



# Ogden Preparatory Academy

## OPA Board of Directors Meeting

Published on January 11, 2023 at 12:06 PM MST

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### Date and Time

Thursday January 12, 2023 at 4:30 PM MST

### Location

1435 Lincoln Avenue  
Ogden UT 84404

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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.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
<b>A.</b> Record Attendance		Sara Mejeur	1 m
<b>B.</b> Call the Meeting to Order		Sara Mejeur	1 m
<b>C.</b> Approve Minutes	Approve Minutes	Sara Mejeur	5 m
	Approve minutes for OPA Board of Directors Meeting on November 10, 2022		
<b>D.</b> Approve Minutes	Approve Minutes	Sara Mejeur	5 m
	Approve minutes for OPA Board of Directors Meeting on December 8, 2022		
<b>E.</b> Opportunity for Public Input	Discuss	Sara Mejeur	5 m
<b>F.</b>	Discuss	Sara Mejeur	5 m

	Purpose	Presenter	Time
Opportunity for Public Input on the FY24 Fee Schedule			

**II. Finance 4:52 PM**

<b>A. Financial Review</b>	Discuss	Spencer Adams	5 m
<b>B. New Math Curriculum</b>	Vote	Stephanie Wright	5 m

OPA Administration recommends the purchase of the K-5 math curriculum Ready Math.

The quotes are for 1, 3, 5, and 7 years.

**III. Executive Session 5:02 PM**

<b>A. Enter closed session.</b>	Vote	Sara Mejeur	15 m
... to protect the privacy of an individual.			
<b>B. Exit Closed Session</b>	Vote	Sara Mejeur	5 m
<b>C. Student Discussion Determination</b>	Vote	Sara Mejeur	5 m

**IV. Administrative Report 5:27 PM**

<b>A. Administrative Board Report</b>	Discuss	Administrative Team	15 m
<b>B. Board On Track Usage</b>	Vote	Debbie Deem	5 m
After having time to review the extra features available with Board On Track, the Board will vote on whether to continue using Board on Track.			
<b>C. FY24 School Land Trust Plan</b>	Vote	Debbie Deem	5 m

**V. Policies 5:52 PM**

<b>A. Policy Updates</b>	Vote	Stephanie Mathers	5 m
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1. Reviews with proposed edits:
  1. Video Surveillance of School Property
2. New Policies
  1. Credit Recovery and Gap Extension Plan
3. Dated Review, no suggested edits
  1. Time and Effort

	Purpose	Presenter	Time
<b>VI. Other Business</b>			<b>5:57 PM</b>

**A. Required Trainings**

FYI

State Auditor Training due

Annual Trainings for Board Members:

Open Meetings Act - Annually (completed: Start fresh!)

School Land Trust - Annually (completed: Start fresh!)

State Auditor Trainings - only once per term. (Completed: Sara, Jessica, Stefanie)

USBE Internal Audit Trainings - only once (completed: Stefanie, Bill, Sara, Jessica)

**VII. Closing Items**

**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 November 10, 2022

APPROVED



**OGDEN PREPARATORY**  
ACADEMY

## Ogden Preparatory Academy

# Minutes

## OPA Board of Directors Meeting

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### Date and Time

Thursday November 10, 2022 at 4:30 PM

### Location

1435 Lincoln Avenue  
Ogden UT 84404

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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.

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### Directors Present

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

### Directors Absent

M. Swenson, W. Davis

### Ex Officio Members Present

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

### Non Voting Members Present

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

### Guests Present

S. Adams, S. Wright, Spencer Adams, T. Young

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## 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 Nov 10, 2022 at 4:33 PM.

### **C. Approve Minutes**

J. Howell made a motion to approve the minutes from OPA Board of Directors Meeting on 10-13-22.

S. Zwygart seconded the motion.

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

### **D. Opportunity for Public Input**

No public Input

## **II. Finance**

### **A. Financial Review**

- Still haven't trued up the allotment from the Oct 1st count.
- Discussed Revenues
- Discussed Expenses - specifically the construction costs and why it's so high.
- Discussed Ratios

### **B. Parking Lot Lights**

S. Zwygart made a motion to approve the replacement of parking lot lights.

J. Howell seconded the motion.

The parking lot is not well-lit. There are only a couple lights that still function.

Bid to replace with LED lights to be brighter.

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

## **III. Administrative Report**

### **A. Administrative Board Report**

- Academics
- School Report Card - It is public and published to our website
- AVID observation and visit - they have asked that we consider becoming a showcase school.
- LIA - had the Trunk or Treat activity and has started the tutoring at the elementary.
- First basketball game tonight
- Grant Reporting/Applications update. Big submission time for that
- Looking for grants/partnerships going to be able to continue the After School Program and be able to keep it free.
- All of the data privacy and metadata dictionary has been updated for the year
- Title III visit from the state - they will send a report of what they saw
- Early Childhood Center - a little bit ahead of schedule!
  - Looking for funding for preschool start-up and getting that going
  - Playground has been selected
- Family Engagement Committee met last month
- Board Surveys went out and the administration will meet to discuss at next meeting

- Staffing Updates
- Sunshades were up, and now taken down
- Trees will be finished planting in the Spring, as well as upgrading the sprinkler system
- Enrollment and Wait List. Still pulling numbers from the lottery.

## B. PBIS Plan Presentations

J. Howell made a motion to approve the PBIS plans as presented.

S. Zwycart seconded the motion.

PBIS Coordinators are here to present the plan

- Coleman Baker
- Rylee Kiernan

PBIS - not a curriculum or program. It's a commitment to helping students with academic, emotional, and mental health needs. To assist in the school's culture for staff, students, and staff members in helping students grow. Meeting their needs to make sure they get what they need. This is for all behaviors.

Section 1: Implementation of PBIS

Section 2: Teaching Social Emotional Resilience

Section 3: Extracurricular Activities and Volunteer Opportunities

Discussed what this looks like in the Junior High and the Elementary buildings.

Went through the tiers (1-3).

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

## IV. Policies

### A. Policy Updates

J. Howell made a motion to approve the updates/revisions/reviews of the policies as stated.

S. Zwycart seconded the motion.

- Student and Parent Handbook
  - page 14 addressing the nose piercings/body piercings
- Erate procurement policy - no changes just needs to be reviewed and updated
- Record Retention
- Parent and Family Engagement - a lot of updates made for this year to as we are updating and changing things. Such as a family engagement coordinator and committee.
- Procurement Policy - up for review. Addition was curriculum purchases are a separate policy.
- Accommodations for Nursing Mothers - it is in compliance, but needs updated language.
- Gender Identity and Inclusion - discussed the background of this policy. It is what we are doing in practice, but we did want a policy in writing.

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

### B. Board Communication Policy and Procedures

J. Howell made a motion to approve the board communication policy.

- New policy - important to have a policy for when the board receives an email and clearly define. That way all board members will be on the same page.

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

## V. Executive Session

### A. Enter closed session.

J. Howell made a motion to enter into closed session to protect the privacy of an individual.

S. Zwycart seconded the motion.

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

#### Roll Call

M. Swenson	Absent
S. Mejeur	Aye
S. Zwycart	Aye
W. Davis	Absent
J. Howell	Aye

### B. Exit Closed Session

S. Zwycart made a motion to come out of closed session.

J. Howell seconded the motion.

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

#### Roll Call

M. Swenson	Absent
W. Davis	Absent
S. Mejeur	Aye
S. Zwycart	Aye
J. Howell	Aye

### C. Board Officer

S. Zwycart made a motion to approve Jessica Howell as the vice chair.

J. Howell seconded the motion.

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

### D. Director Evaluation

S. Zwycart made a motion to approve the director evaluation.

J. Howell seconded the motion.

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

## VI. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:33 PM.

Respectfully Submitted,  
S. Mejeur



# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** D. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for OPA Board of Directors Meeting on December 8, 2022

APPROVED



OGDEN PREPARATORY  
ACADEMY

## Ogden Preparatory Academy

# Minutes

## OPA Board of Directors Meeting

---

### Date and Time

Thursday December 8, 2022 at 4:30 PM

### Location

1435 Lincoln Avenue  
Ogden UT 84404

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### Directors Present

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

### Directors Absent

*None*

### Ex Officio Members Present

D. Deem, K. Kennington, S. Lopez

### Non Voting Members Present

D. Deem, K. Kennington, S. Lopez

### Guests Present

Aeriel Martinez, S. Wright, T. Young

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

S. Zwygart called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Dec 8, 2022 at 4:37 PM.

## II. Board Hearing and Executive Session

### A. Vote to enter Executive Session

J. Howell made a motion to Enter Closed Session to protect the privacy of an individual.

W. Davis seconded the motion.

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

#### Roll Call

M. Swenson Aye

W. Davis Aye

S. Zwygart Aye

J. Howell Aye

S. Mejeur Aye

### B. Vote to exit closed session

W. Davis made a motion to Come out of closed session.

J. Howell seconded the motion.

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

#### Roll Call

S. Zwygart Aye

S. Mejeur Aye

J. Howell Aye

M. Swenson Aye

W. Davis Aye

### C. Student Discipline Decision

W. Davis made a motion to Approve the first and last decisions discussed during closes session.

J. Howell seconded the motion.

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

### D. Student Discipline Decision

W. Davis made a motion to Approve the second and third decisions discussed during closed session.

S. Mejeur seconded the motion.

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

## III. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:30 PM.

Respectfully Submitted,  
S. Zwygart

# Coversheet

## Opportunity for Public Input on the FY24 Fee Schedule

<b>Section:</b>	I. Opening Items
<b>Item:</b>	F. Opportunity for Public Input on the FY24 Fee Schedule
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	FY24 Fee Schedule - DRAFT.pdf



# Official Policy of Ogden Preparatory Academy

## 7. Students

### 7.16.POL Fee Schedule

Effective/Revision Date: 03/10/2022

Page 1 of 4

Fee Name	Amount
<b>Course/Grade Related Fees (Curricular)</b>	
Endurance Training/year <i>VASA membership; Sports program pays balance of membership.</i>	\$8.00/month; \$72/year
Credit Recovery <i>(not to be waived)</i>	\$25/semester
Advanced Placement Testing Fees <i>(not to be waived)</i>	Varies by test
<b>Personal Discretionary Expenses (not to be waived)</b>	
PE Uniform Shirt - 1 item	8.00
PE Uniform Shirt - 2 items	15.00
Yearbook Elementary, Soft Cover	14.00
Yearbook Elementary, Hard Cover	18.00
Yearbook Junior High	20.00
Class Change Fee	10.00
Replacement Name Tag*	5.00
Replacement Planner*	5.00
Replacement <del>Headphones</del> Earbuds*	85.00
Replacement or Repair for Chromebook**	Up to <del>\$343</del> 260
Lost or damaged books	Cost of book

<b>Extracurricular Opportunities</b>	
School Dances	Varies \$1-\$5
Lagoon School Day	Varies \$45-\$55
Uniform Free Day	\$1
<b>Expeditionary Learning Opportunities (Co-Curricular)</b>	
Spain Field Trip** <i>Air and bus travel; lodging; food; tuition; tour guides; entrance fees</i>	\$3,000.00
West Coast Science Expedition** <i>Fuel expenses; entrance fees; lodging fees; supplies; tours</i>	\$300.00
Southern Utah Science Expedition** <i>Fuel expenses; entrance fees; lodging fees; supplies; tours</i>	\$100.00

*\*Work alternatives to payment are available.*

*\*\* Amounts reflect maximums; individual amounts may vary depending on actual costs, student count, trip fees, and fundraising revenues.*

Fee Limits

Curricular Fees

Per Student :       \$75  
Per Family:         \$150

Personal Discretionary Expenses

No Limits

Expeditionary Learning Opportunities

1. No Limits
2. Service Requirements:
  - a. Science Expeditionary Learning Opportunities (Oregon and Escalante): Each trip has a 2 hour service project requirement for all attendees.
  - b. Spain Trip:
    - i. All attendees must participate in group planned service and fundraising activities. No more than 20 hours.
    - ii. Individual fundraising opportunities are also provided. Hours may vary.

