



Ogden Preparatory Academy

OPA Board of Directors Meeting

Published on November 9, 2022 at 3:09 PM MST

Date and Time

Thursday November 10, 2022 at 4:30 PM MST

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	5 m
This was approved in a previous meeting; however, the system didn't recognize it, so this is a digital fix.			
Approve minutes for OPA Board of Directors Meeting on October 13, 2022			
D. Opportunity for Public Input	Discuss	Sara Mejeur	5 m
II. Finance			4:42 PM
A. Financial Review	Discuss	Spencer Adams	5 m
B. Parking Lot Lights	Vote	Debbie Deem	5 m
Several parking lot lights are not functioning. Recommending upgrade to LED fixtures.			

	Purpose	Presenter	Time
III. Administrative Report			4:52 PM
A. Administrative Board Report	Discuss	Administrative Team	15 m
B. PBIS Plan Presentations	FYI	PBIS Coordinators	15 m
IV. Policies			5:22 PM
A. Policy Updates	Vote	Stephanie Mathers	5 m
<ul style="list-style-type: none"> 1. Reviews with proposed edits: <ul style="list-style-type: none"> 1. Student and Parent Handbook, specifically Dress Code 2. E-Rate Procurement Policy 3. E-Rate Record Retention Policy 4. Family Engagement Policy 5. Procurement Policy 6. Accommodations for Nursing Mothers 2. New Policies <ul style="list-style-type: none"> 1. Gender Inclusion Policy 			
B. Board Communication Policy and Procedures	Vote	Sara Mejeur	10 m
<ul style="list-style-type: none"> Discuss the official process for receiving and responding to Board communication. Vote if necessary on proposed policy. 			
V. Executive Session			5:37 PM
A. Enter closed session.	Vote	Sara Mejeur	15 m
<ul style="list-style-type: none"> ... to protect the privacy of an individual. 			
B. Exit Closed Session	Vote	Sara Mejeur	5 m
C. Board Officer	Vote	Sara Mejeur	5 m
<ul style="list-style-type: none"> Discussion and potential vote on Vice Chair. 			
D. Director Evaluation	Vote	Sara Mejeur	5 m
<ul style="list-style-type: none"> Vote on the Fall Director Evaluation as discussed in Executive Session. 			
VI. Other Business			6:07 PM
A. Required Trainings	FYI		
<ul style="list-style-type: none"> SCHOOL LAND TRUST TRAINING DUE NOVEMBER 17. Annual Trainings for Board Members: <ul style="list-style-type: none"> Open Meetings Act - Annually (completed: Start fresh!) School Land Trust - Annually (completed: Start fresh!) State Auditor Trainings - only once per term. (Completed: Sara, Jessica, Stefanie) USBE Internal Audit Trainings - only once (completed: Stefanie, Bill, Sara, Jessica) 			
VII. Closing Items			

	Purpose	Presenter	Time
A. Adjourn Meeting	FYI	Sara Mejeur	

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 October 13, 2022

APPROVED



OGDEN PREPARATORY
ACADEMY

Ogden Preparatory Academy

Minutes

OPA Board of Directors Meeting

Date and Time

Thursday October 13, 2022 at 4:30 PM

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.

Directors Present

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

Directors Absent

W. Davis

Directors who left before the meeting adjourned

S. Zwycart

Ex Officio Members Present

D. Deem, K. Kennington, S. Lopez

Non Voting Members Present

D. Deem, K. Kennington, S. Lopez

Guests Present

E. Callison, Ramsay Andersen, S. Adams, S. Wright

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 Oct 13, 2022 at 4:33 PM.

C. Approve Minutes

S. Zwygart made a motion to approve the minutes from OPA Board of Directors Meeting on 07-21-22.

J. Howell seconded the motion.

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

D. Approve Minutes

S. Zwygart made a motion to approve the minutes from OPA Board of Directors Meeting on 09-15-22.

J. Howell seconded the motion.

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

E. Approve Minutes

S. Zwygart made a motion to approve the minutes from OPA Board of Directors Meeting on 09-22-22.

J. Howell seconded the motion.

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

F. Opportunity for Public Input

No public input.

Teryl Young arrived late.

II. Executive Session

A. Enter closed session.

S. Zwygart 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

S. Mejeur Aye

M. Swenson Aye

W. Davis Absent

J. Howell Aye

S. Zwygart Aye

B. Exit Closed Session

J. Howell made a motion to exit closed session.

S. Zwygart seconded the motion.

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

Roll Call

S. Zwygart Aye

J. Howell Aye

Roll Call

S. Mejeur Aye
M. Swenson Aye
W. Davis Absent

C. New Board Member(s)

S. Zwygart made a motion to move forward with the decisions made during closed session.
J. Howell seconded the motion.
The board **VOTED** to approve the motion.

D. Board Officers

E. Student Concern

S. Zwygart made a motion to move forward with the decisions made during closed session.
J. Howell seconded the motion.
The board **VOTED** to approve the motion.

III. Finance

A. Financial Review

Presented by Spencer Adams.

- Counts: budgeted for 1030 students, and came in at 1023 students.
- Revenues
- Expenses
- Ratios
- No questions discussed

S. Zwygart left at 5:42 PM.

B. Camera Upgrades

J. Howell made a motion to approve the camera purchase as listed.
M. Swenson seconded the motion.

- Add in new cameras aimed to the bathroom drinking fountain, to see better the coming and goings of the bathrooms.
- Add in new cameras for some of the blind spots that we currently have.

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

C. OPA App Development

J. Howell made a motion to approve the purchase of OPA app development.
M. Swenson seconded the motion.

- Streamline and improve parent communication.

Discussed all the ways that this will improve
The board **VOTED** to approve the motion.

Roll Call

S. Mejeur Aye
W. Davis Absent
S. Zwygart Absent
J. Howell Aye
M. Swenson Abstain

D. Early Childhood Center Playground Equipment and other ECC items

Move forward with purchases for the new building that need to be bought now. Will report more as a lump sum vs. item by item.

IV. Administrative Report

A. Administrative Board Report

Tabled the discussion.

B. TSSA Plan

M. Swenson made a motion to approve the TSSA plan as presented.
J. Howell seconded the motion.
The board **VOTED** to approve the motion.

V. Policies

A. Policy Updates

Tabled for later.

B. Board Communication Policy and Procedures

Tabled for later.

VI. Other Business

A. Required Trainings

Discussed required trainings.

VII. 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 5:50 PM.

Respectfully Submitted,
S. Mejeur

Coversheet

Financial Review

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

Financial Summary as of October 31, 2022



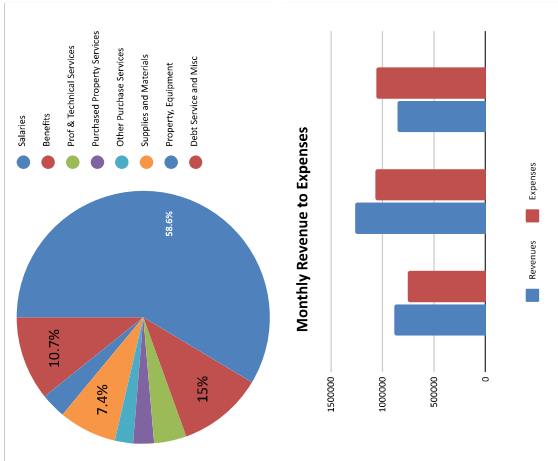
33.3% through the Year

	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	1040	1061	1040	
Revenue				
1000 Local	\$ 85,430	\$ 159,358	\$ 210,506	41%
3000 State	\$ 3,392,517	\$ 9,471,518	\$ 9,670,793	35%
4000 Federal	\$ 109,463	\$ 1,971,869	\$ 1,984,202	6%
Total Revenue	\$ 3,587,410	\$ 11,602,745	\$ 11,865,501	30%
Expenses				
100 Salaries	\$ 2,102,843	\$ 6,571,204	\$ 6,621,045	32%
200 Benefits	\$ 395,433	\$ 1,197,374	\$ 1,232,679	32%
300 Prof & Technical Services	\$ 165,777	\$ 451,108	\$ 469,181	35%
400 Purchased Property Services	\$ 534,659	\$ 300,800	\$ 300,800	178%
500 Other Purchase Services	\$ 50,572	\$ 251,878	\$ 261,878	19%
600 Supplies and Materials	\$ 332,384	\$ 827,945	\$ 834,304	40%
700 Property, Equipment	\$ 155,464	\$ 316,478	\$ 366,478	42%
800 Debt Service and Misc	\$ 405,921	\$ 1,131,842	\$ 1,214,528	33%
Total Expenses	\$ 4,143,053	\$ 11,048,629	\$ 11,300,893	37%
Net Income from Operations	\$ (555,643)	\$ 554,116	\$ 564,608	

Operating Margin -15.5% 4.8%

RATIOS

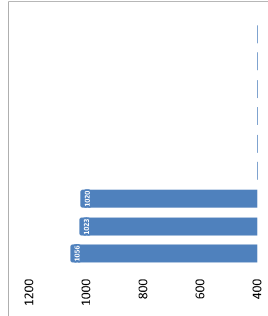
	Actual	Goal
Operating Margin	4.8%	4.75%
MADS (Modified Acc)	1.52	1.51
Days Cash on Hand	125	100
Unrestricted DCOH	121	100
Building Payment %	10%	20%



EXPENSES

ENROLLMENT

	S	O	N	D	J	F	M	A	M	J
K	96	100	100	100						
1	105	102	101							
2	101	98	97							
3	109	102	102							
4	105	98	99							
5	99	92	91							
6	104	102	102							
7	115	113	113							
8	109	108	108							
9	113	108	107							
Total	1,036	1,023	1,020	0	0	0	0	0	0	0

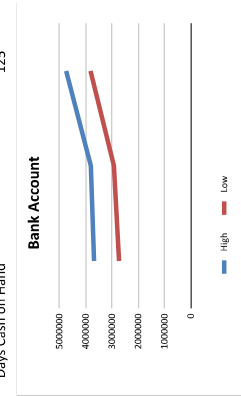


RESERVES

	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 2,398,744	\$ 2,398,744
Reserves Added this Year	\$ (555,643)	\$ 564,608
Expenses from Reserves	\$ -	\$ -
New Reserve Balance	\$ 1,843,101	\$ 2,963,352

CASH

Ending Cash Balance	\$ 3,867,730
Ending Unrestricted Cash Balance	\$ 3,751,685
Days Cash on Hand	125





Actuals as of: **October 31, 2022** Percentage of Year: **33.3%**

Budget Detail Report

	(1,040 Students) FY22 Actuals	(1,037 Students) FY23 Actuals	1037 FY23 Budget	(-7 Students) Changes	1030 FY23 Forecast	% of Forecast
Revenue						
1000 Local						
1510 Interest on Investments	\$ 21,235	\$ 33,471	\$ 16,000	\$ 31,000	\$ 47,000	71.2%
1600 Lunch Program (Students & Adults)	\$ 6,242	\$ 17,728	\$ 40,000	\$ -	\$ 40,000	44.3%
1710 Student Sales	\$ 22,074	\$ 11,592	\$ 10,000 [1]	\$ -	\$ 10,000 [2]	115.9%
1710 OPAPO	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1710 Art Expo	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	0.0%
1740 Student Fees	\$ 14,867	\$ 1,839	\$ 15,533	\$ -	\$ 15,533	11.8%
1741 Trips (Co-Curricular Fees)	\$ 16,592	\$ 15,609	\$ 65,000	\$ -	\$ 65,000	24.0%
1790 Sports (Extra Curricular Fees)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1910 Rental of Facility	\$ 3,985	\$ 1,250	\$ 825	\$ -	\$ 825	151.5%
1920 Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1920 Contributions & Donations	\$ 12,870	\$ 3,941	\$ 10,000	\$ -	\$ 10,000	39.4%
1990 Miscellaneous	\$ 18,213	\$ -	\$ -	\$ 20,148	\$ 20,148	0.0%
Total 1000:	\$ 116,078	\$ 85,430	\$ 159,358	\$ 51,148	\$ 210,506	40.6%
3000 State						
0.3005 Regular School Prgm K	\$ 201,674	\$ 76,357	\$ 218,122	\$ -	\$ 218,122	35.0%
0.3010 Regular School Prgm 1-12	\$ 3,309,293	\$ 1,136,225	\$ 3,579,440	\$ -	\$ 3,579,440	31.7%
0.3020 Professional Staff	\$ 267,355	\$ 94,743	\$ 265,550	\$ -	\$ 265,550	35.7%
31.1205 Special Education -- Add-On	\$ 592,605	\$ 222,519	\$ 592,605	\$ -	\$ 592,605	37.5%
31.1210 Special Education -- Self-Contained	\$ 51,062	\$ 15,464	\$ 51,062	\$ -	\$ 51,062	30.3%
31.1220 Special Education -- Extended Year	\$ 4,487	\$ 1,502	\$ 4,466	\$ -	\$ 4,466	33.6%
31.1225 Special Education - Impact Aid	\$ 11,298	\$ 3,767	\$ 11,230	\$ -	\$ 11,230	33.5%
31.1278 Special Education - Extended Year Stipend	\$ 3,605	\$ -	\$ -	\$ -	\$ -	0.0%
31.5201 Class Size Reduction K-8	\$ 315,846	\$ 112,584	\$ 313,714	\$ -	\$ 313,714	35.9%
31.5344 Enhancement for At-risk students	\$ 169,310	\$ 85,567	\$ 200,000	\$ -	\$ 200,000	42.8%
31.5901 CTE College & Career Awareness	\$ -	\$ 1,971	\$ -	\$ 5,914	\$ 5,914	33.3%
32.0500 Charter School Base Amount	\$ 102,505	\$ 33,389	\$ 101,813	\$ -	\$ 101,813	32.8%
32.5619 Charter School Local Replacement	\$ 2,800,937	\$ 1,009,818	\$ 3,037,921	\$ (72,244)	\$ 2,965,677	34.1%
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	\$ 31,221	\$ -	\$ -	\$ -	0.0%
33.5331 Gifted and Talented	\$ 8,461	\$ -	\$ 7,121	\$ -	\$ 7,121	0.0%
33.5641 Early Intervention	\$ 122,652	\$ 40,000	\$ 120,000	\$ -	\$ 120,000	33.3%
33.5805 Early Literacy (K-3)	\$ 75,081	\$ 17,492	\$ 74,574	\$ (22,097)	\$ 52,477	33.3%
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	\$ 109,894	\$ 329,681	\$ -	\$ 329,681	33.3%
34.5911 EL Software Grant	\$ 41,833	\$ -	\$ 39,673	\$ 0	\$ 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	\$ 2,409	\$ -	\$ 7,227	\$ 7,227	33.3%
35.5678 TSSA	\$ 186,678	\$ -	\$ 185,418	\$ 39,925	\$ 225,343	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	\$ 359	\$ 1,069	\$ -	\$ 1,069	33.6%
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%
38.5697 LETRS Professional Development	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
38.8070 Liquor Tax (Lunch Program)	\$ 124,007	\$ 21,786	\$ 75,000	\$ -	\$ 75,000	29.0%
Total 3000:	\$ 9,043,120	\$ 3,392,517	\$ 9,471,518	\$ 199,275	\$ 9,670,793	35.1%
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	\$ 23,533	\$ 51,000	\$ -	\$ 51,000	46.1%
45-8072 NSLP - Free & Reduced	\$ 553,097	\$ 71,070	\$ 300,000	\$ -	\$ 300,000	23.7%
45-8074 NSLP - Breakfast	\$ 99,950	\$ 12,459	\$ 75,000	\$ -	\$ 75,000	16.6%
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	\$ 2,401	\$ -	\$ -	\$ -	0.0%
48.7801 Title I - Remedial Services	\$ 223,846	\$ -	\$ 225,247	\$ -	\$ 225,247	0.0%
48.7860 Title II - MAPP	\$ 15,231	\$ -	\$ -	\$ 9,050	\$ 9,050	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	\$ 109,463	\$ 1,971,869	\$ 12,333	\$ 1,984,202	5.5%
Total Revenue:	\$11,534,326	\$ 3,587,410	\$11,602,745	\$ 262,756	\$ 11,865,501	30.2%



