



Ogden Preparatory Academy

OPA Board of Directors Meeting

Published on September 13, 2022 at 4:28 PM MDT

Date and Time

Thursday September 15, 2022 at 4:30 PM MDT

Location

1435 Lincoln Avenue
Ogden UT 84404

The Mission of the Ogden Preparatory Academy Charter School is to provide a challenging curriculum where academic excellence, character development, and individual growth are nurtured in a safe and happy environment that involves the active participation of students, teachers, parents and community members.

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Record Attendance		Sara Mejeur	1 m
B. Call the Meeting to Order		Sara Mejeur	1 m
C. Approve Minutes	Approve Minutes	Sara Mejeur	1 m
Approve minutes for OPA Board of Directors Meeting on August 18, 2022			
D. Opportunity for Public Input	Discuss	Sara Mejeur	5 m
II. Finance			4:38 PM
A. Financial Review	Discuss	Spencer Adams	5 m
III. Administrative Report			4:43 PM
A. Administrative Board Report	Discuss	Administrative Team	15 m
B. OPA Tree Plan	Vote	Debbie Deem	5 m
OPA Administration proposes the planting of trees to provide shade and added beauty to the school grounds.			

	Purpose	Presenter	Time
<p>This project will cost between \$10,000 and \$20,000 due to the scope of the project. \$10,000 is for smaller, younger trees, and \$20,000 would be for larger trees.</p>			

OPA Administration is looking for grants to assist with the cost of this project; however, the cost is in the budget.

A former parent is providing the trees at a discounted rate.

C. Nose Piercings	Vote	Shevon Lopez	5 m
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D. Health Curriculum and Community Updates	Vote	Debbie Deem	5 m
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Jessica Lambertsen is our Health Education Specialist, and she has received the USBE required training.

The curriculum we use for Health education is Essential Health Skills for Middle School. It is on the USBE recommended materials and curricula list.

Health Stats for our community can be found at <https://tinyurl.com/yrz37963> for your review.

Adoption of curricular materials is required.

E. LEA License Proposals	Vote	Debbie Deem	5 m
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The following educators are in the process of getting their Utah Educator License; however, they will not be completed with the process prior to the October 1 deadline. All the educators listed are expected to receive their Associate Educator Licenses before August, 2023.

- Hazel Christiansen
- Shelby Benson
- Joshua Kirk
- Ariana Romero
- Jeremy Nielsen
- Devon Hoxer
- Kaylee Kendell
- Taylor Tollestrup
- Emma Draper
- John Norvell
- Natalie Garcia
- Andria Boer

OPA Administration requests the OPA Board of Directors approves LEA Specific Licenses for these educators for the term of 1 year.

IV. Policies

5:18 PM

A. Policy Updates	Vote	Debbie Deem	5 m
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1. Aged Reviews with proposed edits:
 1. Arrest Reporting Policy (Minimal changes for clarity of who needs to report and to whom they should report.)
 2. PTIF Fund Transfer Policy (No edits proposed.)
2. Approve the following New Policies:
 1. Student Promotion and Retention
 1. Occasionally parents or teachers request the retention or promotion of a student. This policy outlines the process for reviewing, approving, and appealing these requests.
 2. Electronic Resource and Personal Device Policy

	Purpose	Presenter	Time
1. This policy combines for clarity and simplicity information found in other policies and procedures which have been archived.			

V. Other Business **5:23 PM**

A. Board Member Recruitment Update	Discuss	Stefanie Zwygart	5 m
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B. Required Trainings	FYI		
Annual Trainings for Board Members:			
Open Meetings Act - Annually (completed: Start fresh!)			
School Land Trust - Annually (completed: Start fresh!)			
State Auditor Trainings - only once per term. (Completed: Sara, Jessica)			
USBE Internal Audit Trainings - only once (completed: Stefanie, Bill, Sara)			

VI. Closing Items **5:28 PM**

A. Adjourn Meeting	FYI	Sara Mejeur	
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Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for OPA Board of Directors Meeting on August 18, 2022

APPROVED



OGDEN PREPARATORY
ACADEMY

Ogden Preparatory Academy

Minutes

OPA Board of Directors Meeting

Date and Time

Thursday August 18, 2022 at 4:30 PM

The Mission of the Ogden Preparatory Academy Charter School is to provide a challenging curriculum where academic excellence, character development, and individual growth are nurtured in a safe and happy environment that involves the active participation of students, teachers, parents and community members.

Directors Present

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

Directors Absent

None

Directors who arrived after the meeting opened

S. Zwycart

Ex Officio Members Present

D. Deem, K. Kennington, S. Lopez, S. Mathers

Non Voting Members Present

D. Deem, K. Kennington, S. Lopez, S. Mathers

Guests Present

Angela McPhee, S. Adams, S. Wright, T. Young

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. Mejeur called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Aug 18, 2022 at 4:32 PM.

C. Approve Minutes

M. Swenson made a motion to approve the minutes from July's meeting.
J. Howell seconded the motion.
The board **VOTED** to approve the motion.

D. Opportunity for Public Input

No items.

E. Consent Calendar

J. Howell made a motion to approve the consent calendar.
M. Swenson seconded the motion.
The board **VOTED** to approve the motion.

II. Finance

A. Financial Review

Update presented by Spencer Adams.

- Everything on track with the approved budget.
- Discussed revenue - largely based on last year's enrollment, which is an estimate.
- Discussed the board budget line and what it is used for.

III. Administrative Report

A. Administrative Board Report

Junior High

- AVID Summer Institute - A team of teachers went to training. Focus on academic language which is part of our in our school improvement plan. We want to provide good instructional services for our language learners.
- Started new 5 by 5 schedule.
- Leadership team went to a training over the summer. Focus on PBIS this year at both buildings.
- New courses offered this year
- Fall Sports is starting
- Teresa Hislop - a finalist for teacher of the year.

Elementary

- Restructured the leadership team.
- Leader in Me - Plan to better incorporate it into all leadership teams.
- ELD - designated class for time added this year.

District

- Early Childhood Center - moving forward. Working on all the documentation needed.

- Teacher Retention Rate. Discussed the shortage this year and getting those positions filled.
- Added a facilities manager, to focus just on the building.
- Sound system finished, playground slide repaired. Basketball hoops in progress. All LED lights are finished.
- Garden Plan - service project students will help get it done
- Discussed enrollment numbers and student retention rates.

B. Early Learning Plan

S. Zwycart arrived at 4:45 PM.

S. Zwycart made a motion to approve the Early Learning Plan as proposed.

M. Swenson seconded the motion.

Early Learning Plan -

Some updates for the new year.

- Lexia is a new software program used
- Diagnostics now required
- Progress monitoring now required

New Intervention plan - using SPIRE and formalized i-ready resources for tier 2.

Discussed the goals for this year.

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

C. Spain Trip

M. Swenson made a motion to approve the Spain Trip for this school year.

J. Howell seconded the motion.

Discussed the tradition and experience of the Spain Trip for the 9th graders. It hasn't been possible the past couple of years because of COVID. OPA would like to go forward with this year.

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

IV. Policies

A. Policy Updates

M. Swenson made a motion to approve the four policies as presented.

J. Howell seconded the motion.

Discussion on the weapons policy:

- Cannot have a weapon,
 - stipulations with concealed carry laws of Utah
 - cannot ask or have someone identify if they have a permit

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

V. Other Business

A. Board Member Discussion; Board Co-Chair/Treasurer

Mark Swenson will be the Vice Chair/Treasurer for this year.

B.

Required Trainings

Trainings are in Trello for the new year.

Discussed how hot it is on the playground. Proposed we get a sun shade, solar shade to add. Add an idle free signs to the parking lot.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:18 PM.