<b>7.16.POL Fee Schedule</b>	
Effective/Revision Date: 03/10/2022	Page 2 of 4

<b>Student Device (chromebook) Repair Costs</b>	
<ul style="list-style-type: none"> <li>• <i>Part costs are wholesale costs and may be subject to change based on availability.</i></li> <li>• <i>These costs are based on the device being reparable in house. Additional costs or replacement may be required for extensive damages.</i></li> <li>• <i>Repairs will only be made if the cost is less than replacement.</i></li> </ul>	
<b>Item</b>	<b>Amount</b>
Casing	\$20.00
Battery	\$25.00
Radiator	\$22.00
WiFi Card	\$25.00
Motherboard	\$150.00
Speakers	\$20.00/pair
USB Board (if applicable)	\$35.00
Trackpad	\$35.00
Keyboard	\$60.000
Display Bezel	\$20.00
Display	\$130.00
Camera	\$15.00
Keys	\$0.10/each
Labor	\$40.00/hour

### Document History

Approved: unknown

Revised: 06/16/2016

06/14/2017 *Added: Ultimate Frisbee, Environmental Science, Biology, Weight Training; Equalized electives; Simplified/increased yearbook; Removed robotics.*

07/19/2017 *Changed the PE shirt fee to \$8, made the PE shorts optional.*

06/13/2018 *Changed the Endurance Training Fee to \$8/month; \$72/year due to VASA membership costs*

06/12/2019 *Added Credit Recovery at \$25/semester. Removed Grade level fees to increase transparency.*

<b>7.16.POL Fee Schedule</b>	
Effective/Revision Date: 03/10/2022	Page 3 of 4

- Added Student and Family maximums.  
Added additional fees to make the schedule more inclusive.*
- 08/15/2019** *Reduced the cost of Junior High Yearbook to reflect actual costs.  
Added replacement earbud costs.*
- 03/19/2020** *Removed course specific charges except Endurance Training and Weight training facility fees. Added one grade level fee. Added spend plan information, and service and fundraising requirements for trips.*
- 05/21/2020** *Increased grade level fee to account for chromebook check out. Increased individual and family maximums to correspond to grade level fee increase.*
- 03/11/2021** *Added Chromebook repair costs, adjusted some fees as needed, and corrected trip descriptions.*
- 07/14/2021** *Removed class fees and sports fees.*
- 03/10/2021** *Updated category names to reflect reporting language; adjusted some fees due to changes in costs.*

## Legal References

<b>7.16.POL Fee Schedule</b>	
Effective/Revision Date: 03/10/2022	Page 4 of 4





# Coversheet

## Financial Review

<b>Section:</b>	II. Finance
<b>Item:</b>	A. Financial Review
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	December 2022 Budget Summary.pdf December 2022 Budget Detail.pdf

# Financial Summary as of December 31, 2022



## BUDGET REPORT

50.0% through the Year

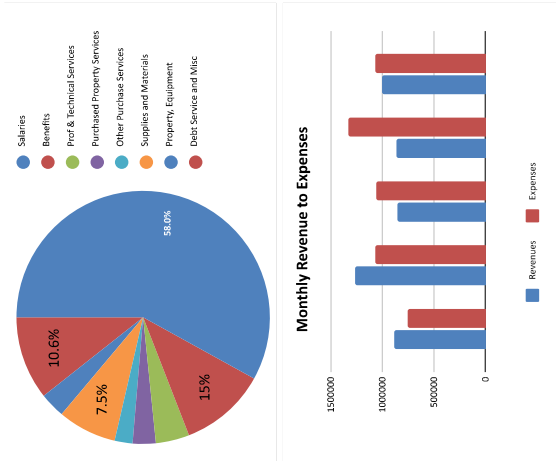
	Year-to-Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	1040	1061	1040	
<b>Revenue</b>				
1000 Local	\$ 234,572	\$ 159,358	\$ 286,576	82%
3000 State	\$ 5,077,713	\$ 9,471,518	\$ 9,734,449	52%
4000 Federal	\$ 221,962	\$ 1,971,869	\$ 1,989,486	11%
<b>Total Revenue</b>	\$ 5,534,247	\$ 11,602,745	\$ 12,010,511	46%
<b>Expenses</b>				
100 Salaries	\$ 3,243,596	\$ 6,571,204	\$ 6,627,127	49%
200 Benefits	\$ 602,495	\$ 1,197,374	\$ 1,263,880	48%
300 Prof & Technical Services	\$ 271,674	\$ 451,108	\$ 491,590	55%
400 Purchased Property Services	\$ 217,286	\$ 300,800	\$ 335,800	65%
500 Other Purchase Services	\$ 70,629	\$ 251,878	\$ 261,878	27%
600 Supplies and Materials	\$ 463,345	\$ 827,945	\$ 860,504	54%
700 Property, Equipment	\$ 173,515	\$ 316,478	\$ 366,478	47%
800 Debt Service and Misc	\$ 633,072	\$ 1,131,842	\$ 1,214,528	52%
<b>Total Expenses</b>	\$ 5,675,612	\$ 11,048,629	\$ 11,421,785	50%
<b>Net Income from Operations</b>	\$ (141,365)	\$ 554,116	\$ 588,726	

Operating Margin -2.6%

4.8%

4.9%

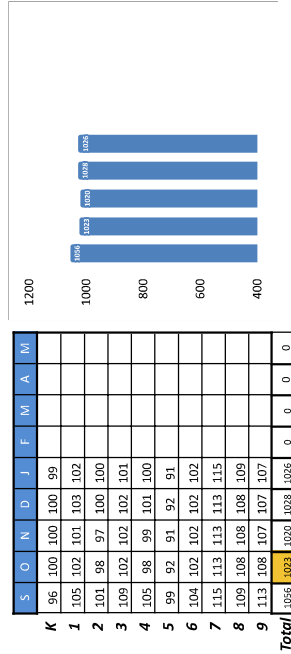
## EXPENSES



## RATIOS

	Actual	Goal
Operating Margin	4.9%	4.75%
MADS (Modified Acc)	1.55	1.51
Days Cash on Hand	131	100
Unrestricted DCOH	127	100
Building Payment %	10%	20%

## ENROLLMENT

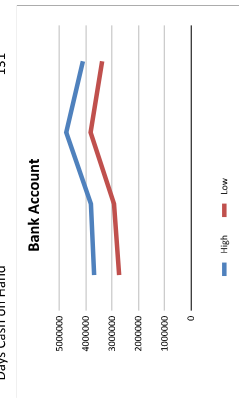


## RESERVES

	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 2,398,744	\$ 2,398,744
Reserves Added this Year	\$ (141,365)	\$ 588,726
Early Childhood Center	\$ 12,896,521	\$ 12,896,521
<b>Expenses from Reserves</b>		
Early Childhood Center	\$ (7,905,963)	\$ (12,502,249)
Bond Issuance & Related C	\$ (394,272)	\$ (394,272)
	\$ -	\$ -
<b>New Reserve Balance</b>	\$ 6,853,665	\$ 2,997,470

## CASH

Ending Cash Balance	\$ 4,101,394
Ending Unrestricted Cash Balance	\$ 3,985,349
Days Cash on Hand	131





Actuals as of: **December 31, 2022** Percentage of Year: **50.0%**

Budget Detail Report	(1,040 Students)	(1,037 Students)	1037	(-7 Students)	1030	% of Forecast
	FY22 Actuals	FY23 Actuals	FY23 Budget	Changes	FY23 Forecast	
<b>Revenue</b>						
<b>1000 Local</b>						
1510 Interest on Investments	\$ 21,235	\$ 106,593	\$ 16,000	\$ 90,593	\$ 106,593	100.0%
1600 Lunch Program (Students & Adults)	\$ 6,242	\$ 30,330	\$ 40,000	\$ -	\$ 40,000	75.8%
1710 Student Sales	\$ 22,074	\$ 12,910	\$ 10,000 [1]	\$ 3,000	\$ 13,000 [2]	99.3%
1710 OPAPO	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1710 Art Expo	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	0.0%
1740 Student Fees	\$ 14,867	\$ 4,665	\$ 15,533	\$ -	\$ 15,533	30.0%
1741 Trips (Co-Curricular Fees)	\$ 16,592	\$ 35,930	\$ 65,000	\$ -	\$ 65,000	55.3%
1790 Sports (Extra Curricular Fees)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1910 Rental of Facility	\$ 3,985	\$ 3,450	\$ 825	\$ 2,625	\$ 3,450	100.0%
1920 Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1920 Contributions & Donations	\$ 12,870	\$ 29,969	\$ 10,000	\$ 20,000	\$ 30,000	99.9%
1990 Miscellaneous	\$ 18,213	\$ 10,725	\$ -	\$ 11,000	\$ 11,000	97.5%
<b>Total 1000:</b>	<b>\$ 116,078</b>	<b>\$ 234,572</b>	<b>\$ 159,358</b>	<b>\$ 127,218</b>	<b>\$ 286,576</b>	<b>81.9%</b>
<b>3000 State</b>						
0.3005 Regular School Prgm K	\$ 201,674	\$ 113,867	\$ 218,122	\$ 8,274	\$ 226,396	50.3%
0.3010 Regular School Prgm 1-12	\$ 3,309,293	\$ 1,765,706	\$ 3,579,440	\$ (48,028)	\$ 3,531,412	50.0%
0.3020 Professional Staff	\$ 267,355	\$ 148,219	\$ 265,550	\$ 30,888	\$ 296,438	50.0%
31.1205 Special Education -- Add-On	\$ 592,605	\$ 322,123	\$ 592,605	\$ 28,331	\$ 620,936	51.9%
31.1210 Special Education -- Self-Contained	\$ 51,062	\$ 23,196	\$ 51,062	\$ (4,670)	\$ 46,392	50.0%
31.1220 Special Education -- Extended Year	\$ 4,487	\$ 2,253	\$ 4,466	\$ 39	\$ 4,505	50.0%
31.1225 Special Education - Impact Aid	\$ 11,298	\$ 5,651	\$ 11,230	\$ 72	\$ 11,302	50.0%
31.1278 Special Education- Extended Year Stipend	\$ 3,605	\$ -	\$ -	\$ -	\$ -	0.0%
31.5201 Class Size Reduction K-8	\$ 315,846	\$ 172,252	\$ 313,714	\$ 30,790	\$ 344,504	50.0%
31.5344 Enhancement for At-risk students	\$ 169,310	\$ 127,860	\$ 200,000	\$ 54,737	\$ 254,737	50.2%
31.5901 CTE College & Career Awareness	\$ -	\$ 3,064	\$ -	\$ 5,914	\$ 5,914	51.8%
32.0500 Charter School Base Amount	\$ 102,505	\$ 49,166	\$ 101,813	\$ (5,314)	\$ 96,499	50.9%
32.5619 Charter School Local Replacement	\$ 2,800,937	\$ 1,511,772	\$ 3,037,921	\$ (72,240)	\$ 2,965,681	51.0%
Charter School Local Replacement Lag	\$ -	\$ -	\$ -	\$ 51,951	\$ 51,951	0.0%
32.5651 Educator Professional Time (HB 396)	\$ -	\$ 110,416	\$ -	\$ 43,074	\$ 43,074	256.3%
32.5653 Public Ed Capital & Tech	\$ -	\$ 130,769	\$ -	\$ 130,769	\$ 130,769	100.0%
32.5665 Grow Your Own Teacher	\$ 47,040	\$ 31,221	\$ -	\$ 15,000	\$ 15,000	208.1%
33.5331 Gifted and Talented	\$ 8,461	\$ 4,419	\$ 7,121	\$ -	\$ 7,121	62.1%
33.5641 Early Intervention	\$ 122,652	\$ 60,000	\$ 120,000	\$ -	\$ 120,000	50.0%
33.5805 Early Literacy (K-3)	\$ 75,081	\$ 25,755	\$ 74,574	\$ (24,033)	\$ 50,541	51.0%
34.5662 Outdoor Recreation Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
34.5807 TSSP (Teacher Salary Supplement Prgm)	\$ 25,901	\$ -	\$ -	\$ -	\$ -	0.0%
34.5868 Teacher Materials and Supplies	\$ 9,958	\$ 9,677	\$ 9,891	\$ (214)	\$ 9,677	100.0%
34.5876 Educator Salary Adjustment	\$ 329,681	\$ 163,311	\$ 329,681	\$ (6,120)	\$ 323,561	50.5%
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	\$ (4,970)	\$ 140,030	100.0%
35.5655 Digital Teaching & Learning	\$ 61,415	\$ -	\$ 64,851	\$ (2,818)	\$ 62,033	0.0%
35.5666 Professional Learning	\$ 7,365	\$ 3,613	\$ -	\$ 7,227	\$ 7,227	50.0%
35.5678 TSSA	\$ 186,678	\$ 104,985	\$ 185,418	\$ 1,260	\$ 186,678	56.2%
35.5679 Student Health & Counseling	\$ 30,584	\$ -	\$ 40,000	\$ 21,322	\$ 61,322	0.0%
Mental Health Add-On Grant (Carry-Fwd)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
35.5810 Library Books & Electronic Res	\$ 1,076	\$ 538	\$ 1,069	\$ 7	\$ 1,076	50.0%
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	\$ 42,850	\$ 75,000	\$ -	\$ 75,000	57.1%
<b>Total 3000:</b>	<b>\$ 9,043,120</b>	<b>\$ 5,077,713</b>	<b>\$ 9,471,518</b>	<b>\$ 262,931</b>	<b>\$ 9,734,449</b>	<b>52.2%</b>
<b>4000 Federal</b>						
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	\$ 46,440	\$ 51,000	\$ -	\$ 51,000	91.1%
45-8072 NSLP - Free & Reduced	\$ 553,097	\$ 136,591	\$ 300,000	\$ -	\$ 300,000	45.5%
45-8074 NSLP - Breakfast	\$ 99,950	\$ 24,675	\$ 75,000	\$ -	\$ 75,000	32.9%
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	\$ 5,284	\$ -	\$ 5,284	\$ 5,284	100.0%
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	\$ 8,972	100.0%
<b>Total 4000:</b>	<b>\$ 2,375,128</b>	<b>\$ 221,962</b>	<b>\$ 1,971,869</b>	<b>\$ 17,617</b>	<b>\$ 1,989,486</b>	<b>11.2%</b>
<b>Total Revenue:</b>	<b>\$11,534,326</b>	<b>\$ 5,534,247</b>	<b>\$11,602,745</b>	<b>\$ 407,766</b>	<b>\$ 12,010,511</b>	<b>46.1%</b>