Actuals as of: **October 31, 2022** Percentage of Year: **33.3%**

Budget Detail Report

	(1,040 Students)	(1,037 Students)	1037	(-7 Students)	1030	% of Forecast
	FY22 Actuals	FY23 Actuals	FY23 Budget	Changes	Forecast	
Expenses						
100 Salaries						
121 Principals and Assistants	\$ 604,556	\$ 246,139	\$ 749,400	\$ (58,281)	\$ 691,119	35.6%
131 Teachers	\$ 3,115,851	\$ 1,080,242	\$ 3,450,000	\$ (144,510) [3]	\$ 3,305,490	32.7%
132 PTO Cash out	\$ 18,330	\$ -	\$ 17,000	\$ -	\$ 17,000	0.0%
132 Substitute Teachers	\$ 57,761	\$ 15,088	\$ 78,000	\$ (9,026)	\$ 68,974	21.9%
133 Special Education Director & Teachers	\$ 361,815	\$ 134,669	\$ 461,133	\$ (7,509)	\$ 453,624	29.7%
134 Stipends (Sports, other)	\$ 144,263	\$ 55,496	\$ 65,000	\$ 9,050	\$ 74,050	74.9%
134 HB 396 Educator Professional Time Stipend	\$ -	\$ 43,176	\$ -	\$ 43,074	\$ 43,074	100.2%
134 End of Year Bonus / Returning Bonus	\$ 40,615	\$ 26,952	\$ 45,000	\$ (1,000)	\$ 44,000	61.3%
134 Christmas Bonus	\$ 56,662	\$ -	\$ 55,000	\$ -	\$ 55,000	0.0%
142 Counselor	\$ 114,000	\$ 39,833	\$ 125,000	\$ -	\$ 125,000	31.9%
145 Librarian	\$ 135,505	\$ 48,428	\$ 154,064	\$ -	\$ 154,064	31.4%
152 Secretarial & Clerical	\$ 208,918	\$ 71,186	\$ 271,554	\$ (73,558)	\$ 197,996	36.0%
161 General Ed TA	\$ 149,993	\$ 1,352	\$ 796,092	\$ (796,092)	\$ -	0.0%
162 Special Education TA	\$ 390,611	\$ 110,083	\$ -	\$ 426,629	\$ 426,629	25.8%
163 Title I TA	\$ 148,702	\$ 63,512	\$ -	\$ 289,795	\$ 289,795	21.9%
164 Early Literacy (K-3) TA	\$ 63,208	\$ 19,362	\$ -	\$ 69,444	\$ 69,444	27.9%
165 Land Trust TA	\$ 66,794	\$ 14,250	\$ -	\$ 54,784	\$ 54,784	26.0%
166 Early Intervention TA	\$ 6,631	\$ 2,464	\$ -	\$ 17,016	\$ 17,016	14.5%
167 ESSER III TA	\$ -	\$ 13,626	\$ -	\$ 93,365	\$ 93,365	14.6%
182 Facility Manager	\$ -	\$ 9,755	\$ -	\$ -	\$ 40,313	24.2%
184 IT Support	\$ -	\$ 5,833	\$ -	\$ -	\$ 96,347	6.1%
191 Food Service	\$ 303,237	\$ 101,397	\$ 303,961	\$ -	\$ 303,961	33.4%
Total 100:	\$ 5,987,452	\$ 2,102,843	\$ 6,571,204	\$ (86,819)	\$ 6,621,045	32.0%
200 Benefits						
220 Social Security	\$ 427,413	\$ 157,305	\$ 459,984	\$ 35,305	\$ 495,289	31.8%
230 Retirement	\$ 141,115	\$ 49,052	\$ 160,000	\$ -	\$ 160,000	30.7%
241 Group Insurance	\$ 410,960	\$ 129,830	\$ 419,566	\$ -	\$ 419,566	30.9%
242 Waiver Benefit	\$ 116,729	\$ 46,750	\$ 130,500	\$ -	\$ 130,500	35.8%
270 Worker's Compensation Fund	\$ 22,243	\$ 8,909	\$ 12,324	\$ -	\$ 12,324	72.3%
280 Unemployment Insurance	\$ 12,138	\$ 3,587	\$ 15,000	\$ -	\$ 15,000	23.9%
Total 200:	\$ 1,130,598	\$ 395,433	\$ 1,197,374	\$ 35,305	\$ 1,232,679	32.1%
300 Prof & Technical Services						
320 Substitute Services	\$ -	\$ 1,520	\$ -	\$ 5,000	\$ 5,000	30.4%
320 Mental Health (Weber Health Services)	\$ 29,396	\$ 5,095	\$ 40,000	\$ 13,073	\$ 53,073	9.6%
323 Speech Therapy	\$ 131,611	\$ 57,096	\$ 171,288	\$ -	\$ 171,288	33.3%
323 Psychology / Behavior	\$ 6,314	\$ 3,710	\$ 10,000	\$ -	\$ 10,000	37.1%
330 Employee Training & Development	\$ 71,823	\$ 23,840	\$ 40,000	\$ -	\$ 40,000	59.6%
352 Audit Services	\$ 21,800	\$ 8,000	\$ 22,300	\$ -	\$ 22,300	35.9%
345 Business Manager Services	\$ 84,000	\$ 28,560	\$ 86,520	\$ -	\$ 86,520	33.0%
349 Legal	\$ 88	\$ -	\$ 15,000	\$ -	\$ 15,000	0.0%
355 IT Services	\$ 58,713	\$ 37,956	\$ 66,000	\$ -	\$ 66,000	57.5%
Total 300:	\$ 403,745	\$ 165,777	\$ 451,108	\$ 18,073	\$ 469,181	35.3%
400 Purchased Property Services						
410 Garbage / Sewer / Water	\$ 40,029	\$ 17,767	\$ 60,000	\$ -	\$ 60,000	29.6%
430 Repairs / Maintenance / Monitoring	\$ 195,461	\$ 87,381	\$ 134,000	\$ -	\$ 134,000	65.2%
433 Cleaning & Custodial Services	\$ 71,244	\$ 23,748	\$ 72,000	\$ -	\$ 72,000	33.0%
435 Lawn Care & Snow Removal	\$ 30,317	\$ 17,005	\$ 30,000	\$ -	\$ 30,000	56.7%
443 Lease of Copy Machines	\$ 4,290	\$ 2,107	\$ 4,800	\$ -	\$ 4,800	43.9%
450 Construction Services	\$ -	\$ 386,651	\$ -	\$ -	\$ -	0.0%
Total 400:	\$ 341,341	\$ 534,659	\$ 300,800	\$ -	\$ 300,800	177.7%
500 Other Purchase Services						
520 Property & Liability Insurances	\$ 43,511	\$ 17,620	\$ 37,000 [4]	\$ -	\$ 37,000 [5]	47.6%
530 Communication (Phone & Internet)	\$ 6,148	\$ 2,085	\$ 6,178	\$ -	\$ 6,178	33.7%
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	\$ 11,625	\$ 20,000	\$ -	\$ 20,000	58.1%
590 Field Trips (Bussing & Entrance Fees)	\$ 11,595	\$ 1,536	\$ 30,000	\$ -	\$ 30,000	5.1%
590 Student Activities - Aguilas Bussing	\$ 914	\$ -	\$ 1,200	\$ -	\$ 1,200	0.0%
591 Sports (Bussing, Fees, Tri, Weight Training)	\$ 19,257	\$ 7,473	\$ 15,000	\$ 10,000	\$ 25,000	29.9%
592 Trips	\$ 17,025	\$ 8,427	\$ 120,000	\$ -	\$ 120,000	7.0%
593 Clubs	\$ 6,894	\$ 1,806	\$ 4,500	\$ -	\$ 4,500	40.1%
Total 500:	\$ 137,670	\$ 50,572	\$ 251,878	\$ 10,000	\$ 261,878	19.3%



Actuals as of: **October 31, 2022** Percentage of Year: **33.3%**

Budget Detail Report

	(1,040 Students) FY22 Actuals	(1,037 Students) FY23 Actuals	1037 FY23 Budget	(-7 Students) Changes	1030 FY23 Forecast	% of Forecast
600 Supplies and Materials						
611 Classroom/ Legislative Supplies	\$ 59,073	\$ 17,076	\$ 30,000	\$ 5,914	\$ 35,914	47.5%
611 SpEd Supplies	\$ 7,189	\$ 1,910	\$ 7,000	\$ -	\$ 7,000	27.3%
611 Garden Grant	\$ -	\$ -	\$ 755	\$ (755)	\$ -	0.0%
611 Event Supplies	\$ 1,538	\$ 199	\$ 5,000	\$ -	\$ 5,000	4.0%
614 Safety & Wellness	\$ 140	\$ -	\$ -	\$ -	\$ -	0.0%
613 OPA Apparel / Concessions	\$ 19,509	\$ 7,406	\$ 15,000	\$ -	\$ 15,000	49.4%
619 Yearbooks	\$ 4,600	\$ 4,277	\$ 6,790	\$ -	\$ 6,790	63.0%
617 OPAPO	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
618 Art Expo	\$ 139	\$ -	\$ 2,400	\$ -	\$ 2,400	0.0%
616 Aguilas & 7 Habits	\$ 1,364	\$ 362	\$ 3,000	\$ -	\$ 3,000	12.1%
614 Staff Meals / Appreciation / Prof Dev	\$ 32,475	\$ 12,509	\$ 40,000	\$ -	\$ 40,000	31.3%
615 Counseling / Cultural Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
612 Office Supplies	\$ 37,539	\$ 14,028	\$ 35,000	\$ -	\$ 35,000	40.1%
621 Natural Gas	\$ 28,577	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%
622 Electricity	\$ 68,643	\$ 34,805	\$ 80,000	\$ -	\$ 80,000	43.5%
630 Lunch Program Food & Supplies	\$ 409,963	\$ 125,065	\$ 440,000	\$ -	\$ 440,000	28.4%
641 Curriculum & Educational Software	\$ 147,161	\$ 94,563	\$ 110,000	\$ -	\$ 110,000	86.0%
644 Library	\$ 21,057	\$ 7,725	\$ 18,000	\$ -	\$ 18,000	42.9%
650 Technology Related Supplies	\$ 190,659	\$ 70	\$ -	\$ 1,200	\$ 1,200	5.8%
680 Maintenance & Cleaning Supplies	\$ 18,405	\$ 12,389	\$ 15,000	\$ -	\$ 15,000	82.6%
Total 600:	\$ 1,048,031	\$ 332,384	\$ 827,945	\$ 6,359	\$ 834,304	39.8%
700 Property, Equipment						
710 Land and Site Improvement	\$ 105,448	\$ 12,455	\$ 50,000	\$ -	\$ 50,000	24.9%
733 Furniture and Fixtures	\$ 11,273	\$ 33,453	\$ 40,000	\$ -	\$ 40,000	83.6%
734 Technology-Related Hardware & Software	\$ 133,154	\$ 58,690	\$ 150,000	\$ 50,000	\$ 200,000	29.3%
738 Kitchen Equipment	\$ 23,026	\$ 50,866	\$ 76,478	\$ -	\$ 76,478	66.5%
Total 700:	\$ 272,901	\$ 155,464	\$ 316,478	\$ 50,000	\$ 366,478	42.4%
800 Debt Service and Misc						
810 Dues and Fees	\$ 28,540	\$ 13,982	\$ 30,000	\$ -	\$ 30,000	46.6%
812 Banking Fees	\$ 2,428	\$ 624	\$ 3,000	\$ -	\$ 3,000	20.8%
850 Bond - Restricted Assets	\$ 943,913	\$ 391,315	\$ 1,078,842	\$ 82,686	\$ 1,161,528	33.7%
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	\$ 405,921	\$ 1,131,842	\$ 82,686	\$ 1,214,528	33.4%
Total Expenses:	\$10,340,777	\$ 4,143,053	\$11,048,629	\$ 115,604	\$ 11,300,893	36.7%
Net Income:	\$1,193,549	\$ (555,643)	\$ 554,116	\$ 147,152	\$ 564,608	
Reserve Funds Used in Year:				Goal 4.75%	\$ 563,611	Diff: \$ 997
Fund Reserve:						

Coversheet

Parking Lot Lights

Section: II. Finance
Item: B. Parking Lot Lights
Purpose: Vote
Submitted by:
Related Material:
OGDEN_PREPARATORY_ACADEMY_Parking_Lot_Light_R.pdf



Agreement

For Work At

OGDEN PREPARATORY ACADEMY
 1415 Lincoln Ave
 Ogden, UT 84404-5678
 Wyatt Dangel
 (801) 675-7823

Billing Address

OGDEN PREPARATORY ACADEMY
 1435 Lincoln Ave
 Ogden, UT 84404-5678
 Rebecca Kiernan
 (801) 627-3066

Account Executive

Kelly Godfrey
 kgodfrey@yesco.com

Date	Estimate Number	Estimate Name	Terms	Pricing Valid Until	Deposit
11/08/2022	40329	OGDEN PREPARATORY ACADEMY Parking Lot Light Retrofit	Net 30	11/18/2022	\$4,148.16

Item	Amount
<p>Scope YESCO to provide labor and material to perform the following scope of work: -Retrofit twelve parking lot lights from metal halide fixtures to LED fixtures</p> <p>All pricing is based on supplier pricing as of the date of this proposal. All pricing is subject to change at any time due to increases in supplier pricing, changes to tax and tariff rates, and other causes beyond YESCO's reasonable control.</p>	
Subtotal	\$7,914.69
Estimated Sales Tax	\$381.63
Total	\$8,296.32



Agreement Acceptance for Estimate 40329

YESCO's Standard Terms and Conditions, available at www.yesco.com/terms/standardtermsandconditions.pdf, are an integral part of this agreement and are incorporated by reference. OGDEN PREPARATORY ACADEMY acknowledges that it has accessed and reviewed the **Standard Terms and Conditions**. Upon acceptance by an authorized agent of YESCO LLC, this agreement becomes effective as of the last date signed below. This document is a complete integration and final expression of the agreement between the parties, and may not be amended, supplemented, or otherwise modified except by written agreement executed by authorized representatives of each.

OGDEN PREPARATORY ACADEMY	YESCO LLC
Signature	Signature
Title	Title
Name PLEASE ENTER YOUR NAME	Name
Date Signed	Date Signed



Invoice

Bill To

OGDEN PREPARATORY ACADEMY
1435 Lincoln Ave
Ogden, UT 84404-5678
US

Ship To

OGDEN PREPARATORY ACADEMY
1415 Lincoln Ave
Ogden, UT 84404-5678
US

Office Location

Kelly Godfrey
kgodfrey@yesco.com

1605 Gramercy Road
Salt Lake City, UT 84104
801-487-8481

Estimate Number	Terms	Account Executive
40329	DUE ON ACCEPTANCE	Kelly Godfrey

Item	Amount
Down Payment Invoice for 50% (Prefunding)	\$4,148.16
Total	\$4,148.16

Standard Terms and Conditions

1. Terms: The terms and conditions described in this document are incorporated by reference into a written estimate, quotation, proposal, agreement, order, or other transaction form ("Transaction Document") (together with these YESCO Standard Terms and Conditions, the "Agreement"), and pertain to the manufacturing, repair, service, installation, or other goods or services provided by YESCO (the "Work", "goods", and/or "services") as requested by you, the Customer, as further described in the Transaction Document. "YESCO" refers to the entity providing the Work, as identified in the applicable Transaction Document, or in the absence thereof, YESCO LLC, a Utah limited liability company, doing business in California as YESCO Signs LLC.