Respectfully Submitted,
S. Mejeur

Coversheet

Financial Review

Section:	II. Finance
Item:	A. Financial Review
Purpose:	Discuss
Submitted by:	
Related Material:	August 2022 Budget Summary.pdf August 2022 Budget Detail.pdf

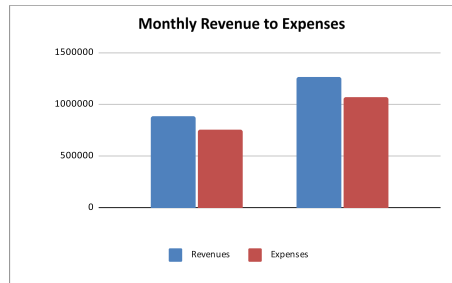
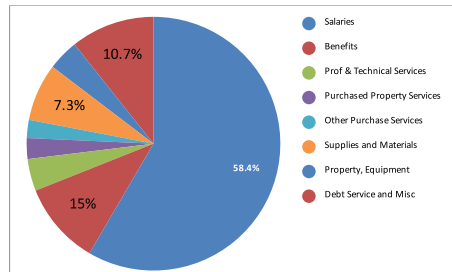


Financial Summary *as of August 31, 2022*

BUDGET REPORT **EXPENSES** **RATIOS**

16.7% through the Year

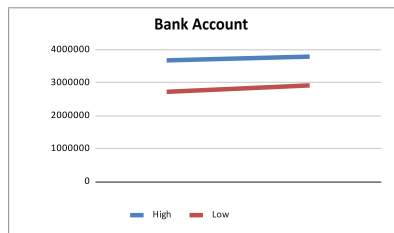
	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	1040	1061	1040	
Revenue				
1000 Local	\$ 27,987	\$ 159,358	\$ 159,358	18%
3000 State	\$ 1,865,134	\$ 9,471,518	\$ 9,650,984	19%
4000 Federal	\$ 9,075	\$ 1,971,869	\$ 1,975,152	0%
Total Revenue	\$ 1,902,196	\$ 11,602,745	\$ 11,785,494	16%
Expenses				
100 Salaries	\$ 950,810	\$ 6,571,204	\$ 6,629,133	14%
200 Benefits	\$ 185,087	\$ 1,197,374	\$ 1,197,374	15%
300 Prof & Technical Services	\$ 61,693	\$ 451,108	\$ 464,181	13%
400 Purchased Property Services	\$ 184,792	\$ 300,800	\$ 300,800	61%
500 Other Purchase Services	\$ 18,161	\$ 251,878	\$ 261,878	7%
600 Supplies and Materials	\$ 138,320	\$ 827,945	\$ 833,104	17%
700 Property, Equipment	\$ 74,938	\$ 316,478	\$ 447,247	17%
800 Debt Service and Misc	\$ 194,198	\$ 1,131,842	\$ 1,214,528	16%
Total Expenses	\$ 1,807,999	\$ 11,048,629	\$ 11,348,245	16%
Net Income from Operations	\$ 94,197	\$ 554,116	\$ 437,249	
Operating Margin	5.0%	4.8%	3.7%	



	Actual	Goal
Operating Margin	3.7%	4.75%
MADS (Modified Acc)	1.41	1.51
Days Cash on Hand	122	100
Unrestricted DCOH	96	100
Building Payment %	10%	20%

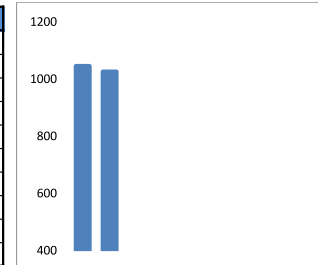
CASH **RESERVES** **ENROLLMENT**

Ending Cash Balance	\$ 3,796,633
Ending Unrestricted Cash Balance	\$ 2,970,189
Days Cash on Hand	122



	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 2,398,744	\$ 2,398,744
Reserves Added this Year	\$ 94,197	\$ 437,249
Expenses from Reserves	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
New Reserve Balance	\$ 2,492,941	\$ 2,835,993

	S	O	N	D	J	F	M	A	M
K	96	99							
1	105	103							
2	101	97							
3	109	102							
4	105	100							
5	99	95							
6	104	103							
7	115	114							
8	109	110							
9	113	111							
Total	1056	1034	0	0	0	0	0	0	0