Actuals as of: **December 31, 2022** Percentage of Year: **50.0%**

Budget Detail Report	(1,040 Students)	(1,037 Students)	1037	(-7 Students)	1030	% of Forecast
	FY22 Actuals	FY23 Actuals	FY23 Budget	Changes	FY23 Forecast	
<b>Expenses</b>						
100 Salaries						
121 Principals and Assistants	\$ 604,556	\$ 354,606	\$ 749,400	\$ (58,281)	\$ 691,119	51.3%
131 Teachers	\$ 3,115,851	\$ 1,636,215	\$ 3,450,000	\$ (144,510) [3]	\$ 3,305,490	49.5%
132 PTO Cash out	\$ 18,330	\$ -	\$ 17,000	\$ -	\$ 17,000	0.0%
132 Substitute Teachers	\$ 57,761	\$ 27,208	\$ 78,000	\$ (9,026)	\$ 68,974	39.4%
133 Special Education Director & Teachers	\$ 361,815	\$ 209,917	\$ 461,133	\$ (7,509)	\$ 453,624	46.3%
134 Stipends (Sports, other)	\$ 144,263	\$ 59,151	\$ 65,000	\$ 9,050	\$ 74,050	79.9%
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	\$ 61,082	\$ 55,000	\$ 6,082	\$ 61,082	100.0%
142 Counselor	\$ 114,000	\$ 60,667	\$ 125,000	\$ -	\$ 125,000	48.5%
145 Librarian	\$ 135,505	\$ 74,272	\$ 154,064	\$ -	\$ 154,064	48.2%
152 Secretarial & Clerical	\$ 208,918	\$ 104,186	\$ 271,554	\$ (73,558)	\$ 197,996	52.6%
161 General Ed TA	\$ 149,993	\$ 1,510	\$ 796,092	\$ (796,092)	\$ -	0.0%
162 Special Education TA	\$ 390,611	\$ 184,596	\$ -	\$ 426,629	\$ 426,629	43.3%
163 Title I TA	\$ 148,702	\$ 101,509	\$ -	\$ 289,795	\$ 289,795	35.0%
164 Early Literacy (K-3) TA	\$ 63,208	\$ 30,431	\$ -	\$ 69,444	\$ 69,444	43.8%
165 Land Trust TA	\$ 66,794	\$ 23,272	\$ -	\$ 54,784	\$ 54,784	42.5%
166 Early Intervention TA	\$ 6,631	\$ 4,324	\$ -	\$ 17,016	\$ 17,016	25.4%
167 ESSER III TA	\$ -	\$ 37,205	\$ -	\$ 93,365	\$ 93,365	39.8%
182 Facility Manager	\$ -	\$ 17,398	\$ -	\$ -	\$ 40,313	43.2%
184 IT Support	\$ -	\$ 24,917	\$ -	\$ -	\$ 96,347	25.9%
191 Food Service	\$ 303,237	\$ 161,002	\$ 303,961	\$ -	\$ 303,961	53.0%
<b>Total 100:</b>	<b>\$ 5,987,452</b>	<b>\$ 3,243,596</b>	<b>\$ 6,571,204</b>	<b>\$ (80,737)</b>	<b>\$ 6,627,127</b>	<b>49.4%</b>
200 Benefits						
220 Social Security	\$ 427,413	\$ 243,319	\$ 459,984	\$ 35,305	\$ 495,289	49.1%
230 Retirement	\$ 141,115	\$ 72,878	\$ 160,000	\$ -	\$ 160,000	45.5%
241 Group Insurance	\$ 410,960	\$ 197,584	\$ 419,566	\$ -	\$ 419,566	47.1%
242 Waiver Benefit	\$ 116,729	\$ 74,125	\$ 130,500	\$ 26,125	\$ 156,625	47.3%
270 Worker's Compensation Fund	\$ 22,243	\$ 11,002	\$ 12,324	\$ 5,076	\$ 17,400	63.2%
280 Unemployment Insurance	\$ 12,138	\$ 3,587	\$ 15,000	\$ -	\$ 15,000	23.9%
<b>Total 200:</b>	<b>\$ 1,130,598</b>	<b>\$ 602,495</b>	<b>\$ 1,197,374</b>	<b>\$ 66,506</b>	<b>\$ 1,263,880</b>	<b>47.7%</b>
300 Prof & Technical Services						
320 Substitute Services	\$ -	\$ 1,983	\$ -	\$ 5,000	\$ 5,000	39.7%
320 Mental Health (Weber Health Services)	\$ 29,396	\$ 5,095	\$ 40,000	\$ 21,322	\$ 61,322	8.3%
323 Speech Therapy	\$ 131,611	\$ 85,644	\$ 171,288	\$ -	\$ 171,288	50.0%
323 Psychology / Behavior	\$ 6,314	\$ 4,658	\$ 10,000	\$ -	\$ 10,000	46.6%
330 Employee Training & Development	\$ 71,823	\$ 40,877	\$ 40,000	\$ 15,000	\$ 55,000	74.3%
352 Audit Services	\$ 21,800	\$ 8,000	\$ 22,300	\$ -	\$ 22,300	35.9%
345 Business Manager Services	\$ 84,000	\$ 42,840	\$ 86,520	\$ (840)	\$ 85,680	50.0%
349 Legal	\$ 88	\$ 34,938	\$ 15,000	\$ -	\$ 15,000	232.9%
355 IT Services	\$ 58,713	\$ 47,639	\$ 66,000	\$ -	\$ 66,000	72.2%
<b>Total 300:</b>	<b>\$ 403,745</b>	<b>\$ 271,674</b>	<b>\$ 451,108</b>	<b>\$ 40,482</b>	<b>\$ 491,590</b>	<b>55.3%</b>
400 Purchased Property Services						
410 Garbage / Sewer / Water	\$ 40,029	\$ 21,213	\$ 60,000	\$ -	\$ 60,000	35.4%
430 Repairs / Maintenance / Monitoring	\$ 195,461	\$ 129,047	\$ 134,000	\$ 20,000	\$ 154,000	83.8%
433 Cleaning & Custodial Services	\$ 71,244	\$ 35,622	\$ 72,000	\$ -	\$ 72,000	49.5%
435 Lawn Care & Snow Removal	\$ 30,317	\$ 26,493	\$ 30,000	\$ 15,000	\$ 45,000	58.9%
443 Lease of Copy Machines	\$ 4,290	\$ 3,146	\$ 4,800	\$ -	\$ 4,800	65.5%
450 Construction Services	\$ -	\$ 1,765	\$ -	\$ -	\$ -	0.0%
<b>Total 400:</b>	<b>\$ 341,341</b>	<b>\$ 217,286</b>	<b>\$ 300,800</b>	<b>\$ 35,000</b>	<b>\$ 335,800</b>	<b>64.7%</b>
500 Other Purchase Services						
520 Property & Liability Insurances	\$ 43,511	\$ 24,106	\$ 37,000 [4]	\$ -	\$ 37,000 [5]	65.2%
530 Communication (Phone & Internet)	\$ 6,148	\$ 3,139	\$ 6,178	\$ -	\$ 6,178	50.8%
540 Marketing	\$ 5,084	\$ 159	\$ 10,000	\$ -	\$ 10,000	1.6%
542 Board Expenses	\$ 6,621	\$ -	\$ 8,000	\$ -	\$ 8,000	0.0%
580 Travel / Per Diem	\$ 20,621	\$ 12,215	\$ 20,000	\$ -	\$ 20,000	61.1%
590 Field Trips (Bussing & Entrance Fees)	\$ 11,595	\$ 3,269	\$ 30,000	\$ -	\$ 30,000	10.9%
590 Student Activities - Aguilas Bussing	\$ 914	\$ -	\$ 1,200	\$ -	\$ 1,200	0.0%
591 Sports (Bussing, Fees, Tri, Weight Training)	\$ 19,257	\$ 11,905	\$ 15,000	\$ 10,000	\$ 25,000	47.6%
592 Trips	\$ 17,025	\$ 13,876	\$ 120,000	\$ -	\$ 120,000	11.6%
593 Clubs	\$ 6,894	\$ 1,960	\$ 4,500	\$ -	\$ 4,500	43.6%
<b>Total 500:</b>	<b>\$ 137,670</b>	<b>\$ 70,629</b>	<b>\$ 251,878</b>	<b>\$ 10,000</b>	<b>\$ 261,878</b>	<b>27.0%</b>



Actuals as of: **December 31, 2022** Percentage of Year: **50.0%**

<b>Budget Detail Report</b>	(1,040 Students)	(1,037 Students)	1037	(-7 Students)	1030	<b>% of Forecast</b>
	<b>FY22 Actuals</b>	<b>FY23 Actuals</b>	<b>FY23 Budget</b>	<b>Changes</b>	<b>FY23 Forecast</b>	
<b>600 Supplies and Materials</b>						
611 Classroom/ Legislative Supplies	\$ 59,073	\$ 23,824	\$ 30,000	\$ 5,914	\$ 35,914	66.3%
611 SpEd Supplies	\$ 7,189	\$ 6,282	\$ 7,000	\$ -	\$ 7,000	89.7%
611 Garden Grant	\$ -	\$ -	\$ 755	\$ (755)	\$ -	0.0%
611 Event Supplies	\$ 1,538	\$ 5,424	\$ 5,000	\$ 5,000	\$ 10,000	54.2%
614 Safety & Wellness	\$ 140	\$ -	\$ -	\$ -	\$ -	0.0%
613 OPA Apparel / Concessions	\$ 19,509	\$ 11,664	\$ 15,000	\$ -	\$ 15,000	77.8%
619 Yearbooks	\$ 4,600	\$ 4,277	\$ 6,790	\$ -	\$ 6,790	63.0%
617 OPAP0	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
618 Art Expo	\$ 139	\$ -	\$ 2,400	\$ -	\$ 2,400	0.0%
616 Aguilas & 7 Habits	\$ 1,364	\$ 1,023	\$ 3,000	\$ -	\$ 3,000	34.1%
614 Staff Meals / Appreciation / Prof Dev	\$ 32,475	\$ 16,915	\$ 40,000	\$ -	\$ 40,000	42.3%
615 Counseling / Cultural Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
612 Office Supplies	\$ 37,539	\$ 20,989	\$ 35,000	\$ -	\$ 35,000	60.0%
621 Natural Gas	\$ 28,577	\$ 7,533	\$ 20,000	\$ -	\$ 20,000	37.7%
622 Electricity	\$ 68,643	\$ 46,531	\$ 80,000	\$ -	\$ 80,000	58.2%
630 Lunch Program Food & Supplies	\$ 409,963	\$ 186,745	\$ 440,000	\$ -	\$ 440,000	42.4%
641 Curriculum & Educational Software	\$ 147,161	\$ 100,986	\$ 110,000	\$ -	\$ 110,000	91.8%
644 Library	\$ 21,057	\$ 11,989	\$ 18,000	\$ -	\$ 18,000	66.6%
650 Technology Related Supplies	\$ 190,659	\$ 165	\$ -	\$ 1,200	\$ 1,200	13.8%
680 Maintenance & Cleaning Supplies	\$ 18,405	\$ 18,998	\$ 15,000	\$ 21,200	\$ 36,200	52.5%
<b>Total 600:</b>	<b>\$ 1,048,031</b>	<b>\$ 463,345</b>	<b>\$ 827,945</b>	<b>\$ 32,559</b>	<b>\$ 860,504</b>	<b>53.8%</b>
<b>700 Property, Equipment</b>						
710 Land and Site Improvement	\$ 105,448	\$ 16,412	\$ 50,000	\$ -	\$ 50,000	32.8%
733 Furniture and Fixtures	\$ 11,273	\$ 33,830	\$ 40,000	\$ -	\$ 40,000	84.6%
734 Technology-Related Hardware & Software	\$ 133,154	\$ 72,407	\$ 150,000	\$ 50,000	\$ 200,000	36.2%
738 Kitchen Equipment	\$ 23,026	\$ 50,866	\$ 76,478	\$ -	\$ 76,478	66.5%
<b>Total 700:</b>	<b>\$ 272,901</b>	<b>\$ 173,515</b>	<b>\$ 316,478</b>	<b>\$ 50,000</b>	<b>\$ 366,478</b>	<b>47.3%</b>
<b>800 Debt Service and Misc</b>						
810 Dues and Fees	\$ 28,540	\$ 14,370	\$ 30,000	\$ -	\$ 30,000	47.9%
812 Banking Fees	\$ 2,428	\$ 937	\$ 3,000	\$ -	\$ 3,000	31.2%
850 Bond - Restricted Assets	\$ 943,913	\$ 617,765	\$ 1,078,842	\$ 82,686	\$ 1,161,528	53.2%
850 Bond Fees	\$ 35,000	\$ -	\$ -	\$ -	\$ -	0.0%
850 Contingency	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%
890 Miscellaneous	\$ 9,158	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total 800:</b>	<b>\$ 1,019,039</b>	<b>\$ 633,072</b>	<b>\$ 1,131,842</b>	<b>\$ 82,686</b>	<b>\$ 1,214,528</b>	<b>52.1%</b>
<b>Total Expenses:</b>	<b>\$10,340,777</b>	<b>\$ 5,675,612</b>	<b>\$11,048,629</b>	<b>\$ 236,496</b>	<b>\$ 11,421,785</b>	<b>49.7%</b>
<b>Net Income:</b>	<b>\$1,193,549</b>	<b>\$ (141,365)</b>	<b>\$ 554,116</b>	<b>\$ 171,270</b>	<b>\$ 588,726</b>	
<b>Reserve Funds Used in Year:</b>				<b>Goal 4.75%</b>	<b>\$ 570,499</b>	<b>Diff: \$ 18,227</b>
<b>Fund Reserve:</b>						

# Coversheet

## New Math Curriculum

**Section:** II. Finance  
**Item:** B. New Math Curriculum  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Ogden Preparatory Academy 3Y RepQuote309082.6.pdf  
Ogden Preparatory Academy 1Y RepQuote309082.5.pdf  
Ogden Preparatory Academy 5Y RepQuote309082.7 (1).pdf  
Ogden Preparatory Academy 7Y RepQuote309082.8.pdf

# Curriculum Associates®

**Prepared For:**

Stephanie Wright  
 Ogden Preparatory Academy  
 1415 Lincoln Ave,  
 Ogden, UT 84404

## Budgeting Quote - final quantities needed prior to purchase order

1/6/2023

Dear Stephanie Wright,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and i-Ready Partner Services included. If you have any questions or would like any changes, please contact us.