2. Pricing Exclusions: YESCO's pricing does not include sales and use taxes, tariffs, customs fees, duties, or other charges levied by customs or taxing authorities, including any material cost increases due to the escalation of any of these costs ("Assessments"). Assessments may be noted in the Transaction Document; however, they are only estimates. You agree to pay the actual cost for these Assessments as invoiced by YESCO. You agree to bear the risk of Assessment increases in excess of the amounts included in the Transaction Document, including increases due to changes in sales tax rates, tariff increases, or similar occurrences.

3. Payment: In the absence of specified payment terms in the Transaction Document, you agree to pay 50% of the purchase price upon signing this Agreement and to pay the remaining balance upon completion of the Work. You agree to pay monthly payments, if any, on the first business day of each month in advance. If you choose to make payment(s) by credit card, you agree to pay a 2% surcharge on the total amount of such payment(s).

4. Inspection: You must carefully inspect the Work within ten calendar days after delivery. If the Work does not meet the written requirements as described in the Transaction Document, or if the Work has any defect in manufacture, installation, or operation, you must give YESCO written notice of the nonconformance or defect claimed within five calendar days. ABSENCE OF SUCH WRITTEN NOTICE SHALL BE CONCLUSIVE EVIDENCE THAT THE WORK IS ACCEPTABLE TO YOU AS DELIVERED. If a third-party carrier delivers any goods, you must inspect the goods and promptly notify YESCO and the carrier if any damage exists before moving the goods from the place of delivery. If damage exists, you must retain the packing materials and otherwise comply with all requirements necessary to preserve all claims against the carrier. If you or your agent moves the goods before inspecting the goods, accept the goods in a damaged condition, or otherwise fail to comply with the requirements of this paragraph, YESCO shall have no responsibility for defects notwithstanding the warranty set forth below.

5. Installation: If the Work involves installation of goods, additional work beyond that contemplated in the Agreement will be required if YESCO encounters subsurface or concealed conditions which are extraordinary or unexpected such as subsurface water, caliche, rock, utilities, or pipelines. You must compensate YESCO for such additional work on a time and materials basis at YESCO's standard rates. Further, YESCO shall not be responsible for damage to underground pipes, sewer lines, sprinkling systems, or any other underground obstructions unless notified of them in writing prior to commencement of the Work. Absent such written notification, you agree to pay for any resulting damage. YESCO is not an Exterior Insulation and Finish System ("EIFS") contractor, and if YESCO's responsibilities hereunder involve penetrations of EIFS, YESCO will seal such penetrations with products and procedures that are common in the sign industry—but which may not meet EIFS warranty requirements. YESCO shall thereafter have no responsibility for damage resulting from the penetrations.

6. Limited Warranty:

A. New Signs, Lighting, and other Manufactured Products. YESCO warrants that goods and services provided by YESCO (other than electronic displays and digitally-controlled lighting products) will be free from material defects in workmanship and materials for a period of one year from the date of delivery. This includes materials and factory labor. On-site labor is included only where YESCO performs the installation. Upon expiration of the one-year warranty, the goods are warranted solely in accordance with the manufacturer's separate warranty, if any. Electronic displays and digitally-controlled lighting products, related controllers, and similar components are warranted solely in accordance with the manufacturer's warranty, if any.

B. Service and Retrofit Services. YESCO warrants that service, repair and/or lighting retrofit services will be free from material defects in workmanship for a period of 90 days from the completion of the repair, maintenance, and/or retrofit. This includes on-site labor only; any goods are warranted solely in accordance with the manufacturer's warranty, if any. YESCO's warranties exclude damage caused by ordinary wear and tear, accident, abuse, misuse, misapplication of electricity, extreme winds or rain, hail, wildlife or rodent damage, or other casualty, unless the same is caused solely by YESCO. YESCO SPECIFICALLY DISCLAIMS ANY AND ALL OTHER WARRANTIES OF ANY TYPE, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF NON-INFRINGEMENT, MERCHANTABILITY OR FITNESS FOR PURPOSE. YESCO will either repair or replace, at YESCO's election, any part of the goods or services that prove to be materially defective during the warranty period, in accordance with the terms of the above warranties.

7. Extended Warranty: If the Work expressly includes an extended warranty for the recurring maintenance, service, or repair of goods over a term for a one-time, up-front payment or periodic payments over term, the provisions of this paragraph will apply. So long as your payment obligations are current, and you are not in default to YESCO or any YESCO affiliate under any agreement (e.g., a lease agreement), including this Agreement, YESCO agrees to service the goods only as described in the Work. When the goods require service, you agree to notify YESCO in writing, and YESCO shall, if practicable (e.g., parts are immediately available) and unless otherwise provided in this Agreement, acknowledge the request within five business days. YESCO's extended warranty obligations are inapplicable to damage for the same exclusions set forth in the limited warranty above, unless and to the extent the same is caused by YESCO. In the event that parts or materials become unavailable or in the event the goods or any components are or become unusually difficult or unsafe to access, YESCO may cancel its extended warranty obligations with respect to the affected goods or components and your exclusive remedy is for YESCO to proportionately credit any up-front payment or proportionately credit your periodic payment for the same. In the event that service is performed by a third party without the authorization of YESCO, YESCO may, at its option, suspend or terminate its extended warranty or service obligations without any credit to any up-front payment or reduction to any periodic payment upon written notice to you.

8. Risk of Loss, Damage or Destruction; Insurance: Except to the extent of damage caused by the negligent or otherwise wrongful acts of YESCO, you bear all risk of loss or damage to any goods, including, without limitation, loss or damage caused by seizure, casualty, vandalism, terrorism, accident, theft, riot, strike, insurrection, war, fire, and acts of God. Any shipments are FOB YESCO. Until your obligations are fully satisfied, at your sole cost and expense, you must insure any goods against loss or damage at least in the amount owed to YESCO for the Work, and you must name YESCO as loss payee with respect to such insurance.

9. Liens and Taxes: Until your obligations are fully satisfied, at your sole cost and expense you must maintain the Work free and clear of all levies, liens, and encumbrances. You must declare as required, and pay when due all taxes, fees, assessments, charges, and all associated penalties and interest (collectively "Assessments"). If YESCO, at its option, pays any Assessments, you must immediately reimburse YESCO for the same.

10. Security Interest: Until your obligations are fully satisfied, you agree that the Work and related goods are YESCO's property, free of any ownership claim by you, the owner of any adjacent realty, or the creditors of either. To secure the performance of your obligations, including, without limitation your payment obligations, you grant to YESCO a security interest in the goods and permission to perfect, assign, amend, continue, and terminate the security interest in any way allowed by applicable law, both as to personal property and as to fixtures.

11. Default: If you default in the payment of any amount when due, or fail to perform any other obligation in this Agreement after delivery of the Work or after YESCO is ready to perform the Work, whichever first occurs, or if at any time bankruptcy, receivership, or other insolvency proceedings are commenced by or against you or any guarantor, you will, without notice, become obligated to immediately pay to YESCO an amount equal to the sum of 1) all previously billed but unpaid amounts, and 2) all unbilled remaining amounts and other payments owed to YESCO pursuant to

any other agreement between you and YESCO or any of YESCO's affiliates. In addition, YESCO has the right to stop the Work, including, without limitation, suspending warranty obligations until YESCO is paid in full. You agree that these remedies for default are fair and reasonable compensation for the damage to YESCO resulting from your breach, and are not a penalty. YESCO's acceptance of a late payment(s) or forbearance of any other event of default shall not operate as a waiver of YESCO's rights as to any subsequent late payment(s) or any other event of default.

12. Repossession: If you fail to make any payment when due or otherwise default in any of your obligations in this Agreement, YESCO may terminate this Agreement and may (but has no obligation to) repossess the goods or any component(s) thereof, without resort to judicial process, and without liability for trespass. YESCO's right of repossession includes the right to remove the goods, and also to disconnect or otherwise render the goods unusable. Repossession is not an acceptance of your surrender of the goods, and shall not require patching painting, touch up, etc. afterwards. YESCO's rights of termination and repossession shall be in addition to and not as an alternative to YESCO's right to its other remedies in this Agreement and any other remedy available at law or in equity.

13. Indemnification: Except to the extent of YESCO's negligence or willful misconduct, you agree to indemnify, defend, and hold harmless YESCO and its officers, directors, employees, agents, and subcontractors from any and all claims, costs, expenses (including reasonable attorney's fees), damages, and liabilities, at law or in equity arising out of or related to the Work. The provisions of this paragraph shall survive the completion of the Work and/or the termination of the Agreement.

14. Disputes: The parties agree to use good faith efforts to resolve any claims or disputes that may arise. If unsuccessful for any reason, at YESCO's sole option and upon YESCO's written notice to you, such claims or disputes may be submitted to formal mediation, with each party to pay one-half of the costs. In the event of litigation, venue of any action shall be in Salt Lake County, State of Utah. This Agreement shall be governed and construed in accordance with Utah law, without regard to its conflict of laws provisions. YESCO shall not be liable for special, indirect, incidental or consequential damages, including lost profits, irrespective of cause or theory. If YESCO places this Agreement with a collection agency or an attorney for collection or enforcement, you must pay all costs and expenses resulting therefrom, including reasonable attorneys' fees.

15. Possession, Transfers, and Assignment: Until your obligations herein are fully satisfied, you must keep any goods in your sole possession and control, and will not allow the goods to be modified, relocated, removed, or otherwise tampered with in any way without YESCO's prior written consent. If you determine to sell or otherwise transfer ownership (or other rights) to your business assets, the Work, or the real property on which any goods are located, you agree to deliver to YESCO written notice of such intention at least 30 days prior to closing. At the time of closing and with proceeds therefrom, you agree to pay to YESCO all amounts then outstanding and all unbilled remaining amounts owed to YESCO, unless YESCO has previously agreed in writing to your assignment of this Agreement. All the terms and conditions hereof shall be binding upon and inure to the benefit of the successors, assigns, and legal representatives of the respective parties, including, if applicable, successors to your interest in the Work, the real property upon which any goods are located, and any successor owners of interests in any of your business assets. You may transfer your interests, rights, and obligations in this Agreement only upon the prior written consent of YESCO. YESCO may assign its interests, rights, and obligations in this Agreement as may be expedient to perform the Work.

16. Your Special Duties: You agree to warrant and obtain and maintain all necessary access rights (including computer access, if necessary) for YESCO to safely perform the Work on the premises for which the Work is ordered, and to disconnect, render unusable, and/or remove the Work, or any component or part thereof, free and clear of lien, encumbrance, or claim of trespass. You agree to indemnify YESCO against and hold YESCO harmless from damage or expense resulting from a breach of this provision. The Work excludes primary-side electrical and communication wiring, service, controllers (e.g., timers and photo cells), circuit breakers, and fuses. At your own expense, you agree to furnish and maintain power lines, controllers, and data service as necessary for the performance of the goods and compliance with applicable law, and agree to install the same as designated by YESCO ready and in place for connection to the goods at the intended time of installation, if applicable. You must pay all charges for electrical and data service, if required. You agree to provide all necessary reinforcements to any previously existing building, pole, base, or any other object or surface on which the goods will be installed, or which will be utilized by YESCO in the installation or access thereof, if applicable. You agree to advise YESCO in writing of all cellular antennas, microwave, and other equipment or hazards that may be dangerous to workers. YESCO's performance is subject to you properly securing or otherwise rendering safe all such dangers whenever YESCO's employees will be in the area.

You agree to bear all permitting and other compliance costs and risks pertaining to federal, state, or local laws, regulations, and ordinances or authoritative interpretations that relate to the placement, configuration, operation, and use of the goods and services. You acknowledge that outdoor advertising laws generally prohibit advertisements that are not the principal business, products, services, or activities where the advertisement is located. You agree to be solely responsible for the procurement of outdoor advertising permits (if desired) and compliance with outdoor advertising laws. You acknowledge and agree that your rights, whether arising under contract, permit from a land use authority, or otherwise, to install or operate the Work may be or become subject to revocation, limitation, suspension, condemnation, modification, restriction, or adverse interpretation by judicial, governmental agency, or other third party action. Upon the occurrence and during the pendency of any such event, you will not be released from your payment obligations under this Agreement.

17. Miscellaneous Provisions:

A. No statement made by YESCO's account executive(s) will be binding on YESCO unless incorporated in this Agreement in writing. Although the Agreement may be signed by YESCO's account executive(s), the Agreement shall not be binding upon YESCO for any purpose until an executive officer or another authorized agent of YESCO accepts this Agreement by providing a written signature evidencing such acceptance on the applicable Transaction Document.

B. Time is of the essence. All past due amounts shall bear an annual interest rate of the lesser of 18% percent or the maximum rate allowed by law.

C. Performance by YESCO shall be subject to delay due to strike, labor dispute, breakage, fire, unforeseen commercial delays, infectious disease, epidemic, pandemic, insurrection, war, acts of terror, acts of God, governmental regulation, or other causes beyond YESCO's reasonable control.

D. YESCO shall not be responsible for radio or television interference, nor for the replacement of light emitting diodes, neon tubing or other tubing because of color change or reduction of brilliance.

E. YESCO's listing of contractor's licenses available on the Internet at <http://www.yesco.com/licenses.html> is incorporated by reference herein.

F. If any part of this Agreement is found invalid or unenforceable, that part will be amended to achieve as nearly as possible the intent and economic effect of the original provision to the fullest extent permitted by law, and the remaining provisions shall continue in full force and effect.

G. Except for original works created by you or your agents, all designs, animations, or other advertising content (collectively, "Content") provided by YESCO is the sole property of YESCO. You warrant that you have the full legal right to use any original works created by you and delivered to YESCO by you for your use. You are granted a non-exclusive, non-transferable license to use the YESCO-owned Content for so long as you operate your business. You agree to not create derivative works of the YESCO-owned Content. YESCO may reject any request for Content that YESCO determines may reflect adversely on the character, integrity, or standing of any person or business.

This Agreement is a complete integration and final expression of the agreement between the parties, and may not be amended, supplemented, or otherwise modified except by written agreement executed by authorized representatives of each.