Actuals as of: August 31, 2022 Percentage of Year: 16.7%

Budget Detail Report	(1,040 Students)	(1,037 Students)	1037	(7 Students)	1030	% of Forecast
	FY22 Actuals	FY23 Actuals	FY23 Budget	Changes	FY23 Forecast	
Revenue						
1000 Local						
1510 Interest on Investments	\$ 21,235	\$ 8,267	\$ 16,000	\$ -	\$ 16,000	51.7%
1600 Lunch Program (Students & Adults)	\$ 6,242	\$ 6,632	\$ 40,000	\$ -	\$ 40,000	16.6%
1710 Student Sales	\$ 22,074	\$ 2,571	\$ 10,000 [1]	\$ -	\$ 10,000 [2]	25.7%
1710 OPAPO	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1710 Art Expo	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	0.0%
1740 Student Fees	\$ 14,867	\$ 7,433	\$ 15,533	\$ -	\$ 15,533	47.9%
1741 Trips (Co-Curricular Fees)	\$ 16,592	\$ 828	\$ 65,000	\$ -	\$ 65,000	1.3%
1790 Sports (Extra Curricular Fees)	\$ -	\$ 72	\$ -	\$ -	\$ -	0.0%
1910 Rental of Facility	\$ 3,985	\$ 1,250	\$ 825	\$ -	\$ 825	151.5%
1920 Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1920 Contributions & Donations	\$ 12,870	\$ 934	\$ 10,000	\$ -	\$ 10,000	9.3%
1990 Miscellaneous	\$ 18,213	\$ -	\$ -	\$ -	\$ -	0.0%
Total 1000:	\$ 116,078	\$ 27,987	\$ 159,358	\$ -	\$ 159,358	17.6%
3000 State						
0.3005 Regular School Prgm K	\$ 201,674	\$ 38,178	\$ 218,122	\$ -	\$ 218,122	17.5%
0.3010 Regular School Prgm 1-12	\$ 3,309,293	\$ 584,125	\$ 3,579,440	\$ -	\$ 3,579,440	16.3%
0.3020 Professional Staff	\$ 267,355	\$ 47,372	\$ 265,550	\$ -	\$ 265,550	17.8%
31.1205 Special Education -- Add-On	\$ 592,605	\$ 111,260	\$ 592,605	\$ -	\$ 592,605	18.8%
31.1210 Special Education -- Self-Contained	\$ 51,062	\$ 7,732	\$ 51,062	\$ -	\$ 51,062	15.1%
31.1220 Special Education -- Extended Year	\$ 4,487	\$ 751	\$ 4,466	\$ -	\$ 4,466	16.8%
31.1225 Special Education - Impact Aid	\$ 11,298	\$ 1,884	\$ 11,230	\$ -	\$ 11,230	16.8%
31.1278 Special Education- Extended Year Stipend	\$ 3,605	\$ -	\$ -	\$ -	\$ -	0.0%
31.5201 Class Size Reduction K-8	\$ 315,846	\$ 56,292	\$ 313,714	\$ -	\$ 313,714	17.9%
31.5344 Enhancement for At-risk students	\$ 169,310	\$ 42,784	\$ 200,000	\$ -	\$ 200,000	21.4%
31.5901 CTE College & Career Awareness	\$ -	\$ 986	\$ -	\$ 5,914	\$ 5,914	16.7%
32.0500 Charter School Base Amount	\$ 102,505	\$ 16,694	\$ 101,813	\$ -	\$ 101,813	16.4%
32.5619 Charter School Local Replacement	\$ 2,800,937	\$ 504,909	\$ 3,037,921	\$ (51,951)	\$ 2,985,970	16.9%
Charter School Local Replacement Lag	\$ -	\$ -	\$ -	\$ 51,951	\$ 51,951	0.0%
32.5651 Educator Professional Time (HB 396)	\$ -	\$ 91,691	\$ -	\$ 43,074	\$ 43,074	212.9%
32.5653 Public Ed Capital & Tech	\$ -	\$ 130,769	\$ -	\$ 130,769	\$ 130,769	100.0%
32.5665 Grow Your Own Teacher	\$ 47,040	\$ -	\$ -	\$ -	\$ -	0.0%
33.5331 Gifted and Talented	\$ 8,461	\$ -	\$ 7,121	\$ -	\$ 7,121	0.0%
33.5641 Early Intervention	\$ 122,652	\$ 20,000	\$ 120,000	\$ -	\$ 120,000	16.7%
33.5805 Early Literacy (K-3)	\$ 75,081	\$ -	\$ 74,574	\$ (22,097)	\$ 52,477	0.0%
34.5662 Outdoor Recreation Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
34.5807 TSSP (Teacher Salary Supplement Prgm)	\$ 25,901	\$ -	\$ -	\$ -	\$ -	0.0%
34.5868 Teacher Materials and Supplies	\$ 9,958	\$ 7,960	\$ 9,891	\$ -	\$ 9,891	80.5%
34.5876 Educator Salary Adjustment	\$ 329,681	\$ 54,947	\$ 329,681	\$ -	\$ 329,681	16.7%
34.5911 EL Software Grant	\$ 41,833	\$ -	\$ 39,673	\$ -	\$ 39,673	0.0%
35.5420 School Land Trust	\$ 138,078	\$ 140,030	\$ 145,000	\$ -	\$ 145,000	96.6%
35.5655 Digital Teaching & Learning	\$ 61,415	\$ -	\$ 64,851	\$ -	\$ 64,851	0.0%
35.5666 Professional Learning	\$ 7,365	\$ -	\$ -	\$ 7,050	\$ 7,050	0.0%
35.5678 TSSA	\$ 186,678	\$ -	\$ 185,418	\$ -	\$ 185,418	0.0%
35.5679 Student Health & Counseling	\$ 30,584	\$ -	\$ 40,000	\$ 13,073	\$ 53,073	0.0%
35.5810 Library Books & Electronic Res	\$ 1,076	\$ 179	\$ 1,069	\$ -	\$ 1,069	16.7%
35.5644 STEM Endorsement Center	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
38.5672 Substance Abuse	\$ 2,333	\$ 4,000	\$ 2,317	\$ 1,683	\$ 4,000	100.0%
38.5674 Suicide Prevention	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	100.0%
38.8070 Liquor Tax (Lunch Program)	\$ 124,007	\$ 1,591	\$ 75,000	\$ -	\$ 75,000	2.1%
Total 3000:	\$ 9,043,120	\$ 1,865,134	\$ 9,471,518	\$ 179,466	\$ 9,650,984	19.3%
4000 Federal						
42.7210 ESSER CARES	\$ 1,600	\$ -	\$ -	\$ -	\$ -	0.0%
42.7215 ESSER II CARES	\$ 648,979	\$ -	\$ -	\$ -	\$ -	0.0%
42.7225 ESSER III ARP	\$ 428,477	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	0.0%
42.7230 GEERS II Funding	\$ 23,966	\$ -	\$ 20,204	\$ -	\$ 20,204	0.0%
45.8081 Emergency Operating Fund	\$ 3,972	\$ -	\$ -	\$ -	\$ -	0.0%
45-4522 IDEA Preschool	\$ 3,487	\$ -	\$ 3,487	\$ -	\$ 3,487	0.0%
45-4523 IDEA Preschool ARP	\$ 3,322	\$ -	\$ -	\$ -	\$ -	0.0%
45-4524 IDEA	\$ 158,618	\$ -	\$ 158,618	\$ -	\$ 158,618	0.0%
45-4525 IDEA ARP	\$ 43,226	\$ -	\$ -	\$ -	\$ -	0.0%
45-4526 MTSS Grant	\$ 6,000	\$ -	\$ 6,000	\$ (6,000)	\$ -	0.0%
45-8071 National School Lunch Program	\$ 50,314	\$ 1,571	\$ 51,000	\$ -	\$ 51,000	3.1%
45-8072 NSLP - Free & Reduced	\$ 553,097	\$ 7,504	\$ 300,000	\$ -	\$ 300,000	2.5%
45-8074 NSLP - Breakfast	\$ 99,950	\$ -	\$ 75,000	\$ -	\$ 75,000	0.0%
45-8075 Kitchen Equipment Grant	\$ 26,560	\$ -	\$ 76,478	\$ -	\$ 76,478	0.0%
45-8076 Supply Chain Assistance	\$ 20,482	\$ -	\$ -	\$ -	\$ -	0.0%
45-8079 After School Program	\$ 6,043	\$ -	\$ -	\$ -	\$ -	0.0%
48.7801 Title I - Remedial Services	\$ 223,846	\$ -	\$ 225,247	\$ -	\$ 225,247	0.0%
48.7860 Title II - MAPP	\$ 15,231	\$ -	\$ -	\$ -	\$ -	0.0%
48.7860 Title II	\$ 37,185	\$ -	\$ 36,535	\$ (5,577)	\$ 30,958	0.0%
48.7880 Title III A - English Lang Acq	\$ 20,033	\$ -	\$ 19,300	\$ 5,888	\$ 25,188	0.0%
48.7905 Title IV Supporting Effective Instruction	\$ 740	\$ -	\$ -	\$ 8,972	\$ 8,972	0.0%
Total 4000:	\$ 2,375,128	\$ 9,075	\$ 1,971,869	\$ 3,283	\$ 1,975,152	0.5%
Total Revenue:	\$ 11,534,326	\$ 1,902,196	\$ 11,602,745	\$ 182,749	\$ 11,785,494	16.1%