Quote ID: 309082.6    Valid through: 12/31/2023

Product	List Price	Net Price
i-Ready Classroom	\$72,120.00	\$41,310.00
Ready	\$112.00	\$0.00
Professional Development	\$6,600.00	\$6,000.00
i-Ready Partners Services	\$4,500.00	\$0.00
<i>i-Ready Partners Services Includes:</i> <ul style="list-style-type: none"> <li>• <i>Initial Implementation Services: Provisioning, Initial Rostering, Hosting, Technology Assessment</i></li> <li>• <i>Account Management: Account Manager You Know On A First Name Basis, Implementation Guidance, Realtime Achievement Data After Every Assessment, Ongoing Data Management</i></li> <li>• <i>Staff Development Consultation and Resources: Consultative services to help you plan and make the most of Professional Development sessions; Access to Online Educator Learning (OEL) Digital Courses, and i-Ready Central Self-Service Resources</i></li> <li>• <i>Technical Support: Proactive Network Monitoring &amp; Issue Notification, Annual Health Check, Technical Support</i></li> </ul>		
	List Total:	\$83,332.00
	Savings:	\$36,022.00
	Shipping/Tax/Other:	\$0.00
	<b>Total:</b>	<b>\$47,310.00</b>

Thank you again for your interest in Curriculum Associates.

**Sincerely**

Joel Kongaika  
 801-319-4832  
 jkongaika@cainc.com

**This quote is for budgeting/estimate purposes only - cannot be used to purchase**



# Curriculum Associates®

Quote ID: 309082.6    Date: 1/6/2023    Valid through: 12/31/2023

**Prepared For:**  
 Stephanie Wright  
 Ogden Preparatory Academy  
 1415 Lincoln Ave,  
 Ogden, UT 84404  
 swright@ogdenprep.org  
 (801) 627-2066

**Your Representative:**  
 Joel Kongaika  
 801-319-4832  
 jkongaika@cainc.com

## Budgeting Quote - final quantities needed prior to purchase order

### i-Ready Classroom

Product Name	Item #	Qty	List Price	Net Price	Total
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade K 3 Years	35713.0	4	\$975.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Centers Library Grade K Card Box (2024) 1 Year	34754.0	4	\$15.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade K 3 Years	35292.0	100	\$81.00	\$68.85	\$6,885.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 1 3 Years	35714.0	4	\$975.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Centers Library Grade 1 Card Box (2024) 1 Year	34755.0	4	\$15.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 1 3 Years	35293.0	100	\$81.00	\$68.85	\$6,885.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 2 3 Years	35715.0	4	\$975.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 2 3 Years	35294.0	100	\$81.00	\$68.85	\$6,885.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 3 3 Years	35716.0	4	\$975.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 3 3 Years	35295.0	100	\$81.00	\$68.85	\$6,885.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 4 3 Years	35717.0	4	\$975.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 4 3 Years	35296.0	100	\$81.00	\$68.85	\$6,885.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 5 3 Years	35718.0	4	\$975.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 5 3 Years	35297.0	100	\$81.00	\$68.85	\$6,885.00
i-Ready Classroom Subtotal:					\$41,310.00

### Ready

Product Name	Item #	Qty	List Price	Net Price	Total
Mathematics Discourse Cards - English	23544.0	16	\$7.00	\$0.00	\$0.00
Ready Subtotal:					\$0.00

**Professional Development**

Product Name	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Platform Site License Including Educator Prep Series (Complements Onsite and Virtual Professional Development)	28024.0	1	\$600.00	\$0.00	\$0.00
Professional Development i-Ready Classroom and i-Ready Mathematics Core New User Pkg - Preparing to RCL Math, Developing Mathematical Thinkers Through Instructional Routines, and Moving Forward with Grade Level Instruction (3 sessions up to 6hrs each)	30970.0	1	\$6,000.00	\$6,000.00	\$6,000.00
Professional Development Subtotal:					\$6,000.00

**i-Ready Partners Services**

Product Name	Item #	Qty	List Price	Net Price	Total
i-Ready Partners Core Mathematics Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 3 Years	27124.0	1	\$4,500.00	\$0.00	\$0.00
i-Ready Partners Services Subtotal:					\$0.00

Total	
List Total:	\$83,332.00
Savings:	\$36,022.00
Merchandise Total:	\$47,310.00
Voucher/Credit:	\$0.00
Estimated Tax:	\$0.00
Estimated Shipping:	\$0.00
<b>Total:</b>	<b>\$47,310.00</b>

**Special Notes**

Math teacher materials gratis at up to 1:25 ratio (add'l access paid). Shipping included in math student bundle price. All i-Ready purchases require PD.  
 For budgeting purposes only, final quote needed with updated quantities  
 PD Yrs 2+ TBD. PO & payment req'd upfront for full value of sale.

F.O.B.: N. Billerica, MA 01862  
 Shipping: Shipping based on MDSE total  
 Terms: Net 30 days, pending credit approval  
 Fed. ID: #26-3954988

This quote is for budgeting/estimate purposes only - cannot be used to purchase

N1

# Curriculum Associates®

## Information on Professional Development Sessions and COVID-19

Protecting the health and safety of the educators we serve and their students, as well as the health and safety of our employees, is of paramount importance to Curriculum Associates. While it is our preference to deliver PD sessions in person, circumstances related to COVID-19 may require us to provide sessions virtually instead. Curriculum Associates' policy is to only provide PD sessions in person where one of our employees can reach the session site by car and where adequate safety measures are in place to protect the health of our session leaders and participants. Curriculum Associates reserves the right to switch any session from in-person to virtual if we cannot reach a session site by car, if adequate safety measures cannot be put in place, or if Curriculum Associates determines that it would otherwise put its employees at risk to provide an in-person session.

If your school or district will not permit visitors at the time of a scheduled session, Curriculum Associates would be happy to provide an equivalent live, virtual session via videoconference. Similarly, Curriculum Associates will comply with your school or district's health and safety requirements regarding on-site visitors if we are given adequate advance notice. Our PD Operations team will work with school or district personnel to hold sessions in a manner that protects the safety of educators and your school community as well as Curriculum Associates employees.

We are pleased to be able to serve you in these challenging times and look forward to providing productive learning sessions to your staff. Any questions regarding scheduling in-person or virtual training sessions should be directed to [pdoperations@cainc.com](mailto:pdoperations@cainc.com).

# Curriculum Associates®

## Multiyear Core Purchase—Ready Math

Curriculum Associates is pleased to offer an industry-best, flexible, subscription-based model for multiyear purchases of both print and digital products. Please see below for more information about your multiyear purchase.

### Included in Purchase:

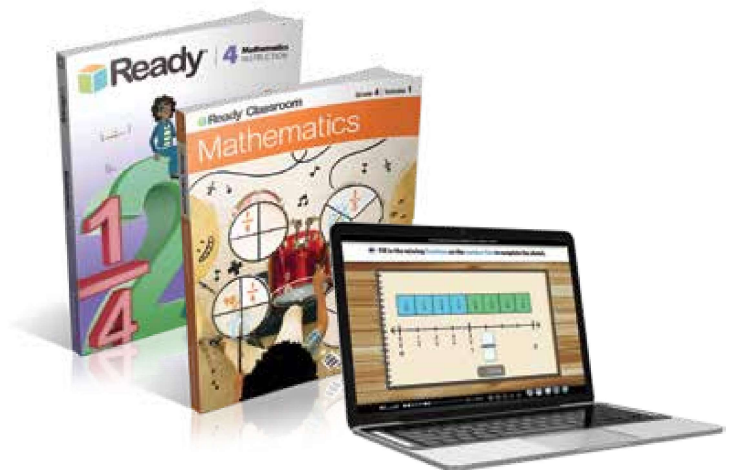
- Student Materials
  - Annual shipment of consumable printed student materials for full term of subscription
  - Includes any reallocation of the quantities of originally-purchased student materials across schools, grades, and available languages (English/Spanish) as necessary
- Teacher Materials: first-year shipment of printed teacher materials

### Please Note:

- Shipments of materials in Year Two and beyond must match total quantity on the original purchase order. Any additional student materials needed will require a new purchase order.
- Teacher materials are provided gratis at a ratio of 1 teacher set per 25 student sets purchased during the initial fulfillment year only. A new purchase order is required for any additional teacher materials in subsequent years.
- Purchase order and payment are required upfront for full value of sale.
- Professional Development is required.
- Price does not include exchanges or upgrades to products other than the product indicated on the original purchase order.

### Curriculum Associates Stands Behind Its Products:

Our goal is to **ensure any product you purchase from us meets or exceeds expectations**. We stand behind our programs and strive to clearly and accurately describe their features and functionality. If for any reason you are not satisfied with our products, upon request we will provide a credit for products and services not yet delivered or provided. Note that print materials that have been used and/or are not in “saleable condition,” and individual components of *Ready* Student and Teacher Sets that have been separated out, are not eligible for return.



# i-Ready® Partners

## Unparalleled Service and Educator Support

The *i-Ready Partners* team was born from our core value: the quality of our services is as important as the quality of our products. Know that when you implement our programs, your local *i-Ready Partners* will be there to support your team every step of the way.

### Service Components

Our *i-Ready Partners* team is tasked with helping you implement our programs to meet ambitious district goals. *i-Ready Partners* support includes:

- **An Account Manager You Know on a First-Name Basis:** Dedicated account managers are your point of connection to a powerful network of *i-Ready* experts focused on making your implementation successful.
- **Consultative Professional Development Planning:** Tailored professional development plans ensure that PD is tied to your implementation goals and that educators are equipped to optimize the use of our programs from day one.
- **Real-Time Achievement Data after Every Assessment:** Detailed student achievement analytics to empower data-driven practices in classrooms.
- **Educational Consultants to Help You Know What's Coming Next:** Educational consultants to keep you up to speed on our latest research, development, and best practices.
- **Technical Support and Health Checks:** Proactive support that anticipates and heads off issues before they start—and is there for you should they arise.



**Account Management**



**Professional Development**



**Educational Consultants**



**Achievement Analytics**



**Technical Support**

## Your *i-Ready Partners* Team

Dedicated to helping you implement *i-Ready* programs and achieve your district goals



# Curriculum Associates®

## Placing an Order

**Email:** [Orders@cainc.com](mailto:Orders@cainc.com)  
**Fax:** 1-800-366-1158  
**Mail:**  
 ATTN: CUSTOMER SERVICE DEPT.  
 Curriculum Associates LLC  
 153 Rangeway Rd  
 North Billerica, MA 01862-2013

Please visit CurriculumAssociates.com for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions. Please attach quote to all signed purchase orders. If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to [exempt@cainc.com](mailto:exempt@cainc.com).

## Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows:

Order Amount	Freight Amount
\$74.99 or less	Max charge of \$12.75
\$75.00 to \$999.99	12% of order
\$1,000 to \$4,999.99	10% of order

Order Amount	Freight Amount
\$5,000.00 to \$99,999.99	9% of order
\$100,000 and more	7% of order

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is 500lbs.

The enhanced shipping and handling services listed below are available upon request subject to the availability of our carrier partners. Please notify us of these delivery requests prior to submitting your PO so that we can include the service on your quote appropriately:

- Interior Location Delivery \$50/shipment location
- White Glove Delivery Service \$350/shipment location

If our carrier partners are unable to deliver to the location instructed on the PO or you need to change the time or location of delivery, one or more of the following fees may be applicable:

- Delivery Address Change \$100/shipment location
- Freight Storage \$150/day/shipment location
- Freight Carrier Redelivery \$100/shipment location

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Supply chain challenges outside of Curriculum Associates' control may impact inventory availability for print product. We recommend submission of purchase orders as soon as possible to help ensure timely delivery.

## Payment Terms

Payment terms are as follows:

- With credit approval: Net 30 days
- Without credit approval: payment in full at time of order
- Accounts must be current before subsequent shipments are made

To ensure payment processing is timely and environmentally conscious, CA encourages ACH or wire payments. CA's bank remittance information is:

- Account Number: 4418064408 | ABA Routing: 121000248
- Bank Name: Wells Fargo Bank – San Francisco, CA | Account Name: Curriculum Associates, LLC
- SWIFT Code (International Only): WFBUS65
- Tax ID: 26-3954988

Please send any payment notifications to [payments@cainc.com](mailto:payments@cainc.com). Credit card payments are only accepted for purchases under \$50,000.

## Invoice Receipt Preference

CA is pleased to offer electronic invoice delivery. Electronic invoice delivery allows CA to deliver your invoice in a timely and environmentally friendly manner. To request electronic invoice delivery please contact the CA Accounts Receivable team at [invoices@cainc.com](mailto:invoices@cainc.com) or by fax (1-800-366-1158). Please reference your quote number, provide a valid email address where the invoice should be directed, and indicate you would like to opt into electronic invoice delivery.

## Terms of Service

Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use, which can be found at [i-ready.com/support](http://i-ready.com/support). Customer's professional-development sessions will expire two years following the date of your purchase order and are subject to the Professional Development Terms of Service, which can be found at [i-ready.com/support](http://i-ready.com/support).

## Return Policy

Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased materials with pre-approval from CA's Customer Service department within 12 months of purchase. Please examine your order upon receipt. Before returning material, call CA's Customer Service department (1-800-225-0248 option 4) for return authorization and documentation. When returning material, please include your return authorization number and the return form that will be provided to you by CA's Return department. i-Ready®, Toolbox®, and BRIGANCE® Online Management Systems may be returned for a pro-rated refund for the remaining time left on the contract. We do not accept returns on unused i-Ready or Toolbox licenses®, materials that have been used and/or are not in "saleable condition," and individual components of kits or sets including but not limited to BRIGANCE® Kits, Ready® student and teacher sets, Ready Classroom® student and teacher sets, and Magnetic Reading classroom kits.