Certificate Of Completion

Envelope Id: 12370AD42F954611BE06675000850E3F	Status: Sent
Subject: OGDEN PREPARATORY ACADEMY Parking Lot Light Retrofit	
Source Envelope:	
Document Pages: 4	Signatures: 0
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator: Kelly Godfrey kgodfrey@yesco.com
Envelopeld Stamping: Enabled	IP Address: 52.89.162.138
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	

Record Tracking

Status: Original 11/8/2022 11:23:50 AM	Holder: Kelly Godfrey kgodfrey@yesco.com	Location: DocuSign
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Signer Events

Signature	Timestamp
PLEASE ENTER YOUR NAME wdangel@ogdenprep.org Security Level: Email, Account Authentication (None)	Sent: 11/8/2022 11:23:52 AM Viewed: 11/8/2022 11:26:02 AM

Electronic Record and Signature Disclosure:
Accepted: 11/8/2022 11:26:02 AM
ID: 26ba497c-777d-4429-9963-325ab26eaaf5

Crissy M Long
clong@yesco.com
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature	Timestamp
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Editor Delivery Events

Status	Timestamp
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Agent Delivery Events

Status	Timestamp
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Intermediary Delivery Events

Status	Timestamp
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Certified Delivery Events

Status	Timestamp
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Carbon Copy Events

Status	Timestamp
--------	-----------

Kelly Godfrey
kgodfrey@yesco.com
YESCO LLC

COPIED	Sent: 11/8/2022 11:23:52 AM
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Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events

Signature	Timestamp
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Notary Events

Signature	Timestamp
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Envelope Summary Events

Status	Timestamps
Envelope Sent	Hashed/Encrypted 11/8/2022 11:23:52 AM

Payment Events

Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Young Electric Sign Company Inc (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Young Electric Sign Company Inc:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: warren.strong@yesco.com

To advise Young Electric Sign Company Inc of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at warren.strong@yesco.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Young Electric Sign Company Inc

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to warren.strong@yesco.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Young Electric Sign Company Inc

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
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Coversheet

Administrative Board Report

Section: III. Administrative Report
Item: A. Administrative Board Report
Purpose: Discuss
Submitted by:
Related Material: ECC Playground Procurement Comparison FY23.pdf
2022_11_10_board_meeting_agenda.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

Playground equipment for Early Learning Center

Quotes can be found here: [Playground Procurement](#)

Vendor #1	Total Cost/time frame	Date Received
Garrett Parks*Play Miracle-Recreation	\$14,999	10/17/2022
Contact Name	Contact Number/Email	Website/other
Vern Garrett	1 (800) 748-4608 (801) 232-4576 vern@garrettplay.com garrettplay.com	https://www.miracle-recreation.com/product/tots-choice-structure-8/

Specific Characteristics of Proposal

Tots' Choice Structure

Vendor #2	Total Cost	Date Received
Little Tikes	\$23,882.29	10/17/2022
Contact Name	Contact Number/Email	Website/other
Mike Feidler 801-855-6213	mike@primaryparkandplay.com	www.PrimaryParkandPlay.com www.LittleTikesCommercial.com

Specific Characteristics of Proposal

CLEVER CLIMBER " CUT LOOSE"

Vendor #3	Total Cost	Date Received
-----------	------------	---------------

School Outfitters	\$24,323.06	10/19/2022
Contact Name	Contact Number/Email	Website/other
Hannah Fickey	855-619-3279 855-619-3280 (fax) hannah.fickey@schooloutfitters.com	www.schooloutfitters.com
Specific Characteristics of Proposal		
Sensory Stimulation playset; mushroom cottage, playset		

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
Wyatt Dangel	10/24/2022
Considerations for Decision	
Price and size.	
Vendor Selected	Date of Approval
Garrett (Miracle)	10/24/2022

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



Ogden Preparatory Academy

OPA Board of Directors Meeting

Date and Time

Thursday November 10, 2022 at 4:30 PM MST

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	5 m
This was approved in a previous meeting; however, the system didn't recognize it, so this is a digital fix.			
Approve minutes for OPA Board of Directors Meeting on October 13, 2022			
D. Opportunity for Public Input	Discuss	Sara Mejeur	5 m
II. Finance			4:42 PM
A. Financial Review	Discuss	Spencer Adams	5 m
III. Administrative Report			4:47 PM
A. Administrative Board Report	Discuss	Administrative Team	15 m
B. PBIS Plan Presentations	FYI	PBIS Coordinators	15 m

	Purpose	Presenter	Time
IV. Policies			5:17 PM
A. Policy Updates	Vote	Stephanie Mathers	5 m
1. Reviews with proposed edits: <ol style="list-style-type: none"> 1. Student and Parent Handbook, specifically Dress Code 2. E-Rate Procurement Policy 3. E-Rate Record Retention Policy 4. Family Engagement Policy 5. Procurement Policy 6. Accommodations for Nursing Mothers 			
2. New Policies <ol style="list-style-type: none"> 1. Gender Inclusion Policy 			
B. Board Communication Policy and Procedures	Vote	Sara Mejeur	10 m
Discuss the official process for receiving and responding to Board communication. Vote if necessary on proposed policy.			
V. Executive Session			5:32 PM
A. Enter closed session.	Vote	Sara Mejeur	15 m
... to protect the privacy of an individual.			
B. Exit Closed Session	Vote	Sara Mejeur	5 m
C. Board Officer	Vote	Sara Mejeur	5 m
Discussion and potential vote on Vice Chair.			
D. Director Evaluation	Vote	Sara Mejeur	5 m
Vote on the Fall Director Evaluation as discussed in Executive Session.			
VI. Other Business			6:02 PM
A. Required Trainings	FYI		
SCHOOL LAND TRUST TRAINING DUE NOVEMBER 17.			
Annual Trainings for Board Members: <ul style="list-style-type: none"> Open Meetings Act - Annually (completed: Start fresh!) School Land Trust - Annually (completed: Start fresh!) State Auditor Trainings - only once per term. (Completed: Sara, Jessica, Stefanie) USBE Internal Audit Trainings - only once (completed: Stefanie, Bill, Sara, Jessica) 			
VII. Closing Items			
A. Adjourn Meeting	FYI	Sara Mejeur	

Coversheet

PBIS Plan Presentations

Section:	III. Administrative Report
Item:	B. PBIS Plan Presentations
Purpose:	FYI
Submitted by:	
Related Material:	Positive Behavior Plan-OPA.pdf Positive Behavior Plan Elementary.pdf PBIS Action Plan.pdf



Ogden Preparatory Academy

Positive Behavior Plan

Ogden Preparatory Academy (OPA) lies just south of 12th street in Ogden, Utah. For nearly 20 years, Ogden Preparatory Academy has been a charter school dedicated to providing a quality education for those underserved in our community. As a school that serves a diverse population of students from many different backgrounds and unique cultures, OPA is not immune to the conditions that contribute to misbehavior, including the use of electronic cigarettes, alcohol, and drugs. OPA continues to implement a Positive Behavior Plan to help students feel connected to their school and their community, as this is the best way schools can fight against underage use of tobacco, drugs, and alcohol.

Ogden Preparatory Academy
 Every Student, Every Teacher, Every Day

Positive Behavior Plan

Section 1: Implementation of Positive Behavior Interventions and Supports (PBIS)

PBIS is not a program, but a commitment to changing the culture within a school. This involves three levels of identifying students who require their level of support. Tier 1 includes all students in the participation of school wide initiatives that promote positive interactions between students and staff. Following Tier 1 is Tier 2 that identifies students with additional needs that require more staff intervention to correct unwanted behavior, but rewarding correct behavior. Last, Tier 3 identifies students who require the highest level of support from staff. One of the first steps in implementing PBIS into a school is taking the Tiered Fidelity Inventory (TFI). The TFI is a survey of a school and a measurement to see how well a school implements PBIS practices at each tier. Here are the action steps for each tier being implemented for the TFI this school year:

Tier 1 Action Plan for PBIS

- Reinforcement of OPA's school-wide expectations: Be Respectful, Be Responsible, Be Prepared, and Be Safe.
- Actively teach school-wide expectations to students in the classroom
- Implementation of a School-Wide Positive Behavioral Acknowledgment Program
- Training for staff on creating positive relationships with students through Relational Capacity, 5:1 Positive Interactions, and more Tier 1 Practices
- Creation of a Positive Behavior Interventions and Supports Coordinator to assist in the implementation of PBIS.
- Increase parent, student, and staff involvement through communication and opportunities to provide feedback and input.

Tier 2 Action Plan for PBIS



- Creation of a Tier 2 team that identifies and creates action steps to address students who need additional support for behavior.
- Monitor and track student behavior.
- Provide parents with additional resources to help support and reward positive behavior at home.

Tier 3 Action Plan for PBIS

- Create a process for identifying Tier 3 students when the need arises.
- Create an action plan for providing additional services to students who require Tier 3 services.

Section 2- Teaching Social Emotional Resilience

Part of OPA's mission to create a positive culture and promote student welfare to increase the likelihood of their success and minimize the risk of turning to drugs and alcohol is creating a calendar for teaching social and emotional resilience. These lessons are administered in several ways including: virtually, in-class, reteaching opportunities, review, and community building exercises. Here are the action steps OPA is currently taking to teach social and emotional development:

Social Emotional Learning Lessons Action Plan

- Planning, preparing, and practicing a Red Ribbon Week for students
- Setting aside time in Homeroom class to teach students about the importance of character development, bullying prevention, and other social skills topics.
- Creation and expansion of a social skills class for students who have been identified as needing additional support and teaching of interpersonal skills.

Section 3- Extracurricular Activities and Volunteer Opportunities

Aside from the implementation of school wide systems, procedures, and teaching strategies, students need an alternative avenue to express themselves. Extracurricular activities and volunteer opportunities are exceptional ways for students to participate in activities that interest them. These opportunities come at a time when students are most vulnerable to peer pressure to partake in actions that can be detrimental to their health and wellbeing. Here are the action steps that OPA is currently completing to provide more opportunities for students to participate in:

Extracurricular Activities and Volunteer Opportunities

- Access to and growth of Latinos In Action, Student Government, AVID Elective, and Hope Squad
- Further implementation and growth of the Student Athletic Program.
- Growing opportunities for after school activities including clubs, associations, organizations, and other communal activities.
- Include parents in organizations that give parents a voice in their schools, but also help parents handle negative behavior that can affect the home as well the school community.



Ogden Preparatory Academy Elementary Positive Behavior Plan

Ogden Preparatory Academy (OPA) is the first charter school in Ogden, Utah founded in 2003. We are a Title 1 school with a diverse population. Our diverse population from different cultures causes Ogden Preparatory Academy to be consistently adjusting our behavior and academic strategies. In the elementary school, we implemented the Positive Behavior Plan this year (2022-2023). We want our students to be proud of following our school's four expectations to be safe, be responsible, be prepared, and be respectful. Implementing the positive behavior plan will help our students feel connected to the school and our community. Our Positive Behavior Plan in our elementary school focuses on creating meaningful relationships, peer pressure, and mental health.

Ogden Preparatory Academy
Every Student, Every Teacher, Every Day

Positive Behavior Plan

Section 1: Implementation of Positive Behavior Interventions and Supports (PBIS)

School-wide positive behavior intervention and support (SW-PBIS) is a system of tools and strategies for defining, teaching, acknowledging appropriate behavior, and correcting inappropriate behavior. It is a framework for creating customized school systems that support student outcomes and academic success. School-wide PBIS focuses on the development and implementation of proactive procedures and practices to prevent problem behavior for all students and improve the school climate.

School-wide means that all staff support appropriate behavior in the classroom and non-classroom (bathrooms, playgrounds, hallways, etc) areas. This support happens along a continuum from Tier 1 instruction to Tier 3 instruction. **Tier 1** support refers to instruction for all. **Tier 2** supports focus on a smaller group of students who need more instruction and modeling for learning positive behavior outcomes. Tier 2 support might include additional instruction in one area of behavioral need, participation in social skills groups, or the use of a tracker. Tier 3 support is focused on the few students who require intensive support. **Tier 3** supports could include a behavior intervention plan or crisis intervention plans developed by teachers.



Tier 1 Action Plan for PBIS

- Reinforcement of OPA's school-wide expectations: Be Respectful, Be Responsible, Be Prepared, and Be Safe.
- Actively teach school-wide expectations to students in the classroom
- Implementation of a School-Wide Positive Behavioral Acknowledgment Program
- Creation of a Positive Behavior Intervention and Support Coordinator to assist in the implementation of PBIS.
- Increase parent and staff involvement through communication and opportunities to provide feedback and input.

Tier 2 Action Plan for PBIS

- Creation of a Tier 2 team that identifies and creates action steps to address students who need additional support for behavior.
- Monitor and track student behavior.
- Provide parents with additional resources to help support positive behavior at home.

Tier 3 Action Plan for PBIS

- Create a process for identifying Tier 3 students.
- Create an individualized action plan for providing additional services to students who require Tier 3 support.

Section 2- Teaching Social Emotional Resilience

Part of OPA's mission to create a positive culture and promote student welfare to increase the likelihood of their success through social emotional resilience learning.. These lessons are administered weekly in class through the Leader in Me program. Here are the action steps OPA is currently taking to teach social and emotional development:

Social Emotional Learning Lessons Action Plan

- Weekly Leader in Me activities that focus on leadership, culture, and academics
- Participating in Red Ribbon Week
- Expansion of a social skills class for students who have been identified as needing additional support and teaching of interpersonal skills.
- School Counselor conducts monthly classroom lessons based on student need
- Family events focusing on Leader In Me



- Professional development to help staff members improve their relational capacity with all students
- Professional development and coaching opportunities for teachers to improve and practice academic discourse in classrooms

Section 3- Extracurricular Activities and Volunteer Opportunities

Aside from the implementation of school wide systems, procedures, and teaching strategies, students need an alternative avenue to express themselves. Extracurricular activities and volunteer opportunities are exceptional ways for students to participate in activities that interest them. These opportunities come at a time when students are most vulnerable to peer pressure to partake in actions that can be detrimental to their health and well-being. Here are the action steps that OPA is currently completing to provide more opportunities for students to participate in

Extracurricular Activities and Volunteer Opportunities

- Eagle Team (Student Government)
- Growing opportunities for after-school activities including Clubs, Associations, Organizations, and other communal activities.
- After-school tutoring opportunities
- In-house after-school program with 100 students



Ogden Preparatory Academy Elementary Positive Behavior Support Action Plan

Action Step	Responsible Person	Deadline	Necessary Resources	Result/Comments
Team Composition: Creation of a PBIS support team that meets quarterly to discuss data, feedback, and make changes to the PBIS system within the elementary school.	Rylee Kiernan	August 2022	N/A	Please see page 5 in <i>PBIS Educators Handbook</i> for PBIS elementary team members for the 2022-2023 school year.
Team Operating Procedures: Create a schedule for quarterly meetings.	Rylee Kiernan	August 2022	Google Calendar invites	1st meeting held on October 24. The agenda was sent and minutes were taken
Teaching Expectations: Create a formal system for teachers and staff members to teach schoolwide expectations.	Rylee Kiernan	August 2022	<i>PBIS Educators Handbook</i> <i>PD Time</i>	Handed out books at back to school week and discussed the PBIS program. Revisit monthly at elementary building meetings
Behavioral Expectations: Teach the core foundations to students.	All staff	Ongoing	Classroom expectations <i>PBIS Educators Handbook</i>	Observations done by Kasey and coaches to ensure behavioral expectations have been taught.
Problem Behavior	Rylee Kiernan	August 2022	<i>PBIS Educators</i>	Please see <i>PBIS Educators</i>



Ogden Preparatory Academy Elementary Positive Behavior Support Action Plan

Definitions: Clear measurable and observable definitions of common problem behaviors seen in the elementary school			<i>Handbook</i>	<i>Handbook</i> pages 24-25 for definitions
Discipline Policies: Ensure all staff members are aware of how to respond to problem behaviors through discipline, if necessary.	Rylee Kiernan Kasey Kennington Teryl Young Amy Kiernan	August 2022 (ongoing coaching and practice)	RCD Training Leader in Me Program <i>PBIS Educators Handbook</i>	Please see <i>PBIS Educators Handbook</i> pages 22 for correcting feedback Schoolwide RCD training during back-to-school week Monthly practice during faculty meetings
Professional Development: Create a schedule that has opportunities for learning of positive behavior system, questions, and techniques to use in the classroom.	Rylee Kiernan Kasey Kennington Stephanie Wright	Main plan August 2022 Ongoing	Time to present PD Opportunities for modeling and coaching set out from <i>PBIS Educators Handbook</i>	PBIS Presentation during back to school week Tier 1 behavior support presentation on September 16
Faculty Involvement: Faculty are shown discipline, fidelity, and annual data to create plans	SLT Team PBIS Team	May of each year to go over results August of each year to set goals for	Results from TFI survey Discipline and Fidelity Data	Shared TFI results in August of 2022.