Actuals as of: August 31, 2022 Percentage of Year: 16.7%

Budget Detail Report	(1,040 Students)	(1,037 Students)	1037	(-7 Students)	1030	% of Forecast
	FY22 Actuals	FY23 Actuals	FY23 Budget	Changes	FY23 Forecast	
Expenses						
100 Salaries						
121 Principals and Assistants	\$ 604,556	\$ 123,407	\$ 749,400	\$ (58,281)	\$ 691,119	17.9%
131 Teachers	\$ 3,115,851	\$ 524,815	\$ 3,450,000	\$ (91,084) [3]	\$ 3,358,916	15.6%
132 PTO Cash out	\$ 18,330	\$ -	\$ 17,000	\$ -	\$ 17,000	0.0%
132 Substitute Teachers	\$ 57,761	\$ 2,041	\$ 78,000	\$ (4,026)	\$ 73,974	2.8%
133 Special Education Director & Teachers	\$ 361,815	\$ 57,896	\$ 461,133	\$ (46,213)	\$ 414,920	14.0%
134 Stipends (Sports, other)	\$ 144,263	\$ 30,966	\$ 65,000	\$ -	\$ 65,000	47.6%
134 HB 396 Educator Professional Time Stipend	\$ -	\$ 38,625	\$ -	\$ 43,074	\$ 43,074	89.7%
134 End of Year Bonus / Returning Bonus	\$ 40,615	\$ -	\$ 45,000	\$ -	\$ 45,000	0.0%
134 Christmas Bonus	\$ 56,662	\$ -	\$ 55,000	\$ -	\$ 55,000	0.0%
142 Counselor	\$ 114,000	\$ 19,000	\$ 125,000	\$ -	\$ 125,000	15.2%
145 Librarian	\$ 135,505	\$ 22,584	\$ 154,064	\$ -	\$ 154,064	14.7%
152 Secretarial & Clerical	\$ 208,918	\$ 38,187	\$ 271,554	\$ (73,558)	\$ 197,996	19.3%
161 General Ed TA	\$ 149,993	\$ 3,834	\$ 796,092	\$ (796,092)	\$ -	0.0%
162 Special Education TA	\$ 390,611	\$ 35,224	\$ -	\$ 426,629	\$ 426,629	8.3%
163 Title I TA	\$ 148,702	\$ 12,416	\$ -	\$ 291,211	\$ 291,211	4.3%
164 Early Literacy (K-3) TA	\$ 63,208	\$ 3,839	\$ -	\$ 69,444	\$ 69,444	5.5%
165 Land Trust TA	\$ 66,794	\$ -	\$ -	\$ 54,784	\$ 54,784	0.0%
166 Early Intervention TA	\$ 6,631	\$ -	\$ -	\$ 17,016	\$ 17,016	0.0%
167 ESSER III TA	\$ -	\$ 949	\$ -	\$ 93,365	\$ 93,365	1.0%
182 Facility Manager	\$ -	\$ 1,875	\$ -	\$ -	\$ 40,313	4.7%
184 IT Support	\$ -	\$ -	\$ -	\$ -	\$ 91,347	0.0%
191 Food Service	\$ 303,237	\$ 35,152	\$ 303,961	\$ -	\$ 303,961	11.6%
Total 100:	\$ 5,987,452	\$ 950,810	\$ 6,571,204	\$ (73,731)	\$ 6,629,133	14.5%
200 Benefits						
220 Social Security	\$ 427,413	\$ 72,223	\$ 459,984	\$ -	\$ 459,984	15.7%
230 Retirement	\$ 141,115	\$ 25,522	\$ 160,000	\$ -	\$ 160,000	16.0%
241 Group Insurance	\$ 410,960	\$ 67,467	\$ 419,566	\$ -	\$ 419,566	16.1%
242 Waiver Benefit	\$ 116,729	\$ 19,875	\$ 130,500	\$ -	\$ 130,500	15.2%
270 Worker's Compensation Fund	\$ 22,243	\$ -	\$ 12,324	\$ -	\$ 12,324	0.0%
280 Unemployment Insurance	\$ 12,138	\$ -	\$ 15,000	\$ -	\$ 15,000	0.0%
Total 200:	\$ 1,130,598	\$ 185,087	\$ 1,197,374	\$ -	\$ 1,197,374	15.5%
300 Prof & Technical Services						
320 Mental Health (Weber Health Services)	\$ 29,396	\$ -	\$ 40,000	\$ 13,073	\$ 53,073	0.0%
323 Speech Therapy	\$ 131,611	\$ 28,548	\$ 171,288	\$ -	\$ 171,288	16.7%
323 Psychology / Behavior	\$ 6,314	\$ 3,186	\$ 10,000	\$ -	\$ 10,000	31.9%
330 Employee Training & Development	\$ 71,823	\$ 12,453	\$ 40,000	\$ -	\$ 40,000	31.1%
352 Audit Services	\$ 21,800	\$ -	\$ 22,300	\$ -	\$ 22,300	0.0%
345 Business Manager Services	\$ 84,000	\$ 14,280	\$ 86,520	\$ -	\$ 86,520	16.5%
349 Legal	\$ 88	\$ -	\$ 15,000	\$ -	\$ 15,000	0.0%
355 IT Services	\$ 58,713	\$ 3,226	\$ 66,000	\$ -	\$ 66,000	4.9%
Total 300:	\$ 403,745	\$ 61,693	\$ 451,108	\$ 13,073	\$ 464,181	13.3%
400 Purchased Property Services						
410 Garbage / Sewer / Water	\$ 40,029	\$ 7,179	\$ 60,000	\$ -	\$ 60,000	12.0%
430 Repairs / Maintenance / Monitoring	\$ 195,461	\$ 53,505	\$ 134,000	\$ -	\$ 134,000	39.9%
433 Cleaning & Custodial Services	\$ 71,244	\$ 11,874	\$ 72,000	\$ -	\$ 72,000	16.5%
435 Lawn Care & Snow Removal	\$ 30,317	\$ 8,959	\$ 30,000	\$ -	\$ 30,000	29.9%
443 Lease of Copy Machines	\$ 4,290	\$ 1,170	\$ 4,800	\$ -	\$ 4,800	24.4%
450 Construction Services	\$ -	\$ 102,105	\$ -	\$ -	\$ -	0.0%
Total 400:	\$ 341,341	\$ 184,792	\$ 300,800	\$ -	\$ 300,800	61.4%
500 Other Purchase Services						
520 Property & Liability Insurances	\$ 43,511	\$ 11,627	\$ 37,000 [4]	\$ -	\$ 37,000 [5]	31.4%
530 Communication (Phone & Internet)	\$ 6,148	\$ 1,031	\$ 6,178	\$ -	\$ 6,178	16.7%
540 Marketing	\$ 5,084	\$ -	\$ 10,000	\$ -	\$ 10,000	0.0%
542 Board Expenses	\$ 6,621	\$ -	\$ 8,000	\$ -	\$ 8,000	0.0%
580 Travel / Per Diem	\$ 20,621	\$ 1,484	\$ 20,000	\$ -	\$ 20,000	7.4%
590 Field Trips (Bussing & Entrance Fees)	\$ 11,595	\$ -	\$ 30,000	\$ -	\$ 30,000	0.0%
590 Student Activities - Aguilas Bussing	\$ 914	\$ -	\$ 1,200	\$ -	\$ 1,200	0.0%
591 Sports (Bussing, Fees, Tri, Weight Training)	\$ 19,257	\$ 3,615	\$ 15,000	\$ 10,000	\$ 25,000	14.5%
592 Trips	\$ 17,025	\$ 203	\$ 120,000	\$ -	\$ 120,000	0.2%
593 Clubs	\$ 6,894	\$ 201	\$ 4,500	\$ -	\$ 4,500	4.5%
Total 500:	\$ 137,670	\$ 18,161	\$ 251,878	\$ 10,000	\$ 261,878	6.9%



Actuals as of: **August 31, 2022** Percentage of Year: **16.7%**

Budget Detail Report	(1,040 Students)	(1,037 Students)	1037	(-7 Students)	1030	% of Forecast
	FY22 Actuals	FY23 Actuals	FY23 Budget	Changes	FY23 Forecast	
600 Supplies and Materials						
611 Classroom/ Legislative Supplies	\$ 59,073	\$ 7,976	\$ 30,000	\$ 5,914	\$ 35,914	22.2%
611 SpEd Supplies	\$ 7,189	\$ 992	\$ 7,000	\$ -	\$ 7,000	14.2%
611 Garden Grant	\$ -	\$ -	\$ 755	\$ (755)	\$ -	0.0%
611 Event Supplies	\$ 1,538	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%
614 Safety & Wellness	\$ 140	\$ 147	\$ -	\$ -	\$ -	0.0%
613 OPA Apparel / Concessions	\$ 19,509	\$ 6,737	\$ 15,000	\$ -	\$ 15,000	44.9%
619 Yearbooks	\$ 4,600	\$ -	\$ 6,790	\$ -	\$ 6,790	0.0%
617 OPAPO	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
618 Art Expo	\$ 139	\$ -	\$ 2,400	\$ -	\$ 2,400	0.0%
616 Aguilas & 7 Habits	\$ 1,364	\$ 42	\$ 3,000	\$ -	\$ 3,000	1.4%
614 Staff Meals / Appreciation / Prof Dev	\$ 32,475	\$ 490	\$ 40,000	\$ -	\$ 40,000	1.2%
615 Counseling / Cultural Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
612 Office Supplies	\$ 37,539	\$ 12,081	\$ 35,000	\$ -	\$ 35,000	34.5%
621 Natural Gas	\$ 28,577	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%
622 Electricity	\$ 68,643	\$ 14,790	\$ 80,000	\$ -	\$ 80,000	18.5%
630 Lunch Program Food & Supplies	\$ 409,963	\$ 37,260	\$ 440,000	\$ -	\$ 440,000	8.5%
641 Curriculum & Educational Software	\$ 147,161	\$ 52,482	\$ 110,000	\$ -	\$ 110,000	47.7%
644 Library	\$ 21,057	\$ 4,051	\$ 18,000	\$ -	\$ 18,000	22.5%
650 Technology Related Supplies	\$ 190,659	\$ -	\$ -	\$ -	\$ -	0.0%
680 Maintenance & Cleaning Supplies	\$ 18,405	\$ 1,272	\$ 15,000	\$ -	\$ 15,000	8.5%
Total 600:	\$ 1,048,031	\$ 138,320	\$ 827,945	\$ 5,159	\$ 833,104	16.6%
700 Property, Equipment						
710 Land and Site Improvement	\$ 105,448	\$ -	\$ 50,000	\$ -	\$ 50,000	0.0%
733 Furniture and Fixtures	\$ 11,273	\$ 3,367	\$ 40,000	\$ -	\$ 40,000	8.4%
734 Technology-Related Hardware & Software	\$ 133,154	\$ 20,705	\$ 150,000	\$ 130,769	\$ 280,769	7.4%
738 Kitchen Equipment	\$ 23,026	\$ 50,866	\$ 76,478	\$ -	\$ 76,478	66.5%
Total 700:	\$ 272,901	\$ 74,938	\$ 316,478	\$ 130,769	\$ 447,247	16.8%
800 Debt Service and Misc						
810 Dues and Fees	\$ 28,540	\$ 5,502	\$ 30,000	\$ -	\$ 30,000	18.3%
812 Banking Fees	\$ 2,428	\$ 315	\$ 3,000	\$ -	\$ 3,000	10.5%
850 Bond - Restricted Assets	\$ 943,913	\$ 188,381	\$ 1,078,842	\$ 82,686	\$ 1,161,528	16.2%
850 Bond Fees	\$ 35,000	\$ -	\$ -	\$ -	\$ -	0.0%
850 Contingency	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%
890 Miscellaneous	\$ 9,158	\$ -	\$ -	\$ -	\$ -	0.0%
Total 800:	\$ 1,019,039	\$ 194,198	\$ 1,131,842	\$ 82,686	\$ 1,214,528	16.0%
Total Expenses:	\$ 10,340,777	\$ 1,807,999	\$ 11,048,629	\$ 167,956	\$ 11,348,245	15.9%
Net Income:	\$ 1,193,549	\$ 94,197	\$ 554,116	\$ 14,793	\$ 437,249	
Reserve Funds Used in Year:				Goal 4.75%	\$ 559,811	Diff: \$ (122,56)
Fund Reserve:						