# Curriculum Associates®

**Prepared For:**

Stephanie Wright  
 Ogden Preparatory Academy  
 1415 Lincoln Ave,  
 Ogden, UT 84404

## Budgeting Quote - final quantities needed prior to purchase order

1/6/2023

Dear Stephanie Wright,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and i-Ready Partner Services included. If you have any questions or would like any changes, please contact us.

Quote ID: 309082.5    Valid through: 12/31/2023

Product	List Price	Net Price
i-Ready Classroom	\$28,080.00	\$14,790.00
Ready	\$112.00	\$0.00
Professional Development	\$6,600.00	\$6,000.00
i-Ready Partners Services	\$1,500.00	\$0.00
<i>i-Ready Partners Services Includes:</i> <ul style="list-style-type: none"> <li>• <i>Initial Implementation Services: Provisioning, Initial Rostering, Hosting, Technology Assessment</i></li> <li>• <i>Account Management: Account Manager You Know On A First Name Basis, Implementation Guidance, Realtime Achievement Data After Every Assessment, Ongoing Data Management</i></li> <li>• <i>Staff Development Consultation and Resources: Consultative services to help you plan and make the most of Professional Development sessions; Access to Online Educator Learning (OEL) Digital Courses, and i-Ready Central Self-Service Resources</i></li> <li>• <i>Technical Support: Proactive Network Monitoring &amp; Issue Notification, Annual Health Check, Technical Support</i></li> </ul>		
	List Total:	\$36,292.00
	Savings:	\$15,502.00
	Shipping/Tax/Other:	\$0.00
	<b>Total:</b>	<b>\$20,790.00</b>

Thank you again for your interest in Curriculum Associates.

**Sincerely**

Joel Kongaika  
 801-319-4832  
 jkongaika@cainc.com

**This quote is for budgeting/estimate purposes only - cannot be used to purchase**

# Curriculum Associates®

Quote ID: 309082.5    Date: 1/6/2023    Valid through: 12/31/2023

**Prepared For:**  
 Stephanie Wright  
 Ogden Preparatory Academy  
 1415 Lincoln Ave,  
 Ogden, UT 84404  
 swright@ogdenprep.org  
 (801) 627-2066

**Your Representative:**  
 Joel Kongaika  
 801-319-4832  
 jkongaika@cainc.com

## Budgeting Quote - final quantities needed prior to purchase order

### i-Ready Classroom

Product Name	Item #	Qty	List Price	Net Price	Total
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade K 1 Year	35695.0	4	\$440.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Centers Library Grade K Card Box (2024) 1 Year	34754.0	4	\$15.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade K 1 Year	35274.0	100	\$29.00	\$24.65	\$2,465.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 1 1 Year	35696.0	4	\$440.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Centers Library Grade 1 Card Box (2024) 1 Year	34755.0	4	\$15.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 1 1 Year	35275.0	100	\$29.00	\$24.65	\$2,465.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 2 1 Year	35697.0	4	\$440.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 2 1 Year	35276.0	100	\$29.00	\$24.65	\$2,465.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 3 1 Year	35698.0	4	\$440.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 3 1 Year	35277.0	100	\$29.00	\$24.65	\$2,465.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 4 1 Year	35699.0	4	\$440.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 4 1 Year	35278.0	100	\$29.00	\$24.65	\$2,465.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 5 1 Year	35700.0	4	\$440.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 5 1 Year	35279.0	100	\$29.00	\$24.65	\$2,465.00
i-Ready Classroom Subtotal:					\$14,790.00

### Ready

Product Name	Item #	Qty	List Price	Net Price	Total
Mathematics Discourse Cards - English	23544.0	16	\$7.00	\$0.00	\$0.00
Ready Subtotal:					\$0.00



**Professional Development**

Product Name	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Platform Site License Including Educator Prep Series (Complements Onsite and Virtual Professional Development)	28024.0	1	\$600.00	\$0.00	\$0.00
Professional Development i-Ready Classroom and i-Ready Mathematics Core New User Pkg - Preparing to RCL Math, Developing Mathematical Thinkers Through Instructional Routines, and Moving Forward with Grade Level Instruction (3 sessions up to 6hrs each)	30970.0	1	\$6,000.00	\$6,000.00	\$6,000.00
Professional Development Subtotal:					\$6,000.00

**i-Ready Partners Services**

Product Name	Item #	Qty	List Price	Net Price	Total
i-Ready Partners Core Mathematics Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	27034.0	1	\$1,500.00	\$0.00	\$0.00
i-Ready Partners Services Subtotal:					\$0.00

Total	
List Total:	\$36,292.00
Savings:	\$15,502.00
Merchandise Total:	\$20,790.00
Voucher/Credit:	\$0.00
Estimated Tax:	\$0.00
Estimated Shipping:	\$0.00
<b>Total:</b>	<b>\$20,790.00</b>

**Special Notes**  
 Math teacher materials gratis at up to 1:25 ratio (add'l access paid). Shipping included in math student bundle price. All i-Ready purchases require PD.  
 For budgeting purposes only, final quote needed with updated quantities

F.O.B.: N. Billerica, MA 01862  
 Shipping: Shipping based on MDSE total  
 Terms: Net 30 days, pending credit approval  
 Fed. ID: #26-3954988

**This quote is for budgeting/estimate purposes only - cannot be used to purchase**

N1

# Curriculum Associates®

## Information on Professional Development Sessions and COVID-19

Protecting the health and safety of the educators we serve and their students, as well as the health and safety of our employees, is of paramount importance to Curriculum Associates. While it is our preference to deliver PD sessions in person, circumstances related to COVID-19 may require us to provide sessions virtually instead. Curriculum Associates' policy is to only provide PD sessions in person where one of our employees can reach the session site by car and where adequate safety measures are in place to protect the health of our session leaders and participants. Curriculum Associates reserves the right to switch any session from in-person to virtual if we cannot reach a session site by car, if adequate safety measures cannot be put in place, or if Curriculum Associates determines that it would otherwise put its employees at risk to provide an in-person session.

If your school or district will not permit visitors at the time of a scheduled session, Curriculum Associates would be happy to provide an equivalent live, virtual session via videoconference. Similarly, Curriculum Associates will comply with your school or district's health and safety requirements regarding on-site visitors if we are given adequate advance notice. Our PD Operations team will work with school or district personnel to hold sessions in a manner that protects the safety of educators and your school community as well as Curriculum Associates employees.

We are pleased to be able to serve you in these challenging times and look forward to providing productive learning sessions to your staff. Any questions regarding scheduling in-person or virtual training sessions should be directed to [pdoperations@cainc.com](mailto:pdoperations@cainc.com).

# i-Ready® Partners

## Unparalleled Service and Educator Support

The *i-Ready Partners* team was born from our core value: the quality of our services is as important as the quality of our products. Know that when you implement our programs, your local *i-Ready Partners* will be there to support your team every step of the way.

### Service Components

Our *i-Ready Partners* team is tasked with helping you implement our programs to meet ambitious district goals. *i-Ready Partners* support includes:

- **An Account Manager You Know on a First-Name Basis:** Dedicated account managers are your point of connection to a powerful network of *i-Ready* experts focused on making your implementation successful.
- **Consultative Professional Development Planning:** Tailored professional development plans ensure that PD is tied to your implementation goals and that educators are equipped to optimize the use of our programs from day one.
- **Real-Time Achievement Data after Every Assessment:** Detailed student achievement analytics to empower data-driven practices in classrooms.
- **Educational Consultants to Help You Know What's Coming Next:** Educational consultants to keep you up to speed on our latest research, development, and best practices.
- **Technical Support and Health Checks:** Proactive support that anticipates and heads off issues before they start—and is there for you should they arise.



**Account Management**



**Professional Development**



**Educational Consultants**



**Achievement Analytics**



**Technical Support**

## Your *i-Ready Partners* Team

Dedicated to helping you implement *i-Ready* programs and achieve your district goals



# Curriculum Associates®

## Placing an Order

**Email:** [Orders@cainc.com](mailto:Orders@cainc.com)  
**Fax:** 1-800-366-1158  
**Mail:**  
 ATTN: CUSTOMER SERVICE DEPT.  
 Curriculum Associates LLC  
 153 Rangeway Rd  
 North Billerica, MA 01862-2013

Please visit CurriculumAssociates.com for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions. Please attach quote to all signed purchase orders. If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to [exempt@cainc.com](mailto:exempt@cainc.com).

## Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows:

Order Amount	Freight Amount
\$74.99 or less	Max charge of \$12.75
\$75.00 to \$999.99	12% of order
\$1,000 to \$4,999.99	10% of order

Order Amount	Freight Amount
\$5,000.00 to \$99,999.99	9% of order
\$100,000 and more	7% of order

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is 500lbs.

The enhanced shipping and handling services listed below are available upon request subject to the availability of our carrier partners. Please notify us of these delivery requests prior to submitting your PO so that we can include the service on your quote appropriately:

- Interior Location Delivery \$50/shipment location
- White Glove Delivery Service \$350/shipment location

If our carrier partners are unable to deliver to the location instructed on the PO or you need to change the time or location of delivery, one or more of the following fees may be applicable:

- Delivery Address Change \$100/shipment location
- Freight Storage \$150/day/shipment location
- Freight Carrier Redelivery \$100/shipment location

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Supply chain challenges outside of Curriculum Associates' control may impact inventory availability for print product. We recommend submission of purchase orders as soon as possible to help ensure timely delivery.

## Payment Terms

Payment terms are as follows:

- With credit approval: Net 30 days
- Without credit approval: payment in full at time of order
- Accounts must be current before subsequent shipments are made

To ensure payment processing is timely and environmentally conscious, CA encourages ACH or wire payments. CA's bank remittance information is:

- Account Number: 4418064408 | ABA Routing: 121000248
- Bank Name: Wells Fargo Bank – San Francisco, CA | Account Name: Curriculum Associates, LLC
- SWIFT Code (International Only): WFBUS65
- Tax ID: 26-3954988

Please send any payment notifications to [payments@cainc.com](mailto:payments@cainc.com). Credit card payments are only accepted for purchases under \$50,000.

## Invoice Receipt Preference

CA is pleased to offer electronic invoice delivery. Electronic invoice delivery allows CA to deliver your invoice in a timely and environmentally friendly manner. To request electronic invoice delivery please contact the CA Accounts Receivable team at [invoices@cainc.com](mailto:invoices@cainc.com) or by fax (1-800-366-1158). Please reference your quote number, provide a valid email address where the invoice should be directed, and indicate you would like to opt into electronic invoice delivery.

## Terms of Service

Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use, which can be found at [i-ready.com/support](http://i-ready.com/support). Customer's professional-development sessions will expire two years following the date of your purchase order and are subject to the Professional Development Terms of Service, which can be found at [i-ready.com/support](http://i-ready.com/support).

## Return Policy

Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased materials with pre-approval from CA's Customer Service department within 12 months of purchase. Please examine your order upon receipt. Before returning material, call CA's Customer Service department (1-800-225-0248 option 4) for return authorization and documentation. When returning material, please include your return authorization number and the return form that will be provided to you by CA's Return department. i-Ready®, Toolbox®, and BRIGANCE® Online Management Systems may be returned for a pro-rated refund for the remaining time left on the contract. We do not accept returns on unused i-Ready or Toolbox licenses®, materials that have been used and/or are not in "saleable condition," and individual components of kits or sets including but not limited to BRIGANCE® Kits, Ready® student and teacher sets, Ready Classroom® student and teacher sets, and Magnetic Reading classroom kits.

# Curriculum Associates®

**Prepared For:**

Stephanie Wright  
 Ogden Preparatory Academy  
 1415 Lincoln Ave,  
 Ogden, UT 84404

## Budgeting Quote - final quantities needed prior to purchase order

1/6/2023

Dear Stephanie Wright,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and i-Ready Partner Services included. If you have any questions or would like any changes, please contact us.

Quote ID: 309082.7    Valid through: 12/31/2023

Product	List Price	Net Price
i-Ready Classroom	\$113,520.00	\$66,300.00
Ready	\$112.00	\$0.00
Professional Development	\$6,600.00	\$6,000.00
i-Ready Partners Services	\$7,500.00	\$0.00
<i>i-Ready Partners Services Includes:</i> <ul style="list-style-type: none"> <li>• <i>Initial Implementation Services: Provisioning, Initial Rostering, Hosting, Technology Assessment</i></li> <li>• <i>Account Management: Account Manager You Know On A First Name Basis, Implementation Guidance, Realtime Achievement Data After Every Assessment, Ongoing Data Management</i></li> <li>• <i>Staff Development Consultation and Resources: Consultative services to help you plan and make the most of Professional Development sessions; Access to Online Educator Learning (OEL) Digital Courses, and i-Ready Central Self-Service Resources</i></li> <li>• <i>Technical Support: Proactive Network Monitoring &amp; Issue Notification, Annual Health Check, Technical Support</i></li> </ul>		
	List Total:	\$127,732.00
	Savings:	\$55,432.00
	Shipping/Tax/Other:	\$0.00
	<b>Total:</b>	<b>\$72,300.00</b>

Thank you again for your interest in Curriculum Associates.