Ogden Preparatory Academy Elementary
Positive Behavior Support Action Plan

for the future of the PBIS system.		implementation of program in the coming year		
Student/Family/Community Involvement: Create annual opportunities for students, family, and community to reflect on the program and make recommendations.	PBIS Team Principal Communication	Ongoing	Community Involvement Letter asking for donations Survey	Received donations from: Nature Center, Oatly, Ice Sheet Emailed over 50 companies asking for donations
Discipline Data: Quarterly review of discipline data in Educators Handbook. Data is organized by frequency of problem behavior events by behavior, location, time of day, and individual student.	All staff enters data Kasey Kennington and Teryl Young review	Ongoing	Educators Handbook online	Ensure all staff members know the difference between major/minor problem behaviors and all offenses are put into the system.
Fidelity Data: Data tracked by PBIS team that shows which students are being	Rylee Kiernan PBIS Team	Ongoing with reports created weekly, monthly,	Google Sheet with data, weekly ticket reports	Results shared with PBIS Team and SLT to distribute information to the remainder of



Ogden Preparatory Academy Elementary
Positive Behavior Support Action Plan

rewarded, what staff members are participating, and how to improve the fidelity of the program.		and yearly		the staff.
Feedback and Acknowledgement: Create a section in the end of year TFI survey to ask for feedback on the implementation of the PBIS system within the elementary school for the 2022-2023 school year.	Rylee Kiernan	May 2022	TFI Survey and Results Informal Conversations	Initial TFI in May 2022 2nd TFI in May 2023 Goals: Each staff member gives 8 tickets per month.
Annual Evaluation: Discipline, fidelity, feedback, and survey results will be reviewed and shared with staff, families, and community in an understandable format. The data will be able to be compared BOY to EOY.	Rylee Kiernan to send survey PBIS Team to review results	May of each year	TFI Survey and Results	Prepare data and meeting date for May of 2023

Coversheet

Policy Updates

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

Submitted by:

Related Material:

7.22.POL_Student-Parent_Handbook_FY23.pdf
3.04.POL_E-Rate_Procurement_Policy.pdf
3.05.POL_E-Rate_Record_Retention_Policy.pdf
8.03.POL_Parent_and_Family_Engagement_Policy_-_Google_Docs.pdf
3.06.POL_Procurement_Policy.pdf
6.10.POL_Accommodations_for_Nursing_Mothers.pdf
7.33.POL_Gender_Identity_and_Inclusion_Policy_DRAFT.pdf



Ogden Preparatory Academy

2022-2023 Parent and Student Handbook

This handbook, as well as additional information can be found on the school's website.

www.ogdenprep.org

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Approved by OPA Board of Directors 07/21/2022



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www.ogdenprep.org

Message from the Principals

Welcome to Ogden Preparatory Academy (OPA)! OPA provides a quality education and academic opportunities for all of its students. We challenge students who excel and provide intervention for students who need support. Our test scores have excelled due to the hard work of the staff and the student's engagement in their coursework.

Character Education has permeated our curriculum and our standards for behavior. In 2013, we added The 7 Habits of Highly Effective People to our curriculum. It is our intent to continue to provide a safe, productive environment that encourages all students to reach their leadership potential. Respect is the key, we give it and we expect it from each other.

As a charter school, we look forward to working with your student and your family in the upcoming school year and many years to come. Working as a team, OPA will provide the optimum education for all our children.

Parents and students agree to accept and abide by the rules in this publication and school as a condition of enrollment and attendance.

About Ogden Preparatory Academy

Mission

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.

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's students will gain confidence and a sense of self-worth that will prepare them to face the challenges in a competitive world.



Ogden Preparatory Academy 2022-2023 Parent and Student Handbook

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www.ogdenprep.org

School Foundations

OPA's behavior program - Responsibility Centered Discipline - encourages student responsibility as students make choices that meet the school's behavioral foundations.

- Be Safe
- Be Respectful
- Be Prepared
- Be Responsible

Desired Results for Student Learning (DRSL)

- Students will demonstrate the use of The Seven Habits of Highly Effective People.
- Students will demonstrate bilingual ability in English and Spanish.
- Students will demonstrate respect for themselves and others.

Location and Contact Information

Elementary Building (K-6)

1415 Lincoln Avenue

Ogden, UT 84404

Phone: 801.627.2066

Fax: 801.394.2267

Junior High Building (7-9)

1435 Lincoln Avenue

Ogden, UT 84404

Phone: 801.627.3066

Fax: 801.395.2267

Website: www.ogdenprep.org

Facebook: facebook.com/ogdenpreparatoryacademy

Office Hours: 7:30 a.m. to 4:00 p.m.

Board of Directors

OPA is governed by a Board of Directors consisting of parents and community members. The Board meets monthly or as needed. These meetings are open. The OPA Board makes all policy decisions for OPA. For information on meetings or individual Board members, refer to the School website.



Ogden Preparatory Academy 2022-2023 Parent and Student Handbook

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Administration

Position	Contact Information
Elementary Principal	Kasey Kennington kkennington@ogdenprep.org
Junior High Principal	Shevon Lopez slopez@ogdenprep.org
Elementary Vice Principal	Teryl Young tyoung@ogdenprep.org
LEA Director	Debbie Deem ddeem@ogdenprep.org
Special Education Director	Elizabeth Callison ecallison@ogdenprep.org
Curriculum and Compliance Director	Stephanie Mathers smathers@ogdenprep.org
Teaching and Learning Director	Stephanie Wright swright@ogdenprep.org
IT Director	Alfredo Perez aperez@ogdenprep.org

Secretarial Staff

Elementary:

Beckie Riesen
Lupe Rocha

Junior High:

Rebecca Kiernan
Jenny Westbroek
Brittany Ladley



Ogden Preparatory Academy 2022-2023 Parent and Student Handbook

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www.ogdenprep.org

Staffing Qualifications

As a Title 1 school we must meet federal rules related to teacher qualifications. At any time, we are happy to provide you information about the credentials of your child's teachers and paraprofessionals. If you have any questions, please contact the building principal.

Daily Schedule

Doors open for students	7:45 am
Breakfast*	7:40 am - 8:00 am
First Bell	8:05 am
Tardy Bell	8:10 am
Dismissal	3:00 pm
Minimum Day/Early Out Dismissal	12:45 pm
Lunch	Varies by grade

* Students arriving after the first bell will have an option for breakfast upon request.

Policies and Procedures

All OPA Policies, Procedures and Templates (Forms), including this document, are accessible on the OPA website (ogdenprep.org).

Lottery for Enrollment

According to state statutes, any enrollment vacancies in our school must be filled by lottery. The lottery for the upcoming year will begin in January. Priority is given to siblings of current students

(See Student Enrollment Procedure)

(See Dual Enrollment Policy)

(See Enrollment and Lottery Policy)



Ogden Preparatory Academy

2022-2023 Parent and Student Handbook

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www.ogdenprep.org

Students

Attendance

See Attendance Policy

See Attendance Administrative Procedures

Legal Parameters

Parents/guardians are required by state law to see that their students attend school regularly. Students are expected to attend classes on time every school day. All students are expected to be in school with a 95% attendance rate. All parents have signed a contract to have their children in school at least 95% of the time. Please plan your vacation schedule around the student's vacation time. Please access our website for the school calendar. Do not use children for babysitting during the school day. Health appointments need to take place outside the school day, if possible.

Check-in/Check-out

During regular school hours, a parent/guardian must sign students out in the office. If a student is late to school, the parent must come in with the student and sign the student in. School personnel must make personal contact with the parent/guardian before the child can leave. Students will only be released to the legal guardian or parent/guardian's designee. Release information is updated in the student information system (ASPIRE), please ensure this information is accurate.

Excusing Absences

For educational and safety reasons, parent/guardian notice is required for any absence. An oral or written communication documenting a valid excuse must be received from the student's parent/guardian within two business days of the absence in order for the absence to be excused. The School should be informed as soon as possible in cases of emergency. If a pattern of any type of absence is noted (excused or unexcused), the OPA Administrative Procedures will be followed.

Tardiness

Students who come to school after the tardy bell must check in at the office and pick up a tardy slip. The school does not excuse tardiness. If the parent does not check in the student, it will be recorded as an unexcused tardy.

For students in grades 7-9, unexcused tardies will have the following consequences, with the tardy count resetting after each quarter.



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- 3-5 Tardies: Meeting with Office Staff or Administrator to develop a plan + call home
- 8 Total Tardies: Lunch detention (or other similar consequence as determined by student) + call home
- 11 Total Tardies: Lunch detention (or other similar consequence as determined by student) + call home
- 15 Total Tardies: ISS (at elementary or secondary) + call home
- 20 Total Tardies: OSS + call home
- 25 Total Tardies: OSS + call home + CMT (Case Management Team)

Truancies (Sluffing)

Students are considered truant when they are out of class or school without an official excuse. The law requires parents to see that their students attend school regularly. Discipline for truancy will be handled by the administration. Teachers are not obligated to allow students to make-up assignments or tests that have been missed due to truancy. Parent conferences will be required if students are continually absent or truant. Parents are welcome to request assistance. If reasonable efforts and interventions do not remedy the problem sufficiently, the Attendance Administrative Procedures will be followed.

Arrival and Dismissal

Arrival

Students will not be permitted in the school buildings prior to 7:45 am. If staff is available for supervision, students may be permitted to wait in the lobby of each building until 7:45 am.

Dismissal

It is imperative to pick up your student in a timely manner at the end of the day. The following policy was approved by the OPA Board of Directors. Students must be picked up no later than 30 minutes after dismissal time. A record will be kept of students left at school for more than 30 minutes after dismissal time. After the third occurrence, an evaluation will be made regarding further action.

K-6 Dismissal Procedures

- Students will be lined up with their classes at dismissal.
- Parents and guardians may pick up students by waiting in the car line or parking and walking to the student's class area.
- Students who walk or take daycare transportation must inform teachers and office staff. Parents/Guardians shall notify the school via written notification for students who walk



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off campus as a standing procedure. Standard procedures can be altered through notification on individual days via calling into the office or sending a signed note to school with the student.

- Parents are encouraged to create designated off campus pick up areas with their students.
- K-4 students line up with classes in front of the building.
- 5-6 students walk with their teacher to the soccer field on the southeast portion of the property and are released.
- 15 minutes past dismissal, all teachers return to the building along with any K-4 students who are remaining.

7-9 Dismissal Procedures

- Students are dismissed from classes at time of dismissal.
- Students should leave the building unless they are under the supervision of a teacher, coach, or parent.

Indoor Dismissal/Pick-Up

Administration will determine if indoor dismissal is required in cases of extreme weather. A "one-call" will be sent out at least 30 minutes prior to dismissal. All afterschool activities will be canceled.

K-6 Indoor Dismissal Procedures

- Parents must come into the building to collect their student(s). Parents and visitors shall not be allowed in the hallways or classrooms.
- Parents must complete the Indoor Dismissal Sign-Out Sheet with the student's name, the name of the person picking up the student and the student's grade. Non-parents shall be directed to a staff member to check for pick-up permissions.
- Walking students and bus/daycare students shall be dismissed from class.
- 20 minutes after dismissal, all students shall be released.

7-9 Indoor Dismissal Procedures

- Students must go to the lobby or outside at time of dismissal.
- Students who are walking with younger siblings shall report to the Elementary.

See Student Dismissal/Pick-Up Procedures for additional details.

Reunification

In the case of an emergency when it has been deemed unsafe for students to be released from the school except directly to a parent/guardian, OPA will dismiss students according to the OPA Reunification plan.



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Parking Lot and Road Safety

Students must remain on the sidewalk areas during pick-up. To reduce congestion, parents/guardians should avoid parking in driving areas. Parents are encouraged to park in designated parking areas. Individuals conducting themselves or operating vehicles in an unsafe manner may be referred to law enforcement.
(See Student Dismissal/Pick-Up Procedures)

Closed Campus

OPA is a closed campus. No student is permitted to leave the school grounds at any time during regular school hours without appropriately checking out through the office. Students are not to leave at lunch unless they are cleared through the office beforehand by a parent and there is sufficient time to return to school without being tardy or absent for the next class. Students and visitors must enter and exit through the front doors of both buildings.

Schedule Changes

Students or parents desiring a change in a student's schedule should consult with the school counselor. There is a fee for schedule changes.

Athletics

Students have the opportunity to participate in various athletic teams. Team sports are for boys and girls in the 6th thru 9th grades, unless otherwise specified. Teams are selected by way of a tryout at the beginning of each sports season. Students selected to participate in each team will take on the role of student-athlete. They must agree to and follow the school's Athletic Contract and will be subject to the Athletic Eligibility Procedures. The contract will be given to each athlete. Any student who wishes to participate in school athletics, including the Weight Training and Triathlon classes, must have a current sports physical completed by a licensed doctor. Sports physicals expire after one year.

Assembly Behavior

Assemblies are planned for student learning and enjoyment. Students are expected to be orderly while entering the assembly location and to sit with their classes. Students who disrupt the assembly will be removed and referred to Administration for appropriate disciplinary action. Disciplinary actions may include detention, suspension, or the forfeiture of the student's opportunity to attend assemblies for the remainder of the year.



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Backpacks/Book Bags/Purses

Due to safety, health and space concerns, items such as backpacks/book bags/purses must be left in lockers or in the hall hook area during the school day.

Prepared for Class

If your student is having difficulty being prepared for class, please ask their teacher for help or contact the school. An unprepared student can disrupt a whole classroom.

Books

Textbooks are very expensive. Please talk with your student about taking good care of any books entrusted to their care. We encourage you to cover the books for protection. Do not use contact paper on the books. Each student is responsible for the condition of returned books and will pay monetary charges if damage is incurred.

Citizenship

Students are representatives of this school and take pride in responsible behavior. Each child is accountable for their behavior. Teachers set examples for students and teach them through acknowledgment, praise and role-modeling.

Computer Usage

Computers are available for student use in classrooms and computer labs. Students must have the teacher's permission to use classroom computers. All students must sign the Internet User Agreement form before accessing the Internet. If this agreement is violated, disciplinary actions will be taken.

(See Internet Safety Policy)

Dress Code

All students are expected to take pride in their appearance and to dress and groom in a manner that will not distract from the academic environment at OPA. This means clothing must be modest, and promote a safe environment. It is the responsibility of parents and students to ensure compliance with the dress code. As styles change or if questions arise, the school administration, as the OPA Board of Director's designee, has the authority to determine if a student's dress is in keeping with this policy. Students are expected to follow the dress code ~~from the first~~ from first bell (8:05 am) to the last bell (3:00 pm) each day.



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General appearance, clothing, hygiene, etc.

- Clothing shall not have holes or excessive wear.
- **Clothing attachments, jewelry, or accessories which could be considered weapons, which could pose a significant risk of injury to the wearer or others should not be worn.**
- **Non-septum, non-gauge, nose piercings will be allowed provided they meet the rest of the criteria in this policy.**
- Body piercing is limited to earrings and nose piercings as described above only. ~~Nose rings are not allowed and must be removed.~~
- ~~No~~ No enlarged ear piercing, spikes or gauges allowed.
- Hair must be clean, well-groomed and not distracting. Hats are prohibited.
- Students' faces will be clean shaven or well groomed.
- Modesty is required for all shirts and will be determined by both office staff and administration.
- No clothing that exposes bare midriffs, buttocks, or undergarments. Midriffs must remain covered when arms are raised.
- Headbands, belts, bandanas, or any altering of clothing that has any gang relation/affiliation will not be allowed.

Tops: Collared Shirts

- Shirts must have a collar and be long enough to remain tucked in and must be tucked in at all times during school hours.
- Collared shirts may be either solid white, navy blue, or light blue, with or without the school logo.
- Ninth graders may wear the shirts of the chosen color for the year.
- Shirts can be long or short sleeved.
- Any visible clothing must follow the dress code color designations.

Tops: Additional layering

- White, cream, tan, light blue, or navy blue sweaters, vests, or sweatshirts without hoods may be worn in class.
- Sweaters, vests, light jackets, and sweatshirts must be a solid color and free from logos, patterns, etc.
- Hooded sweatshirts or jackets may not be worn except outside during lunch or recess.
- Outdoor jackets and coats are not allowed to be worn except outside during lunch or recess.

Pants/Bottoms:

- Must be khaki or navy blue, corduroys or Docker-type. No denim pants of any color may be worn.
- May be no larger than one size from a student's fitted size.