Coversheet

Administrative Board Report

Section: III. Administrative Report
Item: A. Administrative Board Report
Purpose: Discuss
Submitted by:
Related Material: Administrative Board Report 09.15.2022.pdf



OGDEN PREPARATORY ACADEMY

Monthly Administrative Board Report

Date: September 15, 2022

Events

1. Recent Events

- a. August 16-19: KEEP Testing
- b. August 18: Board Meeting
- c. August 19: 1:30 - 3: Kindergarten Open House
- d. August 25: 8:30 to 11:00: Pictures
- e. August 31: Redwoods Trip Service Project
- f. September 12-17: Redwoods Field Trip

2. Upcoming Events

- a. September 28: Family Engagement Night
- b. October 5: Kindergarten & 1st Grade Family Art Night
- c. October 6-7: Family-Teacher Conferences
- d. October 13: Board Meeting

Academics

1. During our last full faculty PD, we received training in our first set of Academic Language and Literacy strategies which involved building classroom relational capacity.
2. Beginning of Year (BOY) Assessment Update
 - a. Acadience Reading (Grades K-3) Complete
 - b. Acadience Math (Grades K-3) Complete
 - c. i-Ready Math Diagnostic (Grades K-9) Will be complete by 9/16
 - d. Star Reading Assessment (Grades 4-9) Will be complete by 9/16

Signature Programs

1. AVID (Advancement Via Individual Determination)
 - a. AVID & LIA student leaders attended leadership training on Saturday, September 10th.
2. LIA (Latinos in Action)
 - a. LIA has started tutoring in the elementary
3. Leader in Me

- a. Leadership structure (School Leadership Team) broken into three committees;
 - i. Academics
 - ii. Leadership
 - iii. Culture
 - b. All SLT meetings will involve one or all of those topics
 - c. Looking to make LIM a more integrated part of the school as opposed to a compartmentalized subject/task
4. OPA Athletics
- a. Cross country, girls soccer and girls volleyball have all begun. We had a student take first place during the last cross country meet and the volleyball team has one win.

Finance and Compliance

- 1. Finance
 - a. PTIF 07/01-07/31:
 - i. Ending Balance: \$2,681,845.44
 - ii. Interest deposited: \$3,741.27
 - iii. Transfers: none

Operations

- 1. Family Engagement
 - a. We hired Jessica Lambertsen as our Family Engagement Coordinator.
 - i. Jessica is working with Administration to create a Family Engagement Committee that will be composed of parents and staff. The committee will provide input on school plans and help plan and facilitate family activities.
 - ii. Jessica is working with Administration and staff to implement Family Engagement nights. These activities will be opportunities to learn and have fun. Resources will include community partnerships, technology usage, and Leader In Me family activities.
- 2. Early Childhood Center
 - a. **Ground Breaking**
 - b. Parking lot trench, October 20, 21 (Fall Break)
- 3. **20 years celebration**
- 4. Human Resources
 - a. Teacher Retention Rate: 89.47%
 - b. Alfredo Perez, IT, resigned
 - c. Teresa Hislop: Utah Teacher of the Year Runner UP
 - d. **Parent and Staff Surveys to be distributed in October.**
 - e. Professional Development

- i. OPA Administration has defined a structure of collaboration for OPA Staff. Different teams and some of their purposes are identified below.
 1. Full faculty meeting monthly
 - a. Wellness Program updates
 - b. Safety and Loss Prevention Data Trends
 - c. Assessment Data Trends
 - d. Research based teaching strategy instruction and reflection.
 2. SLT (School Leadership Team) meets at least 2/month. Staff representatives meet to inform policy and decisions.
 - a. Review policies and data and determine next steps
 - b. PBIS program implementation
 - c. Book studies
 - d. Feedback from CTTs
 - e. Instruction for CTTs
 3. CTT (Classroom Transformation Teams) meet at least 2/month. These teams are by grade level or subject area depending on the grade.
 - a. Data analysis
 - b. Curriculum Map planning
 - c. Lesson Planning
 4. Building Meetings monthly
 - a. Staff from each building meet separately.
 - b. Review of expectations.
 - c. Teaching Strategies taught and reviewed.
 - d. Data reviewed and analyzed.
 - ii. OPA Administration has created a Canvas course for all employees to track required training and to disseminate information. Stephanie Mathers and Stephanie Wright are instrumental in the creation and management of this resource.
5. Facilities Update
 - a. Basketball hoops - complete
 - b. Painting - in progress
 - c. Carpet - almost complete
 - d. Lights - complete; Rebate requests have been submitted
 - e. Sun shades for the playground - in progress
 - i. We have been getting proposals for the installation of the shades.
 - f. Garden and Tree project - in progress
 - g. Sprinkler system repair and upgrade - in progress
 6. Enrollment
 - a. FY23 Current numbers and Enrollment Plan (as of 09/10/2022)

Grade	K	1	2	3	4	5	6	7	8	9	All
October 1											
FY23 Sept	100	102	96	102	100	94	103	14	110	110	1031
FY22 Sept	104	94	99	108	95	100	110	105	109	105	1029
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: 78

c. FY23 Lottery as of 09/10/2022

OGDEN PREPARATORY ACADEMY						
Grade	I	A	GWL	SWL	TWL	FWL
K	10	114	10	0	0	0
1	4	33	3	1	0	0
2	6	23	5	1	0	0
3	10	25	8	2	0	0
4	5	15	4	1	0	0
5	3	26	3	0	0	0
6	2	23	1	1	0	0
7	14	41	12	2	0	0
8	0	29	0	0	0	0
9	2	17	2	0	0	0
Totals:	56	346	48	8	0	0

7. Student Retention:
FY23:

FY23 Grade	# Students Re-Enrolled FY23	FY21 Ending Enrollment	% Re-Enrolled
1	83	100	83.00%
2	90	96	93.75%
3	95	98	96.94%
4	103	106	97.17%
5	84	94	89.36%
6	95	99	95.96%
7	94	102	92.16%
8	98	107	91.59%
9	107	113	94.69%
	849	915	92.79%