**Sincerely**

Joel Kongaika  
 801-319-4832  
 jkongaika@cainc.com

**This quote is for budgeting/estimate purposes only - cannot be used to purchase**

# Curriculum Associates®

Quote ID: 309082.7    Date: 1/6/2023    Valid through: 12/31/2023

## Prepared For:

Stephanie Wright  
Ogden Preparatory Academy  
1415 Lincoln Ave,  
Ogden, UT 84404  
swright@ogdenprep.org  
(801) 627-2066

## Your Representative:

Joel Kongaika  
801-319-4832  
jkongaika@cainc.com

## Budgeting Quote - final quantities needed prior to purchase order

### i-Ready Classroom

Product Name	Item #	Qty	List Price	Net Price	Total
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade K 5 Years	35731.0	4	\$1,475.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Centers Library Grade K Card Box (2024) 1 Year	34754.0	4	\$15.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade K 5 Years	35310.0	100	\$130.00	\$110.50	\$11,050.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 1 5 Years	35732.0	4	\$1,475.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Centers Library Grade 1 Card Box (2024) 1 Year	34755.0	4	\$15.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 1 5 Years	35311.0	100	\$130.00	\$110.50	\$11,050.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 2 5 Years	35733.0	4	\$1,475.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 2 5 Years	35312.0	100	\$130.00	\$110.50	\$11,050.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 3 5 Years	35734.0	4	\$1,475.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 3 5 Years	35313.0	100	\$130.00	\$110.50	\$11,050.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 4 5 Years	35735.0	4	\$1,475.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 4 5 Years	35314.0	100	\$130.00	\$110.50	\$11,050.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 5 5 Years	35736.0	4	\$1,475.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 5 5 Years	35315.0	100	\$130.00	\$110.50	\$11,050.00
i-Ready Classroom Subtotal:					\$66,300.00

### Ready

Product Name	Item #	Qty	List Price	Net Price	Total
Mathematics Discourse Cards - English	23544.0	16	\$7.00	\$0.00	\$0.00
Ready Subtotal:					\$0.00

**Professional Development**

Product Name	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Platform Site License Including Educator Prep Series (Complements Onsite and Virtual Professional Development)	28024.0	1	\$600.00	\$0.00	\$0.00
Professional Development i-Ready Classroom and i-Ready Mathematics Core New User Pkg - Preparing to RCL Math, Developing Mathematical Thinkers Through Instructional Routines, and Moving Forward with Grade Level Instruction (3 sessions up to 6hrs each)	30970.0	1	\$6,000.00	\$6,000.00	\$6,000.00
Professional Development Subtotal:					\$6,000.00

**i-Ready Partners Services**

Product Name	Item #	Qty	List Price	Net Price	Total
i-Ready Partners Core Mathematics Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 5 Years	27126.0	1	\$7,500.00	\$0.00	\$0.00
i-Ready Partners Services Subtotal:					\$0.00

Total	
List Total:	\$127,732.00
Savings:	\$55,432.00
Merchandise Total:	\$72,300.00
Voucher/Credit:	\$0.00
Estimated Tax:	\$0.00
Estimated Shipping:	\$0.00
<b>Total:</b>	<b>\$72,300.00</b>

**Special Notes**

Math teacher materials gratis at up to 1:25 ratio (add'l access paid). Shipping included in math student bundle price. All i-Ready purchases require PD.  
 For budgeting purposes only, final quote needed with updated quantities  
 PD Yrs 2+ TBD. PO & payment req'd upfront for full value of sale.

F.O.B.: N. Billerica, MA 01862  
 Shipping: Shipping based on MDSE total  
 Terms: Net 30 days, pending credit approval  
 Fed. ID: #26-3954988

**This quote is for budgeting/estimate purposes only - cannot be used to purchase**

N1

# Curriculum Associates®

## Information on Professional Development Sessions and COVID-19

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If your school or district will not permit visitors at the time of a scheduled session, Curriculum Associates would be happy to provide an equivalent live, virtual session via videoconference. Similarly, Curriculum Associates will comply with your school or district's health and safety requirements regarding on-site visitors if we are given adequate advance notice. Our PD Operations team will work with school or district personnel to hold sessions in a manner that protects the safety of educators and your school community as well as Curriculum Associates employees.

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# Curriculum Associates®

## Multiyear Core Purchase—Ready Math

Curriculum Associates is pleased to offer an industry-best, flexible, subscription-based model for multiyear purchases of both print and digital products. Please see below for more information about your multiyear purchase.

### Included in Purchase:

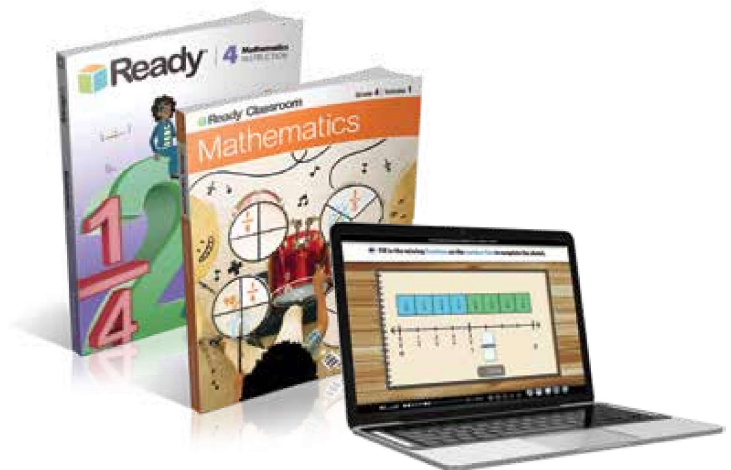
- Student Materials
  - Annual shipment of consumable printed student materials for full term of subscription
  - Includes any reallocation of the quantities of originally-purchased student materials across schools, grades, and available languages (English/Spanish) as necessary
- Teacher Materials: first-year shipment of printed teacher materials

### Please Note:

- Shipments of materials in Year Two and beyond must match total quantity on the original purchase order. Any additional student materials needed will require a new purchase order.
- Teacher materials are provided gratis at a ratio of 1 teacher set per 25 student sets purchased during the initial fulfillment year only. A new purchase order is required for any additional teacher materials in subsequent years.
- Purchase order and payment are required upfront for full value of sale.
- Professional Development is required.
- Price does not include exchanges or upgrades to products other than the product indicated on the original purchase order.

### Curriculum Associates Stands Behind Its Products:

Our goal is to **ensure any product you purchase from us meets or exceeds expectations**. We stand behind our programs and strive to clearly and accurately describe their features and functionality. If for any reason you are not satisfied with our products, upon request we will provide a credit for products and services not yet delivered or provided. Note that print materials that have been used and/or are not in “saleable condition,” and individual components of *Ready* Student and Teacher Sets that have been separated out, are not eligible for return.



# i-Ready® Partners

## Unparalleled Service and Educator Support

The *i-Ready Partners* team was born from our core value: the quality of our services is as important as the quality of our products. Know that when you implement our programs, your local *i-Ready Partners* will be there to support your team every step of the way.

### Service Components

Our *i-Ready Partners* team is tasked with helping you implement our programs to meet ambitious district goals. *i-Ready Partners* support includes:

- **An Account Manager You Know on a First-Name Basis:** Dedicated account managers are your point of connection to a powerful network of *i-Ready* experts focused on making your implementation successful.
- **Consultative Professional Development Planning:** Tailored professional development plans ensure that PD is tied to your implementation goals and that educators are equipped to optimize the use of our programs from day one.
- **Real-Time Achievement Data after Every Assessment:** Detailed student achievement analytics to empower data-driven practices in classrooms.
- **Educational Consultants to Help You Know What's Coming Next:** Educational consultants to keep you up to speed on our latest research, development, and best practices.
- **Technical Support and Health Checks:** Proactive support that anticipates and heads off issues before they start—and is there for you should they arise.



**Account Management**



**Professional Development**



**Educational Consultants**



**Achievement Analytics**



**Technical Support**

## Your *i-Ready Partners* Team

Dedicated to helping you implement *i-Ready* programs and achieve your district goals



# Curriculum Associates®

## Placing an Order

**Email:** [Orders@cainc.com](mailto:Orders@cainc.com)  
**Fax:** 1-800-366-1158  
**Mail:**  
 ATTN: CUSTOMER SERVICE DEPT.  
 Curriculum Associates LLC  
 153 Rangeway Rd  
 North Billerica, MA 01862-2013

Please visit CurriculumAssociates.com for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions. Please attach quote to all signed purchase orders. If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to [exempt@cainc.com](mailto:exempt@cainc.com).

## Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows:

Order Amount	Freight Amount
\$74.99 or less	Max charge of \$12.75
\$75.00 to \$999.99	12% of order
\$1,000 to \$4,999.99	10% of order

Order Amount	Freight Amount
\$5,000.00 to \$99,999.99	9% of order
\$100,000 and more	7% of order

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is 500lbs.

The enhanced shipping and handling services listed below are available upon request subject to the availability of our carrier partners. Please notify us of these delivery requests prior to submitting your PO so that we can include the service on your quote appropriately:

- Interior Location Delivery \$50/shipment location
- White Glove Delivery Service \$350/shipment location

If our carrier partners are unable to deliver to the location instructed on the PO or you need to change the time or location of delivery, one or more of the following fees may be applicable:

- Delivery Address Change \$100/shipment location
- Freight Storage \$150/day/shipment location
- Freight Carrier Redelivery \$100/shipment location

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Supply chain challenges outside of Curriculum Associates' control may impact inventory availability for print product. We recommend submission of purchase orders as soon as possible to help ensure timely delivery.

## Payment Terms

Payment terms are as follows:

- With credit approval: Net 30 days
- Without credit approval: payment in full at time of order
- Accounts must be current before subsequent shipments are made

To ensure payment processing is timely and environmentally conscious, CA encourages ACH or wire payments. CA's bank remittance information is:

- Account Number: 4418064408 | ABA Routing: 121000248
- Bank Name: Wells Fargo Bank – San Francisco, CA | Account Name: Curriculum Associates, LLC
- SWIFT Code (International Only): WFBUS65
- Tax ID: 26-3954988

Please send any payment notifications to [payments@cainc.com](mailto:payments@cainc.com). Credit card payments are only accepted for purchases under \$50,000.

## Invoice Receipt Preference

CA is pleased to offer electronic invoice delivery. Electronic invoice delivery allows CA to deliver your invoice in a timely and environmentally friendly manner. To request electronic invoice delivery please contact the CA Accounts Receivable team at [invoices@cainc.com](mailto:invoices@cainc.com) or by fax (1-800-366-1158). Please reference your quote number, provide a valid email address where the invoice should be directed, and indicate you would like to opt into electronic invoice delivery.

## Terms of Service

Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use, which can be found at [i-ready.com/support](http://i-ready.com/support). Customer's professional-development sessions will expire two years following the date of your purchase order and are subject to the Professional Development Terms of Service, which can be found at [i-ready.com/support](http://i-ready.com/support).

## Return Policy

Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased materials with pre-approval from CA's Customer Service department within 12 months of purchase. Please examine your order upon receipt. Before returning material, call CA's Customer Service department (1-800-225-0248 option 4) for return authorization and documentation. When returning material, please include your return authorization number and the return form that will be provided to you by CA's Return department. i-Ready®, Toolbox®, and BRIGANCE® Online Management Systems may be returned for a pro-rated refund for the remaining time left on the contract. We do not accept returns on unused i-Ready or Toolbox licenses®, materials that have been used and/or are not in "saleable condition," and individual components of kits or sets including but not limited to BRIGANCE® Kits, Ready® student and teacher sets, Ready Classroom® student and teacher sets, and Magnetic Reading classroom kits.

# Curriculum Associates®

**Prepared For:**

Stephanie Wright  
 Ogden Preparatory Academy  
 1415 Lincoln Ave,  
 Ogden, UT 84404

## Budgeting Quote - final quantities needed prior to purchase order

1/6/2023

Dear Stephanie Wright,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and i-Ready Partner Services included. If you have any questions or would like any changes, please contact us.

Quote ID: 309082.8    Valid through: 12/31/2023

Product	List Price	Net Price
i-Ready Classroom	\$154,080.00	\$89,760.00
Ready	\$112.00	\$0.00
Professional Development	\$6,600.00	\$6,000.00
i-Ready Partners Services	\$10,500.00	\$0.00
<i>i-Ready Partners Services Includes:</i>		
<ul style="list-style-type: none"> <li>• <i>Initial Implementation Services: Provisioning, Initial Rostering, Hosting, Technology Assessment</i></li> <li>• <i>Account Management: Account Manager You Know On A First Name Basis, Implementation Guidance, Realtime Achievement Data After Every Assessment, Ongoing Data Management</i></li> <li>• <i>Staff Development Consultation and Resources: Consultative services to help you plan and make the most of Professional Development sessions; Access to Online Educator Learning (OEL) Digital Courses, and i-Ready Central Self-Service Resources</i></li> <li>• <i>Technical Support: Proactive Network Monitoring &amp; Issue Notification, Annual Health Check, Technical Support</i></li> </ul>		
	List Total:	\$171,292.00
	Savings:	\$75,532.00
	Shipping/Tax/Other:	\$0.00
	<b>Total:</b>	<b>\$95,760.00</b>

Thank you again for your interest in Curriculum Associates.