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- Must stay fitted around the waist. Belts are required if pants do not stay at the waistline.
- Length must be no higher than two inches above the top of the kneecap. Skirt, dress, and short length will be determined with the waistband at the waist.
- Leggings may not be worn without additional “bottoms” and must be one of the following school colors: white, khaki/tan, or navy; leggings must be free from additional designs and patterns.
- Socks must be non-distracting and school appropriate.

Shoes:

- No bare or stocking feet.
- No open toe or open heeled shoes.
- No slippers, with or without soles.

Game Day Dress:

- Game Day Dress will be allowed for students participating in sports. Game Day Dress includes jerseys with uniform pants. Game Day Dress requires jerseys to be tucked. Game Day Dress should be communicated by coaches or captains to the front office, so it can be announced to all staff members each morning.

Uniform-Free Dress Day Standards

- First and Third Fridays are dollar dress days; other Friday's are school designated dress days unless otherwise designated. Consult the school calendar for more details.
- All requirements under the “General appearance, clothing, hygiene, etc.” section above apply to free dress days.
- Shorts and skirts need to follow the regular uniform dress code regarding length.
- Shirts can be long or short sleeved. No tank tops. Shirts without sleeves should have a shoulder seam that reaches the shoulder not to be less than 3 inches.
- No clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages, logos, or pictures.
- No hoodies or shirts with hoods.
- Clothing with holes or rips will be allowed only if there is appropriate material preventing exposed skin (leggings under ripped jeans, patches, etc).

Physical Education Uniforms

7th –9th grade students must wear PE uniforms during PE. Uniforms are available through the office. Shirts will be light blue. Shorts will be knee length and navy blue or black in color. (See Dress Code Policy)



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Personal Electronic Devices (including cell phones)

To protect student safety and to preserve the integrity of our learning environment, Personal Electronic Devices (ex: cell phones, mp3 players, tablets, video game consoles, smart watches, and e-readers) are not allowed at OPA during school hours (8:05 am-3:05 pm). This means that students are not allowed to have phones on their person, including in pencil pouches, in pockets, or in binders.

The school is not responsible for lost, stolen, or damaged devices. It is recommended that students leave Personal Electronic Devices at home, or surrender devices to a parent during the school day.

Consequences for Personal Electronic Device Use

The consequences for using a Personal Electronic Device during the school day for any reason are as follows:

- First offense: Staff member will confiscate the device. It will be locked in an administrative office and can be picked up by the student at the end of the day. At that time the staff member will review the school's Personal Electronic Device Policy with the student, including the consequence for a second offense.
- Second offense and additional offenses: A staff member will confiscate the device. It will be locked in an administrative office and must be picked up by a parent or guardian. The device will not be released to a sibling, adult carpool driver, or other individual not listed as a "custodial" individual on the student's Aspire account. This may mean that the phone will remain at school overnight, throughout a weekend, or during vacation time.
- If the number of offenses continues to increase, the student and guardians will meet with an administrator to determine additional consequences which can include (but are not limited to) detention, suspension, and/or revoking electronic access to the school's network and services.

Images and Video

Due to technological advancements, video and still images are easily taken. Any use of a camera or imaging device in the school must be approved by the administration; this includes photos taken on cell phones. Inappropriate use will be referred for disciplinary action; criminal use will be referred for legal action.

Grades and Progress Reports

Parents/guardians may access student grades and progress reports through ASPIRE (the student information system: ogdenprep.usoe-dsc.org). Each student will have his/her own account and



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password. These will be issued at the beginning of the year. Parents may obtain a password to access their student's information.

Report Cards.

Report cards will be sent home the week following the end of each term. Each term's grades will appear on the student's permanent record. If parents/students have questions concerning grades, they should contact the teacher(s) immediately.

Grading Scale for grades 4-9

A+ 100%	B+ 87-89%	C+ 77-79%	D+ 67-69%	F 0-59%
A 93-99%	B 83-86%	C 73-76%	D 63-66%	
A- 90-92%	B- 80-82%	C- 70-72%	D- 60-62%	

Grading Scale for grades K-3

Outstanding	Satisfactory	Needs Improvement
O 95 and above	S+ 90-94% S 80-89% S- 70-79%	N+ 60-69% N 0-59%

Citizenship

H: Honorable S: Satisfactory N: Needs Improvement U: Unsatisfactory
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Hall Passes

Hall passes may be issued by the teacher during class if a student needs to leave the classroom. Students should use the restroom before school, during lunch, during passing time between classes and after school. In the event of an emergency, a student may sign-out and then sign back into class. Behavior in the halls should reflect the standards of respect, safety and appropriate manners.



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Lockers

Lockers and combination locks will be assigned to students. Lockers and combination locks are provided for the convenience of students and are the property of OPA. Locks will be kept on lockers at all times, if not, detention may be issued. Students vandalizing or misusing their lockers may be assessed fines or may forfeit their locker privileges. Students must pay for lost locks in grades 7-9. Lockers are subject to periodic inspection and must be free from inappropriate pictures, graffiti or controlled substances. OPA is not responsible for personal property placed in student lockers. It is strongly recommended that students do not keep valuables or large amounts of cash in lockers.

Jammed Lockers: Students should report to class on time and receive permission before seeking assistance for jammed lockers.

Medication

If it becomes necessary for a student to take any form of medication at school, the appropriate forms are available in the office. All medication will be kept in and dispensed through the office. Students may not carry medicine on their person or store it in their lockers. Students with asthma may carry an inhaler with them with approved paperwork. Grades K-3 should keep inhalers in the front office.

(See Administration of Medication Policy)

Name Badges

Everyone is required to wear a name badge to attend class. Students in grades K-9 must pay for a lost name badge. The cost will be \$5.00. Please reinforce having name badges. Name badges create a safer environment at the school.

Name badges must remain clean. Students are not permitted to draw on name badges or add materials to them (stickers, foil, etc.). If a student damages or defaces a name badge, then a new, clean name badge will need to be purchased.

Failure to follow the name badge expectations may result in a variety of consequences consistent with the Responsibility Centered Discipline model.

Personal Property

Students are responsible for personal items brought to school such as games, toys, and approved electronic devices. If any personal item is used, seen or heard during class it will be confiscated.



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If any personal item is used in a way which compromises the safety of the other students, it will be confiscated. Inappropriate behavior regarding such items may warrant disciplinary action at the discretion of administration.

Physical Education & Outdoor Recess

Children are expected to participate in outdoor and physical education activities with their class. Consideration will only be given to children who have a medical excuse with a doctor's or parent's note for not participating. Outdoor recess will be conducted in a spirit of goodwill and sportsmanship. Students are expected to have best behavior at all times on the playgrounds.

Planners and Homework

All students in grades 3-9 are required to have a planner with them. The planner will be used to convey information to parents and to relate all information in regards to class assignments. Students are encouraged to make daily use of their planners by recording assignments and due dates as directed by teachers. Students should take their planners home, have them reviewed by their parents and return with them each school day.

Student Activities

Dances

Dances are planned for the 7th – 9th grades. Prices for tickets are kept to a minimum. School dress code is the minimum acceptable attire for these social occasions.

Dance Rules:

- Once students have been admitted to the dance they can only leave if they do not plan to return to the dance. Students will not be let in and out for any reason.
- Students must maintain appropriate behavior while attending student activities. Any student who deviates from policies and procedures as outlined in the student handbook will be removed from the activity and appropriate action taken.
- Any dancing deemed inappropriate by the person in charge is prohibited and violators will be asked to leave the dance.
- Only students enrolled at our school are allowed to attend dances.
- Students with active suspensions or who are on behavior contracts are not permitted to attend dances.



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Extracurricular Activities

Participation in interscholastic athletics, student government, student clubs, ceremonies and other extracurricular activities is a privilege not a constitutionally protected civil right. Students given such privileges are representatives of OPA and are expected to exemplify OPA standards at all times. Eligibility is based on citizenship and a GPA of 2.0. Students who are suspended or expelled may lose the privilege of participating in all extracurricular activities during the period of discipline. In order to participate in a given activity, a student must attend school for at least a half of a day on the day of any given event or activity.

Field Trips

Student participation in school field trips will be based upon the discretion of the teachers and their evaluation of the student's academic performance and behavior. If participation is not granted, 24-hour notice will be given to parents.

(See Field Trip Policy)

(See Field Trip Procedures)

National Junior Honor Society

The National Honor Society, established in 1929, serves to distinguish exceptional middle school students (grades 7-9). Membership in the National Honor Society is the highest honor given to secondary school students and maintains nation-wide recognition. Membership is based on student achievement in scholarship, service, leadership, character, and citizenship. Students seventh through ninth grade who display exceptional standards in these areas will be invited to join the Ogden Preparatory Academy Chapter of the NJHS. Candidates to NJHS are selected based on meeting a minimum GPA of 3.7 and exhibiting good citizenship. The candidates then fill out a NJHS application packet that is reviewed by a faculty committee. The candidates are assessed by a faculty committee using a rubric/evaluation form followed by discussion and vote on each candidate. A majority vote determines candidate membership.

Elementary Eagle Team

The Eagle Team at Ogden Preparatory Academy consists of a leader from every classroom who is elected by their peers. Throughout the year, Eagle leaders who consistently exhibit the quality of a leader are selected. Leadership qualities that the students and teachers look for in a leader include being an honest person, being able to communicate with classmates and teachers, having the confidence to stand in front of a crowd, having a general commitment to the school and the 7 Habits, and having a positive attitude. The Eagle Team works with the Eagle Coordinator to



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facilitate recycling in the school and assist with assemblies and other activities in the school. The Eagle leaders also hold jobs in their individual classrooms to help the teachers.

Student Council

Grades 7- 9 Student Council consists of a President, Vice President, Secretary and Historian and four representatives each from 7th and 8th grade. Students in the 9th grade are eligible to run for the top four positions. Representatives are chosen by the class and approved by the Student government advisor.

Student Qualifications: Students must carry a 3.0 GPA and exhibit exemplary citizenship based on classroom citizenship and disciplinary incidents and actions. Students must agree to accept the responsibility of adherence to the school's standards of conduct or to withdraw if they can no longer conform to these standards.

School Operations

Core/Curriculum

The Utah State Core will serve as the minimum basis for academic requirement for advancement and graduation. The school's curriculum and student expectations will meet or exceed the standards of the Utah State Core. Throughout the year, teachers will assess proficiency in all subject areas and adjust instruction based on assessment results. We participate in all USBE required assessments.

Parents or guardians who are interested in viewing the curriculum used in classes may contact their child(ren)'s teacher(s). Information on appeal may be found in the Curriculum Adoption, Appeal and Review policy on the school website.

Fees

Grades seven through nine have fees. The Board of Directors shall approve a fee schedule by June 30 of each year. Refer to the school website for the most recent fee schedule. Kindergarten through sixth grade do not have any class or materials fees.
(See Fee Schedule)

Fee Waivers

Families must submit a fee waiver application in addition to a Free/Reduced Lunch Application. Fee waivers do not apply to optional activities and projects. A written copy of the fee schedule



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will be provided with registration papers. To apply for fee waivers, please speak with one of the school secretaries.

(See Fee Waiver Policy)

Emergency Lockdown Procedures

A principal or administrative staff member will activate the Emergency Lockdown Procedure when the safety and welfare of the students, faculty or staff are in danger. This can be because a breach of physical security or protocol has occurred, or when notified by authorities of a dangerous situation in close proximity to the facility. Available information will be shared via the One Call system.

(See OPA Security and Crisis Management Plan)

Fire Alarms and Evacuation

All individuals in the school building must exit the Building immediately under adult supervision when the Alarm sounds. Evacuation maps and procedures are posted in each classroom. If the alarm sounds at times other than during class, each student must assemble where her/his homeroom teacher has designated as their meeting area. In case of long-term evacuation, students will go with their classroom teachers to a designated area.

(See OPA Security and Crisis Management Plan)

Food Services

Breakfast and lunch are served daily. Food purchased or ordered from a restaurant or fast food establishment shall not be permitted in the cafeteria. We expect students to demonstrate good citizenship and proper manners in the cafeteria. Unsatisfactory behavior will not be tolerated.

Payment for food services can be made at the front office or through the School website.

Payment is expected to be paid before meals are given. Please be sure to retain your receipts until the end of the year. Reminder notices for unpaid balances will be mailed monthly. Students with unpaid balances may be offered a minimal lunch. Excessive unpaid balances may result in meal refusal and collection referral. Free/Reduced lunch applications are available through the student information system (ASPIRE).

Meal Prices

The Board of Directors shall approve meal prices by June 30 of each year. Refer to the OPA Food Service Program and Safety Plan on the school website for current meal prices.

(See OPA Food Service Program and Safety Plan)



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Library

Library books and materials are provided for student use. Failure to return any library materials or returning them in poor condition may result in a fine being assessed and possible exclusion from library usage. The library is open before and after school and during some lunch times for supervised student and parent use. Students are welcome to use the library if instruction is not being conducted. Additional policies and procedures regarding the school libraries, including information about library collections, are available on the OPA website and in the policy manuals in each front office.

(See Library Collections Policy)

Lost and Found

Students who find items must turn them into the office immediately. Labeling all clothing, lunch boxes, and backpacks will decrease losses. Unclaimed lost and found items will be donated to charitable organizations at the end of each quarter.

School Closing – Weather

School will close at the discretion of the administrative team. Please listen to the radio station KSL 1160 and/or watch Channel 5 morning news for school closure announcements. A phone message will be sent by the “One Call” system.

(See In-Person School Closure or Delay Determination Procedures)

Safe School

A copy of the Ogden Preparatory Academy Safe Schools policy is posted on the website.

Bullying

Definitions of Bullying:

1. When someone says or does something intentionally hurtful and they keep doing it even when you tell them to stop or show them you're upset.
2. A pattern of repeated mean behaviors that is intended to harm physically, emotionally, or socially and usually has an imbalance of power.



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In order to promote a safe, civil, learning environment, the school prohibits all forms of bullying and cyberbullying of students and school personnel. The administration shall administer appropriate discipline to all individuals who violate this policy. Law enforcement officials may also be involved in the activities that constitute criminal activities.

(See Bullying and Hazing Policy for definitions and specific examples)

Discipline and Detention

OPA follows the Responsibility Centered Discipline (RCD) framework. This framework is based on OPA's four school foundations: Be Safe, Be Prepared, Be Respectful, Be Responsible.

Students are expected to behave in a way that honors and respects these foundations at all times.

Training and education on the foundations will take place throughout the year in both classroom and whole-school settings. When students are unable to meet these expectations and/or unwilling to take responsibility for their actions, they will work with a teacher and/or administrator. The program encourages students to work with administrators to develop plans that will facilitate a change in behavior as opposed to focusing only on consequences. Behavior plans, detention, in school suspension, and out of school suspension are all disciplinary tools that can be employed when implementing the RCD program.

The following are examples of behaviors that violate the school foundations and would result in discipline.

- Disruptive behavior in the classroom, school or on school property
- Tardies
- Three times a student is without a planner
- Three times without a visible name badge
- Non-compliance with the dress code
- Disrespect for other students, faculty, and staff
- Gang activity and/or apparel
- Throwing things
- Public displays of affection
- Use of vulgarity, profanity, or use of obscene gestures
- Bullying, harassment, hazing
- Cheating
- Violation of the "no touch" policy
- Littering in the halls or school grounds
- Inappropriate electronic device usage

(See Student and Classroom Management and School Discipline Policy)



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Safe School Policies

These are the items that fall under OPA's Safe School Policies which can result in immediate suspension and/or expulsion. Under OPA's Safe School Policy there are some zero tolerance guidelines. Issues may include but are not limited to:

- The selling, possession, and use of illegal drugs (The use of tobacco and alcohol, under age, is an illegal activity)
- Possession of any type or look-alike weapon on school property
- A serious breach of conduct such as:
 - Life threatening or intimidating actions
 - Sexual harassment
 - Pornography
 - Bullying, hazing, harassment
 - Obscenities
 - Computer Use Contract violation
 - Vandalism of other students or school property
 - Aggression, fighting, and/or threats
 - Play fighting, boxing matches, and other similar interactions
 - Insubordination
 - Stealing
 - Matches, lighters, or other fire starting devices
 - Weapons

Ogden Preparatory Academy will provide students a safe, challenging academic environment. To ensure this environment, a school wide discipline plan is implemented and carried out by all staff members. Parents will be involved at every level of intervention. Students enrolled at OPA agree to accept the rules and adhere to promoting a positive, healthy school environment. While working to maintain a productive learning environment in the classroom, OPA realizes there are incidents where discipline will be needed.