FY22: 89.13%

FY21: 91.21%

FY20: 86.8%

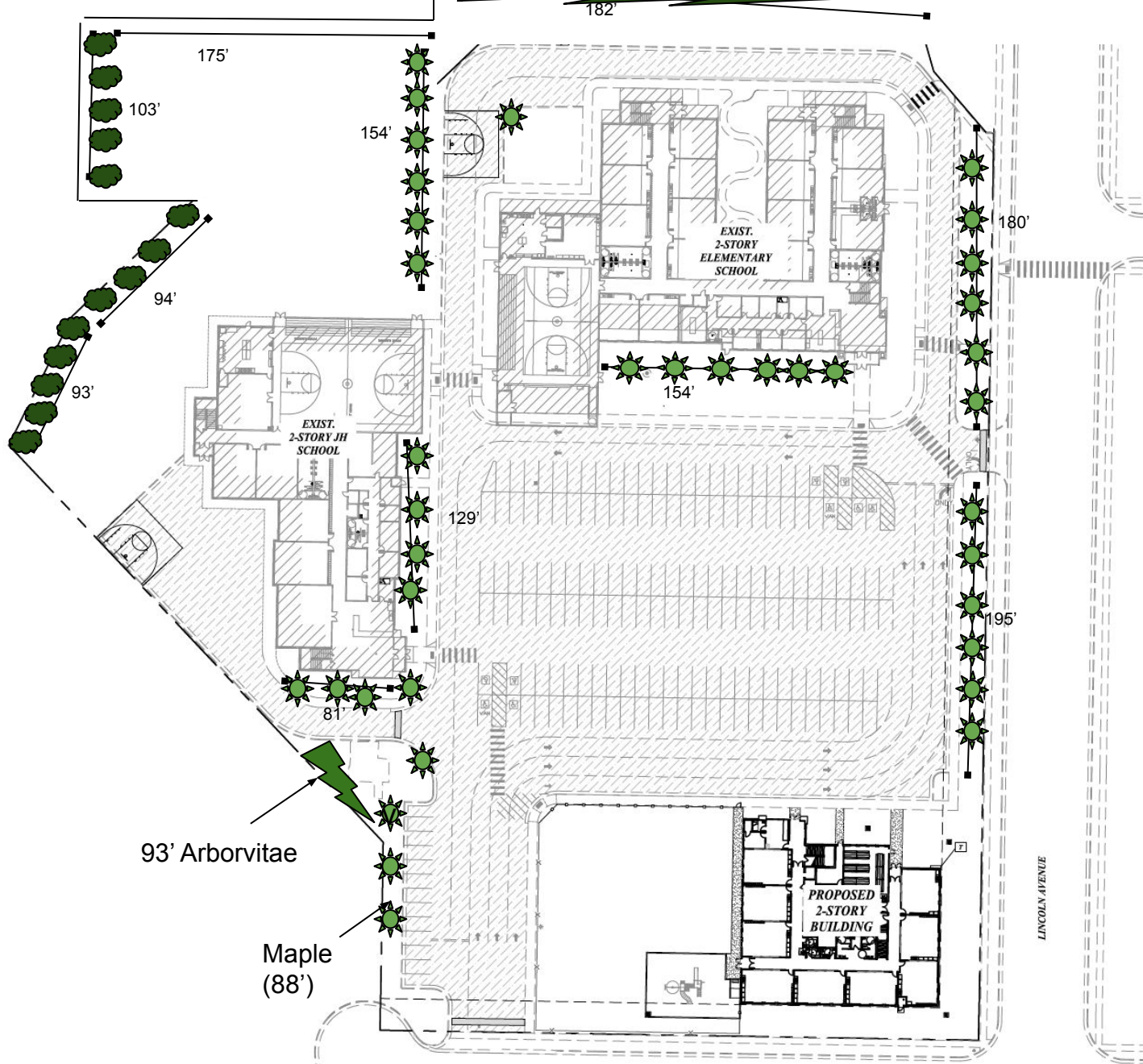
FY19: 87.74%

FY22 Charter School Median Retention: 79.8%

Coversheet

OPA Tree Plan

Section:	III. Administrative Report
Item:	B. OPA Tree Plan
Purpose:	Vote
Submitted by:	
Related Material:	OPA TREE PLAN (1).pdf



Coversheet

Policy Updates

Section: IV. Policies
Item: A. Policy Updates
Purpose: Vote

Submitted by:

Related Material:

6.05.POL_Arrest_Reporting_Policy.pdf

9.02.POL_Electronic_Resources_and_Personal_Device_Policy_DRAFT_(1).pdf

7.31.POL_Student_Promotion_and_Retention_Policy_DRAFT.pdf

3.11.POL_PTIF_Fund_Transfer_Policy.pdf



Official Policy of Ogden Preparatory Academy

6. Human Resources

6.05.POL Arrest Reporting Policy

Effective/Revision Date: 10/15/2015

Page 1 of 2

PURPOSE

The purpose of this policy is to comply with the requirements of Utah Administrative Code R277-516-4.

POLICY

The Board of Directors of the School recognizes the importance of receiving information regarding arrests of employees that are not licensed by the Utah State Office of Education in order to assist the School in adequately safeguarding the safety of students.

REQUIRED REPORTS

~~All employees and Board Members (a) All non-USOE licensed employees of the School and (b) volunteers, (c) Board Members, and (d) any School employees who drive a motor vehicle as part of their employment responsibilities~~ must report to the ~~HR Director or Principal~~ **HR Director or Principal** information regarding the following matters:

- Convictions, including pleas in abeyance and diversion agreements;
- Any matters involving arrests for alleged sex offenses;
- Any matters involving arrests for alleged drug-related offenses;
- Any matters involving arrests for alleged alcohol-related offenses; and
- Any matters involving arrests for alleged offenses against the person under Title 76, Chapter 5 (i.e., assault, battery, etc.).

TIMELINE FOR REPORTS

Current employees of the School must provide the required reports to the **HR Director or Principal** within seven (7) days of receiving notification of this policy from the **HR Director or Principal**. Thereafter, employees of the School must submit required reports to the **HR Director or Principal** within seven (7) days of the event necessitating the report. New employees of the School must report this information prior to commencing work for the School.

PROCEDURE FOR REVIEW OF REPORTS

The **HR Director or** Principal will review and investigate all reports received pursuant to the policy and determine whether any employment action is necessary to protect the safety of students.

The **HR Director or** Principal will maintain the confidentiality of the information submitted and only share such information with individuals who have a legitimate need to know. Information regarding the reports, the results of any investigation, the **HR Director or** Principal's determination and any action taken will be maintained in a separate, confidential employment file. These records will only be kept as long as the Principal determines it is necessary to protect the safety of students.

REQUIRED ACTION

Any individual who reports a matter involving alleged sex offenses or other alleged offenses that may endanger students shall be immediately suspended from all student supervision responsibilities during the period of investigation.

Any individual who reports a matter involving alcohol or drugs shall be immediately suspended from transporting students, operating motor vehicles on school business, or operating or maintaining school vehicles during the period of investigation.

TRAINING

The **OPA Administration**~~Principal~~ will ensure that individuals subject to this policy receive appropriate training regarding their arrest reporting obligations.

Document History

Approved: 08/05/2009
Revised: 10/15/2015

Legal References

Utah Administrative Code R277-516-4

6.05.POL Arrest Reporting Policy	
Effective/Revision Date: 10/15/2015	Page 2 of 2



Official Policy of Ogden Preparatory Academy

9. Information Systems

9.02.POL Electronic Resource and Personal Device Policy

Effective/Revision Date:

Page 1 of 7

PURPOSE

Ogden Preparatory Academy (the School) recognizes the value of computers and other electronic resources to facilitate student learning and help the School's employees accomplish the School's mission. The School has therefore made substantial investments to establish a network and provide various electronic resources for student and employee use. Because of the potential harm to students and the School from misuse of these resources, the School requires the safe and responsible use of computers; computer networks, including e-mail and the Internet; and other electronic resources.

This policy is intended to focus on Personal Electronic Devices; information about School Issues Electronic Devices is located in the Acceptable Use Policy (9.03.POL).

ELECTRONIC DEVICES

The School recognizes that various forms of electronic devices are widely used by both students and employees and are important tools in today's society. The School seeks to ensure that the use of electronic devices, both privately-owned devices and devices owned by the School, does not cause harm or otherwise interfere with the learning, safety, or security of students or employees. The Principal shall therefore establish reasonable rules and procedures regarding the use of electronic devices at School and School-sponsored activities in compliance with applicable laws.