**Sincerely**

Joel Kongaika  
 801-319-4832  
 jkongaika@cainc.com

**This quote is for budgeting/estimate purposes only - cannot be used to purchase**

# Curriculum Associates®

Quote ID: 309082.8    Date: 1/6/2023    Valid through: 12/31/2023

**Prepared For:**  
 Stephanie Wright  
 Ogden Preparatory Academy  
 1415 Lincoln Ave,  
 Ogden, UT 84404  
 swright@ogdenprep.org  
 (801) 627-2066

**Your Representative:**  
 Joel Kongaika  
 801-319-4832  
 jkongaika@cainc.com

## Budgeting Quote - final quantities needed prior to purchase order

### i-Ready Classroom

Product Name	Item #	Qty	List Price	Net Price	Total
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade K 7 Years	35749.0	4	\$2,015.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Centers Library Grade K Card Box (2024) 1 Year	34754.0	4	\$15.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade K 7 Years	35328.0	100	\$176.00	\$149.60	\$14,960.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 1 7 Years	35750.0	4	\$2,015.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Centers Library Grade 1 Card Box (2024) 1 Year	34755.0	4	\$15.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 1 7 Years	35329.0	100	\$176.00	\$149.60	\$14,960.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 2 7 Years	35751.0	4	\$2,015.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 2 7 Years	35330.0	100	\$176.00	\$149.60	\$14,960.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 3 7 Years	35752.0	4	\$2,015.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 3 7 Years	35331.0	100	\$176.00	\$149.60	\$14,960.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 4 7 Years	35753.0	4	\$2,015.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 4 7 Years	35332.0	100	\$176.00	\$149.60	\$14,960.00
i-Ready Classroom 2024 Common Core Mathematics Teacher Guide with Digital Access Grade 5 7 Years	35754.0	4	\$2,015.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 5 7 Years	35333.0	100	\$176.00	\$149.60	\$14,960.00
i-Ready Classroom Subtotal:					\$89,760.00

### Ready

Product Name	Item #	Qty	List Price	Net Price	Total
Mathematics Discourse Cards - English	23544.0	16	\$7.00	\$0.00	\$0.00
Ready Subtotal:					\$0.00

**Professional Development**

Product Name	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Platform Site License Including Educator Prep Series (Complements Onsite and Virtual Professional Development)	28024.0	1	\$600.00	\$0.00	\$0.00
Professional Development i-Ready Classroom and i-Ready Mathematics Core New User Pkg - Preparing to RCL Math, Developing Mathematical Thinkers Through Instructional Routines, and Moving Forward with Grade Level Instruction (3 sessions up to 6hrs each)	30970.0	1	\$6,000.00	\$6,000.00	\$6,000.00
Professional Development Subtotal:					\$6,000.00

**i-Ready Partners Services**

Product Name	Item #	Qty	List Price	Net Price	Total
i-Ready Partners Core Mathematics Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 7 Years	27128.0	1	\$10,500.00	\$0.00	\$0.00
i-Ready Partners Services Subtotal:					\$0.00

Total	
List Total:	\$171,292.00
Savings:	\$75,532.00
Merchandise Total:	\$95,760.00
Voucher/Credit:	\$0.00
Estimated Tax:	\$0.00
Estimated Shipping:	\$0.00
<b>Total:</b>	<b>\$95,760.00</b>

**Special Notes**

Math teacher materials gratis at up to 1:25 ratio (add'l access paid). Shipping included in math student bundle price. All i-Ready purchases require PD.  
 For budgeting purposes only, final quote needed with updated quantities  
 PD Yrs 2+ TBD. PO & payment req'd upfront for full value of sale.

F.O.B.: N. Billerica, MA 01862  
 Shipping: Shipping based on MDSE total  
 Terms: Net 30 days, pending credit approval  
 Fed. ID: #26-3954988

**This quote is for budgeting/estimate purposes only - cannot be used to purchase**

N1

# Curriculum Associates®

## Information on Professional Development Sessions and COVID-19

Protecting the health and safety of the educators we serve and their students, as well as the health and safety of our employees, is of paramount importance to Curriculum Associates. While it is our preference to deliver PD sessions in person, circumstances related to COVID-19 may require us to provide sessions virtually instead. Curriculum Associates' policy is to only provide PD sessions in person where one of our employees can reach the session site by car and where adequate safety measures are in place to protect the health of our session leaders and participants. Curriculum Associates reserves the right to switch any session from in-person to virtual if we cannot reach a session site by car, if adequate safety measures cannot be put in place, or if Curriculum Associates determines that it would otherwise put its employees at risk to provide an in-person session.

If your school or district will not permit visitors at the time of a scheduled session, Curriculum Associates would be happy to provide an equivalent live, virtual session via videoconference. Similarly, Curriculum Associates will comply with your school or district's health and safety requirements regarding on-site visitors if we are given adequate advance notice. Our PD Operations team will work with school or district personnel to hold sessions in a manner that protects the safety of educators and your school community as well as Curriculum Associates employees.

We are pleased to be able to serve you in these challenging times and look forward to providing productive learning sessions to your staff. Any questions regarding scheduling in-person or virtual training sessions should be directed to [pdoperations@cainc.com](mailto:pdoperations@cainc.com).

# Curriculum Associates®

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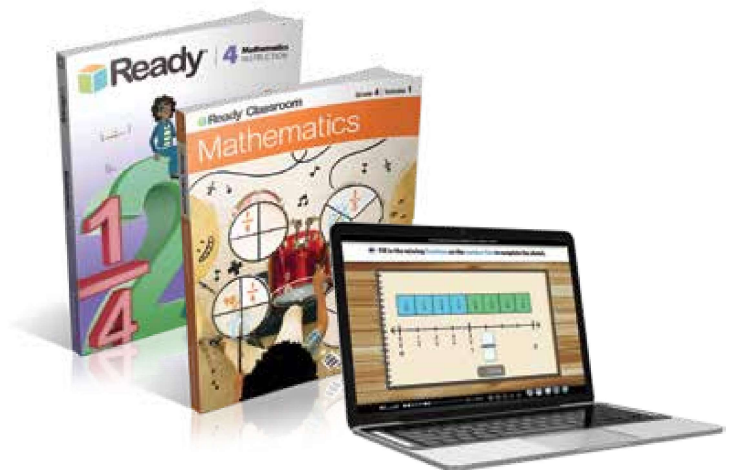
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- **Consultative Professional Development Planning:** Tailored professional development plans ensure that PD is tied to your implementation goals and that educators are equipped to optimize the use of our programs from day one.
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**Account Management**



**Professional Development**



**Educational Consultants**



**Achievement Analytics**



**Technical Support**

## Your *i-Ready Partners* Team

Dedicated to helping you implement *i-Ready* programs and achieve your district goals



# Curriculum Associates®

## Placing an Order

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**Fax:** 1-800-366-1158  
**Mail:**  
 ATTN: CUSTOMER SERVICE DEPT.  
 Curriculum Associates LLC  
 153 Rangeway Rd  
 North Billerica, MA 01862-2013

Please visit CurriculumAssociates.com for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions. Please attach quote to all signed purchase orders. If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to [exempt@cainc.com](mailto:exempt@cainc.com).

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Unless otherwise noted, shipping costs are calculated as follows:

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- Account Number: 4418064408 | ABA Routing: 121000248
- Bank Name: Wells Fargo Bank – San Francisco, CA | Account Name: Curriculum Associates, LLC
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- Tax ID: 26-3954988

Please send any payment notifications to [payments@cainc.com](mailto:payments@cainc.com). Credit card payments are only accepted for purchases under \$50,000.

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Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use, which can be found at [i-ready.com/support](http://i-ready.com/support). Customer's professional-development sessions will expire two years following the date of your purchase order and are subject to the Professional Development Terms of Service, which can be found at [i-ready.com/support](http://i-ready.com/support).

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# Coversheet

## Administrative Board Report

**Section:** IV. Administrative Report  
**Item:** A. Administrative Board Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** DHS Risk evaluation letter FY23.pdf  
FY24 OPA School Calendar.pdf  
Administrative Board Report 01.12.2023.pdf



State of Utah

SPENCER J. COX  
Governor

DEIDRE M. HENDERSON  
Lieutenant Governor

## Department of Health & Human Services

TRACY S. GRUBER  
*Executive Director*

NATE CHECKETTS  
*Deputy Director*

DR. MICHELLE HOFMANN  
*Executive Medical Director*

DAVID LITVACK  
*Deputy Director*

NATE WINTERS  
*Deputy Director*

December 22, 2022

Ogden Preparatory Academy  
1435 Lincoln Ave  
Ogden, UT 84014

RE: Agreement #2333302 School Based Skills Development-Ogden Preparatory Academy - risk of noncompliance

Dear Debbie Deem:

The Utah Department of Health and Human Services Office of Internal Auditors has identified Ogden Preparatory Academy as **low** risk for federal non-compliance as required by Uniform Guidance 2 CFR 200.332(b). Our goal is to aid our subrecipients with any issues identified in our risk assessments and/or other monitoring activities as well as comply with Federal requirements and standards.

Low risk subrecipients may be selected for desk reviews by Office of Internal Audit. If you are selected for a desk review, please submit supporting documentation within the requested time and implement any corrective action plans as requested.

If you have any questions or concerns about this information, please contact Ellen Sneddon at (385) 222-6561 or [esneddon@utah.gov](mailto:esneddon@utah.gov).

Thank you for your assistance with this process.

Sincerely,

Ellen Sneddon, Internal Audit

cc: Kelly Garcia



# OGDEN PREPARATORY ACADEMY

**2023-2024**

## School Year Calendar

Early Childhood Center (preK-K)  
1487 Lincoln Avenue  
Ogden UT 84404  
801.  
801. (fax)

Elementary School (1-6)  
1415 Lincoln Avenue  
Ogden UT 84404  
801.627.2066  
801.394.2267 (fax)

Junior High (7-9)  
1435 Lincoln Avenue  
Ogden UT 84404  
801.627.3066  
801.395.2267 (fax)

July 23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**OPA Mission**  
To provide a challenging curriculum where **academic excellence, character development, and individual growth** are nurtured in a safe and happy environment that involves the active participation of students, teachers, parents, and community members.

August 23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 24						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**School Hours**  
School Begins: 8:05 am  
School Ends: Regular Day: 3:00 pm  
Minimum Day: 12:45 pm

**OPA Website:**  
[www.ogdenprep.org](http://www.ogdenprep.org)

Scan for Principal



- Minimum Day
- Minimum Day/\$1 Free Dress
- Leader in Me Spirit Day
- Registration, Aug 2; 9:00 am to 7:00 pm**
- Term Dates**
- August 17 Back to School Night, Grades 1-9
- August 15-18 First week of school 1st-9th grades/ Minimum Days
- August 15-18 Pre-K & Kindergarten Testing
- August 15 School Starts/Term 1 Begins
- Aug 21-25 Pre K & Kindergarten First Week/Min. Days
- October 23 Term 2 Begins (Term 1 reports sent 10/27)
- January 16 Term 3 Begins (Term 2 reports sent 01/19)
- March 18 Term 4 Begins (Term 3 reports sent 03/23)
- May 24 Last Day of School
- No School**
- September 4 Labor Day
- October 19-20 Fall Break
- November 20-24 Thanksgiving Break
- Dec 18 - Jan 1 Winter Break
- January 15 MLK Day
- February 19 Presidents' Day
- March 15 Student Holiday
- April 1-5 Spring Break
- Virtual Learning Days (no in-person learning)**
- October 18 March 14
- February 2 May 10
- Teacher Professional Development**
- August 7-10 P.D. (student holiday)
- Family-Teacher Conferences**
- Thursday: 1 pm - 7 pm; Friday 8 am - 12 pm**
- October 5-6 Family-Teacher Conferences
- February 15-16 Family-Teacher Conferences
- April 25 Family-Teacher Conferences: **4 pm to 6 pm**

Fridays of each week are minimum days for students with Professional Development sessions for teachers, unless otherwise noted.



# OGDEN PREPARATORY ACADEMY

## Monthly Administrative Board Report

**Date: January 12, 2023**

### Events

#### 1. Recent Events

- a. November 30: Family Engagement Night (We are looking for a new name, as this is for parents and guardians and will not include student activities.)
- b. December 1: Family Art Night, 4-6 grades
- c. December 19-30: Winter Break

#### 2. Upcoming Events

- a. January 13: Virtual Day, teacher data dive
- b. January 16: No school
- c. January 17: Quarter 3 begins
- d. January 25: Family Engagement Night, 5:00-6:30pm
- e. February 9: Board Meeting

### Academics

1. PD - On Friday, January 6th, our entire faculty engaged in a professional development about increasing academic discourse among students. We specifically looked at WIDA indicators and how we can align instructional rigor with the appropriate WIDA “Can Do”
2. Assessment
  - a. Acadience Reading and Math Middle of Year Assessments (grades K-3) assessed in December and are now complete.
  - b. i-Ready Diagnostic middle of year math assessment (grades K-9) will be assessed in the month of January.
  - c. Star Reading middle of year reading Assessment (grades 4-9) also assessed in the month of January.
  - d. WIDA Access 2.0 will start at the end of January and run through the month of February. This assessment provides information about students’ English language abilities and measures annual progress of English Language Proficiency. Students will be assessed in the four English domains of listening, speaking, reading, and writing. About 33% of our students will take this assessment.

3. CTT Data Dive
  - a. All teachers will complete a data dive tomorrow during Virtual Day.

### Signature Programs

1. AVID (Advancement Via Individual Determination)
2. LIA (Latinos in Action)
3. Leader in Me
  - a. Weekly lessons being taught in the classroom
  - b. Eagle News
    - i. [9 January 2023 Eagle News](#)
  - c. Teacher focus - Habit 4: Think Win-win
    - i. All staff to be trained via virtual trainings
  - d. Attending a Leader in Me conference in February
    - i. Marie Torres, Jerri Johnson, Kasey Kennington
4. OPA Athletics
  - a. Boys basketball season is over. Girls basketball is beginning.

### Finance and Compliance

1. Finance
  - a. PTIF (Public Treasurer's Interest Fund) 11/01-11/30:
    - i. Ending Balance: \$3,462,021.05
    - ii. Interest deposited: \$9,352.34
    - iii. Transfers: \$750,000
  - b. Grants submitted (with assistance of the Stephanies and Courtnie and Spencer)
    - i. Title IV reimbursements from FY21 were finalized along with associated reports.
    - ii. Title IV FY22 transferred to Title I
    - iii. Title III Needs assessment and application completed.
    - iv. Desktop Monitoring Instrument (DMI) was submitted by Stephanie Mathers, 11/30/2022. This is for Title I compliance and is submitted annually.
  - c. After school program.
    - i. We are currently looking for grants to support the continuation of this program at the Elementary. Our daycare license for the Early Childhood Center can extend to after school, so families can get financial assistance if we charge for the service.
2. Other
  - a. The Department of Health and Human Resources evaluated us at a low risk. Letter attached.
  - b. FY24 School Calendar draft is attached for review and feedback.
3. TSI
  - a. Attending networking meetings and informational meetings.