Expulsion or Placement Change

If the behavior contract is not adhered to or there are repeated problems with a student's behavior, expulsion from school will be considered. The administrator will refer the matter to the Ogden Preparatory Academy Case Management Team. The Board of Directors in executive session will review the student's history and will make the final decision. The Case Management Team can suspend a regular education student for more than 10 days or refer the student for expulsion. Expulsion will be determined in a Board meeting.

If there is a serious violation of:



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This handbook, as well as additional information can be found on the school's website.

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- Frequent, flagrant, or willful disobedience, defiance of proper authority, or disruptive behavior, including, but not limited to: fighting; gang activity; noncompliance with School dress code; harassment, including sexual, racial, or religious harassment; the use of foul, profane, vulgar or abusive language; or other unreasonable and substantial disruption of a class, activity, or other function of the School;
- Willful destruction or defacing of School property;
- Behavior that poses an immediate and significant threat to the welfare, safety, or morals of other students or School personnel or to the operation of the School;
- Possession, distribution, control, use, sale, or arranging for the sale of an alcoholic beverage, cigars, cigarettes, electronic cigarettes, or tobacco, contraband, including but not limited to real, look-alike or pretend weapons, fireworks, matches, lighters, alcohol, tobacco, mace, pepper spray, laser pointers, pornography, illegal drugs and controlled substances, drug paraphernalia, or any other material or item that has caused or will imminently cause substantial disruption to school operations;
- Inappropriate use or possession of electronic devices in class or in any other way that substantially disrupts the educational environment;
- Any criminal activity;
- Any serious violation involving weapons, drugs, or the use of force that threatens harm or causes harm to the School or School property, to a person associated with the School, or property associated with any such person, regardless of where it occurs; or
- Bullying or hazing as defined by the State of Utah and/or the School's Bullying and Hazing Policy.
- Any serious violation affecting another student or a staff member, or any serious violation occurring in a School building, in or on School property, or in conjunction with any School-sponsored activity, including:
 - The possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;
 - The actual or threatened use of a lookalike weapon with intent to intimidate another person or to disrupt normal School activities; or
 - The sale, control, or distribution of a drug or controlled substance as defined by the State of Utah, an imitation controlled substance defined by the State of Utah or any local municipalities, or drug paraphernalia as defined by the State of Utah or any local municipalities.
 - The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.

(See Student and Classroom Management and School Discipline Policy)



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www.ogdenprep.org

Fighting

Fighting will not be tolerated at school or at any school function or school-sponsored activity. Students who fight, threaten, or are audience to a fight will be suspended and suffer appropriate legal consequences. People who promote, instigate, organize, facilitate, or encourage fighting will likewise be held responsible. Fighting may include play fighting, boxing matches, or similar type interactions.

(See Student and Classroom Management and School Discipline Policy)

Harassment, Hazing, and Initiations

Harassment is defined as unwanted verbal or physical advances or threats. The difference between fun and harassment can be how it makes the victim feel. Harassment, hazing, or initiations of any type are not permitted in school or extracurricular activities. Students guilty of bullying or harassment of any type, threats, hazing, intimidation or initiations may be suspended and/or referred to law enforcement for disciplinary action.

(See Bullying and Hazing Policy)

Immunizations

The State of Utah has legislated (HB 27 and HB9) that no student may attend a public school unless a certificate of immunization is on file at the school or parents/guardians have shown sufficient evidence of exemption. Immunizations must be given by a licensed physician or representative of the County Health Department.

Personal Conduct

Students are expected to behave in a manner that is respectful of others at all times at school or during school related activities. Students should keep their hands and feet to themselves. Throwing snowballs and/or other items that may cause injury shall not be permitted. Skateboards and shoes that have wheels are not permitted. Laser pointers are not permitted. Students may not congregate in front of the school following dismissal.

Gum

Gum chewing is not allowed. Detentions or other disciplinary actions may be assigned for gum chewing.



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Honor Code

Integrity is an individual's most important asset. Honesty and respect for one another are important traits to develop and maintain not only for a successful school year but for the experiences of life. Therefore, this school will not tolerate lying, cheating or stealing. Violations of the honor code may result in detention, suspension or expulsion. Cheating violations will result in a grade of 0 on the assignment or test and detention. Continued violations may result in a letter grade of "F" for the quarter and suspension. Students and parents agree to accept the responsibility of the honor code by the act of enrollment at Ogden Preparatory Academy.

Inappropriate Gestures/Language

Students are expected to show respect to others. Any indecent gesture, foul language, act of lewdness or indecent exposure is contrary to the ideals and standards of the school and will be promptly disciplined.

Public Displays of Affection

Public displays of affection such as kissing, embracing, etc. are not acceptable on school property. The student(s) will be disciplined.

Search and Seizure

School officials have the authority to search a student's person or personal property while located on school property or at a school-sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule. (Please see Lockers.)

Substance Abuse

Any student, who possesses, controls, uses, sells or arranges for the sale of real or look-alike drugs or controlled substances, including alcohol and tobacco, may be suspended, drug tested, expelled, and/or referred for police investigation and/or prosecuted.

(See Student and Classroom Management and School Discipline Policy)

Suspension

At all times, OPA's administrators have the authority to suspend a student. The length of suspension can be 1-10 days.

Reasons for suspension include but are not limited to:

- After five detentions, a student could be suspended for 1-10 days
- Continued, deliberate disobedience/disrespect displayed



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- Defacing/destroying school property
- Negative behavior that disrupts students, teachers or the learning environment
- Behavior that has a negative effect on the image of the school
- Failure of the student to comply with disciplinary action of the school
- Fighting
- Theft
- Vandalism
- Harassment
- Bullying
- Other

If a student is suspended, parents will be called and expected to pick up their student immediately. Students who have been suspended from school must not come on campus during the suspension period, not even for extracurricular activities. To be reinstated, students will return to school accompanied by a parent/guardian for an intake conference with an administrator.

(See Student and Classroom Management and School Discipline Policy)

Theft, Extortion, Vandalism and Arson

Any student involved in stealing or extorting money, school or personal property or in causing fires of any nature may be suspended and referred to law enforcement. Students found in possession of any incendiary device, such as matches or lighters, are also in violation. Any student who destroys or defaces school or personal property will be responsible for restitution and may be referred to law enforcement.

(See Student and Classroom Management and School Discipline Policy)

Weapons

Bringing any weapon (including look-alikes) is a violation of school policy. Those who bring chains, knives, lighters, matches, firearms, laser flashlights, projectile shooting devices, "hornets", or any type of weapon, or any item that can be used as a weapon, or any item that resembles a weapon to school will serve an out-of-school suspension and may be referred to law enforcement.

Items prohibited by law such as possession or use of drugs, alcohol, tobacco, fireworks, explosive devices, firearms, including any item resembling the above mentioned items shall not be allowed on school property or at school sponsored events. Students caught with or using an unlawful substance or in possession of an unlawful item may be suspended up to one year out-of-school suspension, will appear before the School Crisis Management Team and may be referred to law enforcement.



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(See Student and Classroom Management and School Discipline Policy)

Parents

Background Checks

In accordance with State Law, volunteers who work with minors without direct supervision from school staff are subject to background checks. Volunteers who require a background check must sign a waiver. All background checks are kept confidential. If you have questions regarding background checks please contact the school office.

(See Background Check Procedures)

(See Background Check Policy)

Communication

The parent/guardian email in Aspire will be used for communication purposes. Information is posted on teacher blogs and websites, the school website, and the electronic sign on the elementary building for parent and student convenience. The Principals email a newsletter home each week and is available on the school website.

One Call

The School uses a One Call system that sends messages to parents via email and text. One Call message reminders are sent out periodically with information about school schedule changes and uniform-free dress days among other pieces of information. In cases of emergency, like a school closure or lock-down, a One Call will be sent. Please check both email and text to be sure you get the messages. If you have questions or concerns about receiving One Call notifications, please contact a member of the secretarial staff.

Fundraising and Donations

Every fundraiser is approved by the Principal or the Board of Directors. Fundraising is defined as an organized effort to solicit individuals, businesses or foundations for money or in-kind gifts to be given directly to the School. OPA may not accept donations with the condition that the donation provides direct benefit to specific School employees, students, vendors or name brand goods or services.

(See Donations and Fundraising Policy)



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Grievance

Parents who have grievances with an employee or employees of the school must first approach the individual(s). If it is not felt that the issue was adequately dealt with, then it must move to administration. If the issue remains unresolved, an email can also be sent to the Board of Directors through board@ogdenprep.org. If a policy or procedure is an issue, the problem can be discussed with a member of the administration. As always, a written complaint can be submitted. Written complaints shall specify the individual(s) involved, details of the incident(s) spurring the complaint, including dates and approximate times, and details of an attempt to rectify the situation.

(See Grievance Policy)

Parental Exclusions

Parents who desire to exclude their student(s) from any program or service offered at OPA should meet with a member of the administration or secretarial staff. Parental exclusions must be renewed annually.

Treats and Parties

Treats and favors for children's birthday parties, holidays, and special occasions are NOT permitted. Many parents object to their children eating sweets or other foods that may interfere with family diets or health considerations. Other parents feel too much pressure to provide treats when financial limitations make it difficult to do so. Surprise parties for teachers are discouraged. Students are not allowed to collect money for the purpose of buying a gift for a teacher.

Visitors

Parents and guardians are encouraged to visit the school frequently and take an active role in the education of their children. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time. All non-employee adults must check in at the school office and pick up a visitor's badge upon entering the building. Please leave small children at home if you plan on assisting in the classroom. Teachers may not conduct private conferences with parents during instructional time unless a prior arrangement with the teacher has been made. If your student forgot something at home and you are delivering it to the school, please leave it with the front office. We must respect the teaching time of the teacher and the students so interruptions are minimized.



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This handbook, as well as additional information can be found on the school's website.
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Volunteer Hours

Families of OPA students are encouraged to volunteer each school year. Volunteer opportunities can be obtained from the school website, contacting your student's teacher, or contacting a member of the secretarial staff.



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3. Fiscal Management

3.04.POL E-Rate Procurement Policy

Effective/Revision Date: 09/11/2013

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In selecting service providers for all eligible goods and/or services for which Universal Service Fund (E-Rate) support will be requested, Ogden Preparatory Academy (the School) shall:

Make a request for competitive bids for all eligible goods and/or services for which E-Rate support will be requested and comply with all applicable state procurement processes.

Wait at least twenty-eight (28) days after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.

Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.

Maintain control over the competitive bidding process; shall not surrender control of the process to a service provider who is participating in the bidding process; and shall not include service provider contact information on the FCC Forms 470.

If a situation is not addressed by this policy, the School will follow 47 C.F.R., section 54.503.

Document History

Approved: 09/11/2013

Legal References

47 C.F.R., section 54.503



**Official Policy
of
Ogden Preparatory Academy**

3. Fiscal Management

3.05.POL E-Rate Record Retention Policy

Effective/Revision Date: 09/11/2013

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It is the policy of Ogden Preparatory Academy (the School) to retain all E-Rate records for a period of five (5) years after the last date of service in accordance with FCC Fifth Report and Order (Para. 47, FCC 04-190, Adopted August 4, 2004).

Document History

Approved: 09/11/2013

Legal References

FCC Fifth Report and Order (Para. 47, FCC 04-190, Adopted August 4, 2004)



Official Policy of Ogden Preparatory Academy

8. Parents and Community

8.03.POL Parent and Family Engagement Policy

Effective/Revision Date: 01/24/2019

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It is the policy of the Ogden Preparatory Academy Board, in partnership with parents and families and in accordance with state and federal guidelines, to establish a parent and family engagement procedural framework.

Ogden Preparatory Academy (**the School**) regards parent and family engagement as vital to the academic success of students. Parents and families are the initial teachers of children and serve as partners with the school on helping students achieve academic success.

The School will build family capacity and foster strong parent and family engagement by taking the following actions:

- Employ a Family Engagement Coordinator to facilitate meaningful opportunities for parents to interact with and advise the school throughout the school year.
- Form a Family Engagement Committee, led by the Family Engagement Coordinator, to meet regularly and provide feedback, suggestion, and coordination on a variety of school related issues.
- Provide periodic family activities to engage students and families.
- Conduct at least one comprehensive parent survey per year, with additional, smaller surveys conducted as needed.

The Family Engagement Coordinator and the Family Engagement Committee will involve parents and families in a variety of school activities.

- The Family Engagement Coordinator will submit an annual report of successful parent and family activities to School Administration.
- The www.ogdenprep.org website will maintain information about a list of volunteer opportunities for parents and families to access.
- School Principals will provide communication to families, which will include volunteer and involvement activities.
- Teachers will inform parents about volunteer opportunities related to their classroom.

As a Title 1 School, Ogden Preparatory Academy will use Title 1 structures and requirements to increase parent and family engagement and student achievement:

- Develop and distribute a School-Family Compact describing the responsibilities of the school, the parent, and the student for improved student achievement.
- Hold an annual Title 1 Meeting to inform parents and families of OPA Title 1 activities and the parent and family rights to be engaged in the education of their student(s).
- The Administration will annually report to the OPA Board regarding how the Title I funds and other funds were used to support effective parent and family engagement.

- Follow all other Title 1 regulations and requirements.

The School will engage families in the process of ongoing school review and improvement.

- OPA will share the achievement data from the school with families.
- The School will make annual survey data available to both families and the Board of Directors.
- Using the structure of the Family Engagement Committee, the School will invite input from families regarding the School's academic goals and annual School Improvement Plan

OPA will engage parents and families in the development of the OPA School Plan.

- OPA Administration will review parent survey data when developing the School Improvement Plan.
- Members of the Family Engagement Committee will have the opportunity to review information about and drafts of OPA's School Plan.
- The OPA Board will give final approval of the School Plan in an open public meeting.

The School will provide coordination and technical assistance to promote quality parent and family engagement activities.

- OPA will provide annual training to teachers on effective parent and family engagement strategies.
- The School will provide information and training on the use of digital tools available for families.
- The School will take steps to make technology available to all students and families.
- The School will take steps to ensure that technology and other documentation is available in the home language of each family.

OPA will coordinate parent and family engagement strategies with other programs.

- School Administration will meet quarterly to discuss plans and coordinate efforts across grade levels and programs.
- OPA will discuss evidence-based instructional practices, character development frameworks, and behavioral support systems with families.