DEFINITIONS

1. Personal Electronic Devices: electronic media, communication devices, transmitters, receivers or players, including but not limited to mobile phones, phones with or without video or picture taking capability, electronic music or video players, iPods, tablets, iPads, smart watches, and electronic gaming devices.
2. School Provided Electronic Devices: Laptops, tablets, access to computers, and other devices that transmit digital curriculum, which are owned by the School.
3. School day: The hours that make up the School day according to the School's schedule.
4. School-sponsored activities: Field trips, curricular and extracurricular activities, and extended School-sponsored trips or activities, including School-provided transportation to and from such activities.
5. Instructional time: The hours during the School day designated by the School for class instruction.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES

1. PURPOSE

To protect student safety and to preserve the integrity of our learning environment, personal electronic devices are not allowed at OPA during school hours. Students are not allowed to have personal electronic devices on their person, including in pencil pouches, in pockets, or in binders. Electronic devices should be left at home, checked in at the front office, or locked in a locker during the school day. When personal electronic devices are used before or after school, they should be used in accordance with OPA Policies and Procedures in addition to the following standards:

1. Electronic devices may not be used to view, access, download, store, or transmit pornography or other obscene or inappropriate material.
2. Electronic devices may not be used to bully, threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.
3. Electronic toys are not allowed in the School.

2. EXCEPTIONS

The Principal may give permission for a student to possess an electronic device for good cause, including medical reasons, if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.

A student's guardian may request that the Principal allow a student to possess an electronic device on active mode at all times during the School day, with the exception of during tests and standardized assessments, for good cause, including medical needs or unusual family situations.

A student may possess an electronic device on active mode at all times during the regular School day, including during assessments, if such an accommodation is specified in a written Section 504 plan, an Individualized Education Plan, or in connection with other legitimate circumstances determined by the Principal.

Electronic devices may be used in the event of an emergency during the limited period of the emergency in order to protect the safety of a student or School employee, visitor or volunteer.

A student's guardian may make individualized requests for exceptions to these procedures to the Principal.

3. RIGHTS AND RESPONSIBILITIES

9.02.POL Electronic Resource and Personal Device Policy

Effective/Revision Date:

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Students bring electronic devices on School property at their own risk. The School is not responsible for lost, stolen or damaged electronic devices.

An individual other than a student who finds or confiscates a privately owned electronic device may search the device for the purpose of determining the device's owner. Students may not search electronic devices.

The School is not responsible for loss, damage or theft of any privately owned electronic devices. The School will make reasonable efforts to notify parents/guardians that the School has a student's electronic device in its possession. Custodial parents/guardians who show identification may retrieve confiscated electronic devices during School hours or by appointment.

The School may contact law enforcement if School employees believe that a student has used an electronic device in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic devices. Once a device is turned over to law enforcement, the school transfers responsibility to law enforcement and the policies and procedures of that entity; parents are responsible for communicating with law enforcement regarding the device.

4. CONSEQUENCES FOR VIOLATION

On the first violation of these procedures, a privately owned electronic device will be confiscated, labeled, and held in a secure location. At the end of the day it will be returned to the student. The Principal, teachers, and other individuals designated by the Principal may confiscate privately owned electronic devices under these procedures.

On the second violation of these procedures, a privately owned electronic device will be confiscated, labeled, and held in a secure location. At the end of the day it will be returned to a legal guardian as designated in the Student Management System. The Principal, teachers, and other individuals designated by the Principal may confiscate privately owned electronic devices under these procedures.

If any violation involves cheating or constitutes a violation of the School's Safe Schools Policy or Bullying and Hazing Policy there will be additional consequences determined by the Principal or designee.

Electronic devices that are used inappropriately may be subject to search by the Principal if there is a reasonable suspicion that the device contains obscene or pornographic material or has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.

9.02.POL Electronic Resource and Personal Device Policy	
Effective/Revision Date:	Page 3 of 7

The Principal may impose additional disciplinary consequences for a student's violation of these procedures, considering the nature of the violation and other disciplinary actions in which the student has been involved. Such disciplinary actions may include:

1. Required check in/out of devices at the front office.
2. Disciplinary letter to the student's parent/guardian that is placed in the student's file
3. Detention
4. In-School suspension
5. Suspension
6. Expulsion
7. Loss of the privilege of participating in School-sponsored activities or of receiving honor recognition

The School will retain un-retrieved electronic devices until the end of the School year, at which the devices will be disposed of in a manner that ensures that no data stored on the device may be retrieved.

5. NOTICE OF THE POLICY

The School will give parents and students written notice of these procedures annually. Written notice may be satisfied by posting the policy on the School's website, publishing the policy in a School Handbook, sending the policy to the student's home, or any other reasonable means.

6. OTHER PROVISIONS

Picture taking or sound or video recording by students is prohibited in School unless authorized by a teacher or the Principal. Picture taking or sound or video recording by students is prohibited in private areas of the School such as locker rooms, counseling sessions, washrooms, and dressing areas.

Students are responsible for their own electronic devices and may be subject to discipline if another misuses their device.

EMPLOYEE USE OF PERSONAL ELECTRONIC DEVICES

1. PURPOSE

Ogden Preparatory Academy will allow personal devices on our network and school grounds for Employees and Board Members who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding Bring Your Own Technology (BYOT).

9.02.POL Electronic Resource and Personal Device Policy	
Effective/Revision Date:	Page 4 of 7

The use of personal devices by Employees and Board Members is optional. Employees and Board Members who do not participate in BYOT will not be penalized. Alternate modes of participation will be available.

An important component of BYOT will be education about appropriate online behaviors. Cyber-safety rules and reinforcement about safe online behaviors shall be reviewed with teachers each school year. In addition to the rules outlined in these guidelines, teachers will be expected to comply with all school and classroom rules while using personal devices. The use of technology is not a privilege and shall be restricted and/or revoked if abused.

2. PERSONAL DEVICE DEFINITIONS AND TYPES

For the purpose of this program, the word “devices” shall include: laptops, netbooks, cell phones, smart phones, iPods, iPads, tablets, and eReaders. Please note: Nintendo DS and/or other gaming devices with internet access are not permissible. In addition, home automation/assistant devices (Google Home, Amazon Alexa products, Apple Homepod, etc.) and the like are not permissible. These products are a direct violation of student privacy and will be blocked from usage on the Ogden Preparatory Academy Network.

3. GENERAL GUIDELINES

1. Employees and Board Members participating in BYOT must adhere to all policies and procedures of Ogden Preparatory Academy, particularly the Internet Acceptable Use policy.
2. Personal Devices must be approved by Ogden Preparatory Academy’s Support Services before gaining access to the school network.
3. Approved devices must be in silent mode while on school campus, unless otherwise allowed by an administrator. Headphones may be used.
4. Employee and/or Board Members’ personal devices may not be used by students at any time.
5. Employees and Board Members may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities unless otherwise allowed by an administrator.
6. Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum during school hours.

4. PRIVACY ACKNOWLEDGEMENTS

1. The school network filters will be applied to a device’s connection to the internet and any attempt to bypass the network filters is prohibited and shall be considered abuse.
2. Ogden Preparatory Academy is authorized to collect and examine any device that is suspected of causing technological problems or was the source of an attack or viral infection.

9.02.POL Electronic Resource and Personal Device Policy

Effective/Revision Date:

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3. Employees and Board Members should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the school code of conduct. If the device is locked or password protected the Employee or Board Member shall unlock the device at the request of a school administrator.

5. GOVERNMENT RECORDS AND PERSONAL DEVICES

Due to the nature of working in a public school, employees using personal devices to complete work tasks and receive/transmit work communication shall be aware of the following:

1. Any message an employee sends or receives on a personal device(s) in connection with his/her job is a record, and is the property of the State of Utah.
2. Any data created, received, or accessed by a personal device(s), or stored on a personal device(s), in connection with the employee's job is a record, and is the property of the State of Utah.
3. All state records, including those stored on or associated with a personal device(s), may only be deleted according to an approved retention schedule. Destroying records contrary to a retention schedule is a Class B misdemeanor.
4. Transitory messages (messages which are only needed for a very brief period of time, such as a day or a week) may be deleted once the employee is done with them.
5. The employee agrees not to destroy non-transitory records, including those stored on or associated with a personal device(s).
6. The employee understands that he/she may need to provide non-transitory records, including those stored on or associated with personal device(s) to the State if requested to do so.
7. A personal device(s) may be subject to confiscation by the State as needed to access State records thereon.

