urine, feces, vomit). The first priority is student and staff safety, then the environment, then property. NO students should have any interaction with hazardous materials.

Teachers and Staff Procedure:

1. Notify the office immediately.
2. Do not attempt to clean up. The Administrative or Custodial staff is responsible for safe cleanup.
3. Secure the area if possible to limit further contaminations. Clear the room if necessary.

Child Abuse

Unfortunately, there's no one telltale sign that a child is being abused. Bruises, black eyes, and broken bones are certainly clues, but other signs are less obvious. Children who have been



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abused may behave differently. They may have nightmares or trouble sleeping. Their school performance may suddenly decline.

In addition they may:

- Have poor self-image
- Be unable to trust or love others
- Be aggressive or disruptive
- Display intense anger or rage
- Act out in the classroom
- Act out sexually
- Be self-destructive, self-abusive or suicidal
- Feel sad, passive, withdrawn or depressed
- Have difficulty forming new relationships
- Avoid going home after school
- Show a fear of certain adults

Those who abuse children may show certain nonspecific signs as well. For example, adults who abuse children may avoid parents in the neighborhood, may not participate in school activities, and may be uncomfortable talking about their child's injuries or behavioral problems.

The School has a Child Abuse and Neglect Reporting Policy (7.05.POL) that should be followed regarding this safety issue.

~~Teacher and Staff Procedure:~~

- ~~1. Be able to recognize the symptoms of abused children.~~
- ~~2. Obtain accurate information about a suspected child abuse case but do not solicit information from the child beyond what the child is volunteering.~~
- ~~3. REPORT NOW. Abuse is not a private family matter. Report any suspicious abuse to the principal immediately (within 24 hours).~~
- ~~4. A school employee who suspects an adult of child abuse is legally obligated to report immediately to DCFS or a law enforcement agency.~~
- ~~5. The principal will help you follow the appropriate steps for the child's safety and your legal responsibility.~~

Document History

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