~~OPA will engage parents and families in the development of the OPA School Plan.¶~~

- ~~● OPA will invite two parents to participate in the development of the plan. Information, including academic data, State and Federal allocations, personnel, and instructional strategies will be given to parent representatives two weeks prior to the meeting for review.¶~~
- ~~● OPA Administration will review parent survey data when developing the School Improvement Plan.¶~~

8.03.POL Parent and Family Engagement Policy

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- ~~● Members of the Family Engagement Committee will have the opportunity to Parents of OPA will review information about and drafts of, attend scheduled meetings and give input into the development of OPA's School Improvement plans.¶¶~~
- ~~● The OPA Board will give final approval of the school plan in an open public meeting.¶¶~~

~~OPA will engage families in the process of ongoing school review and improvement.¶¶~~

- ~~● OPA will share the achievement data from the school with families.¶¶~~
- ~~● OPA will invite input from families regarding LEA (Local Education Agency) and school academic goals of the School.¶¶~~
- ~~● OPA will discuss evidence-based instructional practices, character development frameworks, and behavioral support systems with families.¶¶~~

~~The School OPA will provide coordination and technical assistance to promote quality parent and family engagement activities.¶¶~~

- ~~● OPA will provide annual training to teachers on effective parent and family engagement strategies.¶¶~~
- ~~● The School will provide information and trainings on the use of digital tools available for families.¶¶~~

~~OPA will build the school and family capacity for strong parent and family engagement.¶¶~~

- ~~● Schedule an annual parent and family engagement seminar to build effective strategies.¶¶~~
- ~~● Employ a Family Engagement Coordinator to facilitate meaningful opportunities for parents to interact with and advise the school throughout the school year.¶¶~~
- ~~● In accordance with Title I requirements, develop and distribute a Parent Compact describing the responsibilities of the school, the parent, and the student for improved student achievement.¶¶~~
- ~~● Hold an annual Title I Mmeeting to inform parents and families of OPA Title I activities and the parent and family rights to be engaged in the education of their student(s).¶¶~~
- ~~● The school will provide monthly or periodic family activities to engage students and families.¶¶~~

~~OPA will coordinate parent and family engagement strategies with other programs.¶¶~~

- ~~● Representatives from other programs (i.e., Head Start and Special Education) will be encouraged to co-sponsor the annual seminar with Title I.¶¶~~
- ~~● School OPA Administration will meet at least twice a year to discuss plans and coordinate efforts.¶¶~~
- ~~● Each Fall and Spring, families will be encouraged to complete a parent and family survey that will elicit feedback on current activities and request input for future efforts.¶¶~~
- ~~● At the beginning of the new school year, School OPA Administration will provide a summary of the parent and family survey with its plans to address identified needs and recommendations.¶¶~~
- ~~● OPA will discuss evidence-based instructional practices, character development frameworks, and behavioral support systems with families.¶¶~~

8.03.POL Parent and Family Engagement Policy

Effective/Revision Date: 01/24/2019

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~~OPA administration will encourage The Family Engagement Coordinator and the Family Engagement Committee OPAPo to engage parents and families in a variety of school activities.¶~~

- ~~● The Family Engagement Coordinator OPAPo will submit an annual report of successful parent and family activities to OPA administration.¶~~
- ~~● In the annual training for administrators and teachers, OPA will share identified successful parent and family activities; OPA will share ideas with OPAPo.¶~~
- ~~● The Administration principal will annually report to the OPA Board and OPAPo regarding how the Title I funds and other funds were used to support effective parent and family engagement.¶~~
- ~~● The ogdenprep.org website will maintain information about a list of volunteer possibilities for parents and families to access.¶~~
- ~~● Teachers will inform parents about include volunteer opportunities related to their classroom. possibilities on their blogs for parents and families to access.¶~~

Document History

Approved: Unknown
 Revised: 03/12/2014
 02/23/2017 *Clarified responsibilities between school personnel and OPAPo.*
 11/9/2018 *Name changed from Parent Involvement Policy; no vote necessary.*
 01/24/2019 *Updated language to include families and engagement.*
 Add reference to annual title 1 meeting and inclusion of parents in establishment of policy.

Legal References

8.03.POL Parent and Family Engagement Policy	
Effective/Revision Date: 01/24/2019	Page 4 of 4



Official Policy of Ogden Preparatory Academy

3. Fiscal Management

3.06.POL Procurement Policy

Effective/Revision Date: 03/21/2019

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POLICY

Ogden Preparatory Academy (the School) shall follow applicable state and federal laws in connection with the procurement of services, supplies and equipment, including but not limited to the provisions of the Utah Procurement Code of Utah Code 63G-6a-101, et seq.

PROCUREMENT PROCESS

For purchases up to \$1,000, the School may make purchases from any vendor without obtaining competitive bids.

For small purchases as defined in Utah Administrative Code R33-3-3, which will typically include purchases over \$1,000 up to \$50,000 of items other than professional services, the School will follow the procedures set forth in the rule and will typically obtain at least two competitive quotes. Purchasing decisions shall be made based on specifications of the bid, cost, quality, and availability.

Unless an exception applies, for purchase of items other than professional services over \$50,000, the School will conduct an appropriate procurement process, such as a Request for Bids or a Request for Proposals. [The policy for curriculum purchases is detailed in the Curriculum Adoption, Appeal, and Review Policy.](#)

The School shall not artificially divide purchases or otherwise take steps to avoid the requirement to obtain competitive quotes or conduct a procurement process.

School personnel shall comply with the provisions and requirements of the Procurement Code particularly in regards to:

- Prohibiting the acceptance of gratuities or kickbacks from vendors during the procurement process.
- Any contract with a term that is longer than five (5) years, including any automatic renewals or extensions.
- Any construction or real property improvements undertaken by the School.

Equipment purchased or leased by the School shall be subject to the School's asset policies and procedures.

Any alleged violations of this policy or applicable law shall be reported in writing to the School's ~~Director~~^{Principal} and Board of Directors.

Document History

Approved: 09/11/2013

Revised: 03/21/2019 *Added clause regarding purchased equipment to comply with State requirements.*

Legal References

Utah Procurement Code of Utah Code 63G-6a-101

Utah Administrative Code R33-3-3

3.06.POL Procurement Policy	
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Official Policy of Ogden Preparatory Academy

6. Human Resources

6.10.POL Accommodations for Nursing Mothers

Effective/Revision Date: 03/17/2016

Page 1 of 2

Purpose

The Fair Labor Standards Act (FLSA) is a federal statute that regulates employment wage/hour and employee condition issues. The federal law and recent state law revisions (see HB 242, Utah Code §34-49-101 et seq.) require Ogden Preparatory Academy to provide reasonable break time and private space for employees who are nursing mothers to nurse and express milk for the school employee's own nursing children for at least one year after an employee's child's birth. This policy provides direction for compliance with the law and prohibits discrimination and harassment against qualifying employees.

Title IX Statement and Assurance of Compliance

Title IX protects students and employees from discrimination based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, The School shall comply with all Title IX regulations.

Provisions

1. School administrators and department directors/supervisors are responsible for providing accommodations to employees requesting breaks under this policy and ensuring compliance.
2. If possible, administrators or supervisors will provide this information about workplace accommodations to employees prior to maternity leave.
3. Employees desiring accommodations provided by FLSA, state law, and this policy shall request the accommodation in writing to the ~~Human Resource Director~~ ~~Administrative Services Director~~. Employees who desire the accommodation shall notify the ~~Human Resource Director~~ ~~appropriate OPA administrator~~ at least 6 weeks in advance of the desired accommodation so that OPA may prepare for necessary accommodations. OPA will make its best efforts to provide adequate accommodations with less notice.
4. School ~~Administrators and Department directors/supervisors~~ shall work with employees to consider accommodations that meet employees' needs while minimizing disruption to the school or work environment. To the extent possible, consistent break schedules will be arranged.

Break Times

A nursing mother employee may take reasonable breaks each day to nurse or express milk for a nursing child. Although paid breaks are not required by the FLSA or state law, OPA will make reasonable accommodations without adjusting employees' pay. Employee breaks under this policy must be as short as practicable and, if possible, should run concurrently with any break time already provided to the employee.

Space

Breaks are contemplated on the work premises only, and will not be allowed off premises unless such an arrangement causes fewer disruptions, in the school's judgment, to the employee's work day. If a request is made, ~~Administrators or Department director/s~~ administrators or supervisors shall identify a private function room or space that is not a bathroom where an employee may nurse or express milk for a nursing child. The private space should be reasonably proximate to the employee's work area, include an electrical outlet for the use of an electric breast pump, be shielded from view, and be free from any intrusion from co-worker and the public.

Document History

Approved: 03/17/2016

Legal References

Fair Labor Standards Act (FLSA)

HB 242, Utah Code §34-49-101 et seq.

6.10.POL Accommodations for Nursing Mothers	
Effective/Revision Date: 03/17/2016	Page 2 of 2



Official Policy of Ogden Preparatory Academy

7. Students

7.33.POL Gender Identity and Inclusion Policy

Effective/Revision Date:

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PURPOSE

Ogden Preparatory Academy (the School) recognizes that academic success depends on access to an educational environment that is safe, conducive to the learning process, and free from unnecessary disruption.

The School values educational equity which the Utah State Board of Education has defined as: “acknowledging that all students are capable of learning, educational equity is the distribution of resources to provide equal opportunities based upon the needs of each individual student. Equitable resources include funding, programs, policies, initiatives, and support that recognize each student’s unique background and school context to guarantee that all students have access to high-quality education.”

School policies should advance the goals of creating a respectful school climate for all students, defending constitutional protections, maintaining the trust of the community, and accommodating the needs of students and parents.

POLICY

Ogden Preparatory Academy (the School) will follow all state and federal regulations regarding issues related to gender identity and inclusion.

In alignment with Draft 4 of the Gender Identity Guidance for Utah Public Education, the School shall “accept a student’s consistently asserted gender identity even if the gender identity is different from the biological sex. A ‘consistent assertion’ involves more than a casual declaration of gender identity, but it does not necessarily require any substantiating evidence. Establishing gender identity can present differently from student to student.”

Through collaboration with parents, school officials, and qualified professionals, combined with clear policies and implementation plans, students who are transgender or gender nonconforming

will have an equal opportunity to be fully engaged in the school environment and to achieve academic success.

DEFINITIONS

1. Sex: the biological, physical condition of being male or female, determined by an individual's genetics and anatomy at birth
2. Gender Identity: The behavioral, cultural, or psychological traits typically associated with one sex.

SCHOOL RECORDS AND STUDENT PRIVACY

Each Utah school is required to maintain an official permanent record of each student. The record should include the legal name and sex as shown on the student’s official birth certificate or other approved legal documentation.

Documentation is required when a change in the name and/or sex of a student is requested to be reflected in the official school record. For a legal change of name, a court order or birth certificate is required demonstrating the student’s new name and/or sex.

The School shall follow rules and regulations which state surveying students about their gender identity without the prior written consent of students’ parents or guardians is prohibited (53E-9-203(1)(c)).

The Family Educational Rights and Privacy Act (FERPA) serves to protect the privacy and confidentiality of student records, which includes a student’s sex. Student information and records will be kept confidential and not disclosed without the permission of the student’s parent or legal guardian unless there is legitimate educational interest, and in certain other listed circumstances permitted by law.

BATHROOM USE

Students may request to use gender neutral bathrooms and changing areas at the School by making a verbal or written request with the School Counselor or Administration. The request can come from the student or the legal guardian.

STUDENT NAMES AND PRONOUNS

7.33.POL Gender Identity and Inclusion Policy	
Effective/Revision Date:	Page 2 of 4

Students may ask teachers and other school staff to refer to them by an alternative name or pronoun that does not align with those listed on their official school records. The school will honor student requests to the extent possible.

DRESS CODES

Dress codes and grooming standards shall encompass reasonable and clear guidelines that are not gender-specific and are free from gender stereotypes. Any education program or activity that requires dress and/or grooming standards, such as school dances, yearbook photos, dance performances, choral concerts, and uniforms shall meet these guidelines. The OPA dress code offers options that avoid the disruption of the classroom atmosphere and decorum and prevent disturbances among students. Dress codes shall be enforced consistently for all students.

STAFF RESPONSIBILITIES

Educators at the School shall treat all students with respect and fairness regardless of personal feelings and ideology while maintaining professional boundaries. Educators should not engage in counseling students regarding gender identity or sexuality, and shall refer student concerns to the school counselor.

An educator refusing to refer to a student by an agreed-upon alternative name and/or pronoun can be considered discriminatory conduct. The U.S. Department of Education’s Office for Civil Rights (OCR) and the U.S. Department of Justice’s (DOJ) 2021 guidance cites a failure to address a student who is transgender by the student’s chosen name and pronouns is an example of sex-based discrimination within the agencies’ enforcement authority under Title IX.

According to Utah Educator Standards (R277-217-3 (3)), educators shall take prompt and appropriate action to prevent harassment or discriminatory conduct toward a student or school employee that the educator knew or should have known may result in a hostile, intimidating, abusive, offensive, or oppressive environment. This does not prohibit inadvertent slips or honest mistakes, but does apply to intentional or persistent refusal to respect and use a student’s agreed-upon alternative name and/or pronoun.

ACKNOWLEDGEMENT OF ONGOING UPDATES

7.33.POL Gender Identity and Inclusion Policy	
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The School, the Board, and the Administration acknowledge that this policy addresses issues that are undergoing frequent revision on the state and federal level. This policy will be revisited and revised as additional guidance for schools is released.

Document History

Approved:

Legal References

Utah Code R277-717

34 C.F.R. § 99.31(a)(1)

53E-9-203(1)(c)

7.33.POL Gender Identity and Inclusion Policy	
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Coversheet

Board Communication Policy and Procedures

Section:	IV. Policies
Item:	B. Board Communication Policy and Procedures
Purpose:	Vote
Submitted by:	
Related Material:	1.11.POL_School_Board_Communication_Policy.pdf



Official Policy of Ogden Preparatory Academy

1. School Board Operations

1.11.POL School Board Communication Policy

Effective/Revision Date:

Page 1 of 3

1. Purpose and Objective

- a. Ogden Preparatory Academy (the “School”) values the input and insights of its stakeholders and other interested parties, and believes that effective communication strengthens the role of the School’s Board of Directors (the “Board”) as an active, informed, and engaged body.
- b. To facilitate communication, this Policy outlines the procedures for communicating with the Board and its members.
- c. The Board will oversee this Policy and will periodically review it and recommend any changes. The Board can modify this Policy unilaterally at any time without notice.

2. Communications to the Board

- a. Stakeholders and other interested parties can communicate with the Board as a whole or any individual member of the Board or any Committee of the Board via the following channels:
 - i. Email: board@ogdenprep.org
 - ii. Mail:

Ogden Preparatory Academy
Attn: Board Chair
1435 Lincoln Avenue
Ogden UT 84404
 - iii. Board Meetings: Each Board meeting has an opportunity for public input. Any stakeholder or other interested party may address the Board.
- b. Stakeholders wishing to communicate regarding a concern with a teacher or any staff member of OPA shall follow the procedures outlined in the 8.06.POL Grievance Policy (Parents).
- c. Staff wishing to communicate regarding a concern shall follow the procedures outlined in 6.09.POL Grievance Policy (Staff).

3. Roles and Responsibilities

- a. The Board has designated the Board Chair as its agent to receive and review written communications addressed to the Board, any of its Committees, or any Board member or group of members. The Board Chair may communicate with the sender for any clarification.

4. Procedures

- a. Any individual Board member receiving communication from a stakeholder shall forward the communication to the Board Chair. As an initial matter, the Board Chair will determine whether the communication is a proper communication for the Board.
- b. The Board Chair will forward communications not related to the duties and responsibilities of the Board to the appropriate School Administrator.
- c. Separately, the Board has established a Grievance Policy to clarify the process for which concerns can be addressed. The Board Chair shall direct stakeholders to the grievance policy as applicable.
- d. The Board Chair will maintain a log and copies of all communications, which any Board member may review upon request.
- e. The Board Chair will bring items of discussion to the Board during a work session, open Board meeting, or a Board Executive Session as needed.
- f. The Board Chair will prepare a response to the stakeholder or other interested party.
- g. The Board Chair may delegate specific communication to a Board member.

5. Legal Authority

- a. Members of the Board shall have authority only when acting as a Board legally in an Open Meeting. The Board shall not be bound by any statement, commitment, or action on the part of individual members except when such is granted by resolution of the Board. The Board may not engage or vote on any matter that is not on the Board meeting agenda.

Document History

Legal References

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Policy # Policy Title	
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