6. ACCEPTABLE USE POLICY

Employees and Board Members who declare on the Staff Acceptable Use of School Electronic Resources Acknowledgment of Receipt and Understanding confirm that they will be participating in the BYOT program:

1. Agree to abide by the above policy and guidelines.
2. Understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action.

Additional rules regarding the use of personal devices may be included and shall be explained to all employees and board members upon inclusion.

GUEST ELECTRONIC DEVICES

9.02.POL Electronic Resource and Personal Device Policy

Effective/Revision Date:

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Parents, guests and visitors to the School may use electronic devices at School and at School sponsored activities only in accordance with rules established by the Principal. Such individuals who use the School's electronic resources may not use such resources to access inappropriate material or information. Use of School electronic resources shall comply with all OPA Policies and Procedures, unless an explicit, written exception from Administration is in place.

LOST, STOLEN, OR DAMAGED DEVICES

Each user is responsible for his/her own device and should use it responsibly and appropriately. Ogden Preparatory Academy takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While administration will help Employees and Board Members identify how to keep personal devices secure, Employees and Board Members shall have the final responsibility for securing their personal devices. It is recommended that you review your Homeowner's or Renter's Insurance policy regarding coverage of personal electronic devices.

OTHER PROVISIONS

1. Usage Charges: Ogden Preparatory Academy is not responsible for any personal device charges that may be incurred during approved school-related use.
2. Network Considerations: It is recommended that users maintain appropriate bandwidth for school-related work and communications. Users will have access to the "OPA Staff" wireless network. Ogden Preparatory Academy does not guarantee connectivity or the quality of the connection for personal devices. The Ogden Preparatory Academy's Support Services is not responsible for maintaining or troubleshooting Employee or Board Member devices.

Document History

Approved:

Legal References

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Official Policy of Ogden Preparatory Academy

7. Students

7.31.POL Student Promotion and Retention

Effective/Revision Date:

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PURPOSE

Consistent with the Parental Rights in Education Act (Utah Code 53-A-15-1400), it is the policy of the Ogden Preparatory Academy (The School) to reasonably accommodate any parent or guardian request to retain or promote a student in kindergarten through grade eight (K-8) based upon the student’s academic ability, as well as the student’s social, emotional, and physical maturity, as determined by the student’s parents and School personnel.

REQUESTING RETENTION, PROMOTION, AND ADVANCED/SPECIALIZED COURSES

To “reasonably accommodate” parental requests means that The School will strive to make necessary and appropriate modifications and adjustments so long as the request does not impose an Undue Burden or Substantial Impact to staff and resources, while balancing essential Factors for Consideration.

In determining whether a request creates an Undue Burden or Substantial Impact, the school and district will consider the following:

- employee working conditions,
- impact to other students,
- safety and supervision on school premises and during school activities, and
- the efficient allocation of district resources.

The essential Factors for Consideration include the following:

- The parents’ rights;
- Educational needs of other students;
- Academic and behavior impacts to a classroom;
- A teacher’s workload;
- The assurance of a safe and efficient operation of the School; and,
- Adhering to procedures and requirements for placement in special programs.

The guiding philosophy for determining placement, acceleration, promotion, or retention will be what is in the best interest of children.

RETENTION AND PROMOTION REQUESTS

The general philosophy of the School is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with the normal social and emotional development.

Most students will progress through kindergarten, elementary, junior high and high school curriculum, completing the work on a year to year basis. In arriving at a decision for student retention and promotion, The School will review and consider all relevant data listed related to Undue Burden, Substantial Impact, and Factors for Consideration listed in this policy.

Retention

Related to requests for retaining students, The School will normally follow current research which has shown that retention is usually not the optimum solution. Without early diagnosis and targeted intervention, struggling students are unlikely to catch up whether they are promoted or retained.

Other options—such as summer school, before-school and after-school programs, or extra help during the school day—could provide equivalent extra time in more instructionally effective ways.

Retention will be considered only in cases when both of the following are true: (1) a review of the data supports a reasonable expectation that the student will be able to meet or exceed grade level expectations within one academic year as a result of being retained, and (2) data related to Undue Burden, Substantial Impact, and Factors for Consideration listed in this policy support retention.

Promotion

Similar to retention, Promotion is a rare event that requires both academic and social/emotional considerations. Other options—such as advanced courses, after school enrichment, and targeted elective classes—could provide educational enhancement in structured ways that preserve the

7.31.POL Student Promotion and Retention Policy	
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student's linear experience of the Utah Core standards and appropriate social interactions with age-appropriate peers.

Promotion will be considered only in cases when both of the following are true: (1) a review of the data supports a reasonable expectation that the student is already able to meet or exceed grade level expectations in all subject areas at both the current grade level and the grade level to be bypassed (2) data related to Undue Burden, Substantial Impact, and Factors for Consideration listed in this policy support promotion.

ADVANCED OR SPECIALIZED COURSES

The School will attempt to reasonably accommodate a parent or guardian's request to place a student in a specialized class, a specialized program, or an advanced course when supported by data. In arriving at a decision for student placement into advanced or specialized courses, The School will review and consider all relevant data related to Undue Burden, Substantial Impact, and Factors for Consideration listed in this policy.

PROCESS FOR REVIEWING RETENTION, PROMOTION, AND ADVANCED/SPECIALIZED COURSES

Ogden Preparatory Academy will follow Utah Code 53-A-15-1400 when considering parental requests for promotion or retention.

The process will include:

1. Parent requests in writing their desire for promotion, retention, or placement in a specialized class, program, or an advanced course.
2. Principal gathers student grades, testing data, behavioral, attendance and other appropriate records for the student.
3. The principal will then set up a team meeting to discuss all information regarding the request, including all relevant data related to Undue Burden, Substantial Impact, and Factors for Consideration listed in this policy. Team members shall include the principal, parent/guardian, teacher(s), IEP/504 Team members (if applicable), and school counselor. Team members may also include the student, school psychologist, academic mentor, and/or school social worker.
4. A decision regarding whether the request can be reasonably accommodated is made based upon what the team feels is best for the child in accordance with all relevant data related to Undue Burden, Substantial Impact, and Factors for Consideration listed in this

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policy. If the decision is to deny the request, the School must provide an explanation stating the reason the request cannot be accommodated.

5. If a request is denied, the parent(s) shall be informed of their right to appeal the decision through a process with the Ogden Preparatory Academy Board of Directors. The appeal must be in writing and delivered to the Board President. The Board President will set up a LEA Promotion/Retention Appeals Committee to hear the request. The LEA Promotion/Retention Appeals Committee will consist of members of the OPA District Team who were not part of the initial Team, at least one Board Member, and, where appropriate, the Special Education Coordinator.
6. The LEA Promotion/Retention Appeals Committee's decision shall be final.

Document History

Approved:

Legal References

Utah Code 53-A-15-1400

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**Official Policy
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Ogden Preparatory Academy**

3. Fiscal Management

3.11.POL PTIF Funds Transfer Policy

Effective/Revision Date: 09/19/2019

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It is the policy of Ogden Preparatory Academy to maximize interest income by authorizing the transfer of funds between the general operating account and the Utah Public Treasurers' Investment Fund (PTIF).

The OPA Board directs that sufficient funds shall be maintained in the general operating account for average monthly expenses. The OPA Board authorizes the transfer of funds to and from the general operating account and the PTIF account under the following circumstances:

- Following the receipt of an allotment or deposit, if the operating account balance exceeds \$850,000, excess funds shall be transferred to the PTIF;
- If the operating account balance is less than \$300,000, funds shall be requested from the PTIF in the amount as necessary to cover expected expenditures between allotments and deposits; or
- Following a Board vote.

Document History

Approved: 09/19/2019 *Origination of policy*

Legal References