**Operations**

1. Early Childhood Center
  - a. 101 responses to the preschool enrollment form.
  - b. Daycare option.
2. Human Resources
  - a. We hired a nurse to support our student medical plans, McKell Buckway.
  - b. One of our Language Arts teacher’s school schedule changed, so we hired Jessica Deer as a Language Arts Teacher.
  - c. We are currently looking for long-term substitute teachers. There are 7 babies due amongst the staff this spring.
3. Re-enrollment. We were able to hire a translator to translate all the Registration forms into Spanish. When families re-enroll, or enroll their students, they will have the option to view the forms in English or Spanish. We will look to expand this project to the remainder of the policy manual.
4. Facilities Update
  - a. Painting - complete
5. Enrollment
  - a. FY23 Current numbers and Enrollment Plan (as of 01/10/2023)

Grade	K	1	2	3	4	5	6	7	8	9	All
FY23 Jan 10	98	103	99	101	100	91	101	116	108	106	1023
FY22 Jan 6	102	94	100	107	97	98	106	103	112	105	1024
October 1	100	102	98	102	98	92	102	113	108	108	1023
Goal enrollment	100	100	100	100	100	105	105	110	110	110	1040
Lottery Pull target	105	110	110	110	110	115	115	120	120	120	1135

- b. Annual Withdrawals
  - i. 2017: 76
  - ii. 2018: 70
  - iii. 2019: 58
  - iv. 2020: 77
  - v. 2021: 94
  - vi. 2022: 78
- c. FY23 Lottery as of 01/10/2023



OGDEN PREPARATORY ACADEMY						
Grade	I	A	GWL	SWL	TWL	FWL
K	18	118	18	0	0	0
1	8	35	7	1	0	0
2	1	32	1	0	0	0
3	8	25	7	1	0	0
4	5	18	5	0	0	0
5	2	31	2	0	0	0
6	0	22	0	0	0	0
7	8	50	8	0	0	0
8	2	32	1	1	0	0
9	0	20	0	0	0	0
<b>Totals:</b>	<b>52</b>	<b>383</b>	<b>49</b>	<b>3</b>	<b>0</b>	<b>0</b>

6. Student Retention:  
FY23:

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

FY22: 89.13%  
 FY21: 91.21%  
 FY20: 86.8%  
 FY19: 87.74%

FY22 Charter School Median Retention: 79.8%

# Coversheet

## Policy Updates

**Section:** V. Policies  
**Item:** A. Policy Updates  
**Purpose:** Vote

**Submitted by:**

**Related Material:**

3.10.POL\_Time\_and\_Effort\_Policy.pdf

9.10.POL\_Video\_Surveillance\_of\_School\_Property.pdf

7.32.TPL.2\_Gap\_Extension\_Plan\_Contract.pdf

7.32.TPL.1\_Credit\_Recovery\_Contract.pdf

7.32.POL\_Credit\_Recovery\_and\_Gap\_Extension\_Plan\_Policy\_DRAFT.pdf



# OGDEN PREPARATORY ACADEMY

## Official Policy

### 3. Fiscal Management

#### 3.10.POL Time and Effort Policy

**Effective/Revision Date:** 06/12/2019

**Page 1 of 2**

Ogden Preparatory Academy employees' compensation is based on records that accurately reflect the time and effort work that is performed.

Time and effort certification forms shall be prepared monthly and maintained by the Human Resources Department. All affected employees shall sign certification forms following the time worked. Time and effort certification forms shall be signed by a supervisor or the Human Resources Director.

#### **Salaried Employees**

Salaried employees are paid based on their agreements and assignments. Time and effort certification forms shall account for 100% of the assignment of an employee by funding source.

#### **Non-Salaried Employees**

Non-salaried employees are paid based on their time clock hours. Time and effort sheets shall be printed from the time clock program monthly. Employee funding sources shall be noted on the time and effort sheets.

#### **Terminated Employees**

The final time and effort certification form for a terminated employee shall be signed by a supervisory official having firsthand knowledge of the work performed by the employee.

#### **Retention**

Time and effort certification forms shall be maintained according to the OPA Human Resources document retention schedule.

#### **Review**

Funding sources and assignments shall be reviewed at least annually to ensure assignments align with funding guidelines.

Document History

Approved: 06/12/2019

Legal References

**3.10.POL Time and Effort Policy**

Effective/Revision Date: 06/12/2019

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# OGDEN PREPARATORY ACADEMY

## Official Policy

### 9. Information Systems

#### 9.10.POL Video Surveillance of School Property

**Effective/Revision Date:** 10/24/2019

**Page 1 of 3**

#### **Purpose**

The Ogden Preparatory Academy Board of Education (Board) supports the use of video surveillance cameras throughout the Ogden Preparatory Academy (School) Property for the purpose of enhancing school safety and security, and to diminish the potential for personal and School loss or destruction of property.

#### **Camera Location**

1. Video surveillance cameras may be used on School property and in transportation vehicles used for school business and school related events.
2. Video surveillance camera use is prohibited in any space where there is a reasonable expectation for privacy, specifically locker rooms and restrooms.
3. Video equipment may be placed in any area where there is not a reasonable expectation of privacy, including but not limited to parking lots, entrances, exits, hallways, classrooms, gymnasiums, stages, cafeterias, libraries, storage areas, and other public, shared, or common spaces. While there is not an expectation of privacy in offices and classrooms, a camera will not be placed in these locations without the approval of Administration and the notification of the primary occupant.

#### **Operation and Control**

1. Only individuals with authorization by School Administration shall have access to video security cameras, monitors, or monitoring tools and be permitted to operate the controls.
2. Authorizations can be requested through School Administration.
3. Video security cameras shall monitor and/or record only video images.
4. Special requests (outside the normal, day to day operation) to use video security shall be submitted to School Administration for review and approval. The request to use such equipment should be set forth in writing and contain the following points:
  - a. Why the equipment is needed, including supporting data;
  - b. The time period the equipment will be used;
  - c. The date of the request; and,
  - d. The name, title, and signature of the requester.

5. Administration shall consult with the Human Resources Director in matters involving employees.

### **Archival and Use of Video Recordings**

1. Information obtained through video surveillance may be used for
  - a. The promotion of a safe and orderly school environment,
  - b. Disciplinary investigations,
  - c. Protection of School and personal property,
  - d. Adherence to legal and School directives, policies and procedures,
  - e. Security, or
  - f. Law enforcement purposes.
2. Video recordings shall be maintained for a minimum of 30 consecutive calendar days.
3. Video recordings shall be routinely overwritten when storage is full.
4. Recordings shall not be destroyed as long as there is an outstanding disciplinary investigation, security, or law enforcement purpose where there is a reasonable expectation of a request to inspect and review a recording.

### **Student Education Records Management**

1. A photo or video of a student is an education record when the photo or video is directly related to a student and maintained by OPA. Education records are subject to protection under the Family Educational Rights and Privacy Act (FERPA), the OPA Data Governance Plan and other applicable School policies and procedures. Video recordings of students who are not the focus of the video (bystanders or background images) are not considered educational records.
2. Video recordings of students may be reviewed by school officials who have a legitimate educational interest.
3. Video recordings of students in non-emergency situations may be reviewed at the School by law enforcement under the supervision of a member of the Administration or District Team. The School will comply with legally documented requests for records in accordance with State and Federal Law.
4. Parents/guardians have the right, upon request, to inspect and review their student's education records maintained by the School.
  - a. In providing access to the video, OPA Administration must provide the parent of the student with the opportunity to inspect and review the video. If OPA Administration can reasonably redact or segregate out the portions of the video directly related to other students, without destroying the meaning of the record, OPA Administration is required to do so prior to providing the parent or eligible

<b>9.10.POL Video Surveillance of School Property</b>	
Effective/Revision Date: 10/24/2019	Page 2 of 3

student with access. On the other hand, if redaction or segregation of the video cannot reasonably be accomplished, or if doing so would destroy the meaning of the record, the parents of each student to whom the video directly relates would have a right under FERPA to access the entire record even though it also directly relates to other students.

### **Emergency Access to Video Surveillance**

In the event of a life threatening emergency, such as an Active Shooter, a member of local law enforcement shall be permitted real-time access to cameras at the School without the presence or permission of Administration or the District Team. This access shall be rare and will occur with the following provisions:

1. In advance of an emergency, a ~~local~~ Law Enforcement Officer will be given methods to access school premises with or without School staff present.
2. In the event of a life-threatening, emergency situation, Law Enforcement may enter a specific room in the school where a device will be enabled for real-time camera access.
3. If necessary, Law Enforcement will be provided with a username and password for the device and/or camera software.
4. Any Law Enforcement Officers granted access and permission as described above shall not:
  - a. Access live camera feeds from other devices or locations..
  - b. Use access for any circumstance other than an emergency.
  - c. Share keys, log-in credentials, or codes with others unless within the context of an emergency situation.
  - d. Download, share, or copy recordings without permission of Administration except when necessary to resolve the emergency situation.
5. Law Enforcement Officers shall inform OPA Administration of any access, usage, or shared access or usage within 2 business days of the emergency situation's resolution.

### Document History

Approved: 10/24/2019 *Creation of document for improved data transparency.*

### Legal References

<b>9.10.POL Video Surveillance of School Property</b>	
Effective/Revision Date: 10/24/2019	Page 3 of 3







# Ogden Preparatory Academy Gap Extension Plan Contract

Instructions: Please refer to 7.32.POL Credit Recovery and Gap Extension Plan and 7.32.PRC.1 Credit Recovery and GEP Procedures for instructions.

**Course Failed** \_\_\_\_\_ **Final Percentage** \_\_\_\_\_

**Gap Extension Plan:** Student and Teacher shall meet to identify the assignments and/or assessments to be completed or redone in order to bring the student up to a passing grade (60%). Please list tasks, assignments, and/or assessments in detail below along with any other expectations.

Standard/Skill	Assignment/Assessment <i>List assignment and include directions as needed</i>	Where to Access	Teacher Initials (when completed)
Example: RL 2 - Theme Development	Example: Constructed response (4-5 sentences) identifying the theme and describing how it was developing. See further instructions in Canvas.	Example: Canvas assignment "Three Little Birds Theme Development" (under Module: Unit 2)	



# Ogden Preparatory Academy Gap Extension Plan Contract

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**Important Dates:** Please list all dates relevant to this contract.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Upon Completion:**

Student has completed all assigned tasks in order to earn a passing grade of 60%.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade has been officially changed and student's transcript has been updated.

Registrar \_\_\_\_\_ Date \_\_\_\_\_



# Ogden Preparatory Academy Credit Recovery Contract

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Instructions: Please refer to 7.32.POL Credit Recovery and Term Extension Plan and 7.32.PRC.1 Credit Recovery and TEP Procedures for instructions.

**Course Failed** \_\_\_\_\_ **Final Percentage** \_\_\_\_\_

**Credit Recovery Plan:** Counselor, Student, and Academic Mentor shall work together to write out a plan that describes when and how Credit Recovery will be completed. They will also identify important dates and expectations. Please write a plan below.

**Important Dates:** Please list all dates relevant to this contract.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Mentor/Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



# Official Policy of Ogden Preparatory Academy

## 7. Students

### 7.32.POL Credit Recovery and Gap Extension Plan Policy

Effective/Revision Date:

Page 1 of 4

## PURPOSE

Ogden Preparatory Academy (the School) will work to ensure all students who matriculate from OPA after 9th grade are set up for success during high school; this includes a favorable outlook for an on-time graduation. As such, the School will develop systems for 9th grade students to earn credits and close learning gaps in the event that a student initially fails a course required for high school graduation. This policy only applies to 9th grade students at the School.

## DEFINITIONS

1. Credit Recovery: The retaking of a course.
2. Gap Extension Plan (GEP): Extending the dates of a term to complete missing work or retake assessments in order to raise a previously failing grade.

## DETERMINING CREDIT RECOVERY VS. GAP EXTENSION PLAN (GEP)

Students who earn a failing grade during 9th grade in a core class that is required for high school graduation will be eligible for either a Gap Extension Plan (GEP) or Credit Recovery. The percentage of the final grade will determine the option(s) given.

- Students earning under 40% will be offered Credit Recovery, and
- Students earning a 40% or higher will be offered either a GEP or Credit Recovery.

## COUNSELOR AND ACADEMIC MENTOR EXPECTATIONS

The Counselor and Academic Mentor will be responsible for initiating both Credit Recovery and Gap Extension Plans by doing the following:

1. After each academic quarter, meet and run reports in order to identify students who are eligible for either Credit Recovery or a GEP.
2. Meet with each student identified and discuss options.
3. Present students with a physical copy of either the Credit Recovery Contract (Credit Recovery Contract) or the Gap Extension Plan Contract (Gap Extension Plan Contract).

4. Assist students in completing the contract, including obtaining all signatures.
5. After all relevant parties have signed the contract, the Academic Mentor shall store the contract in a secure location during implementation. A copy of the contract will be given to the student.
6. If all expectations on the contract are completed, the Counselor shall work with teachers, the Academic Mentor, and/or other applicable staff members to ensure the grade and credit is reflected appropriately on the final transcript prior to the student matriculating from OPA.

## **TEACHER EXPECTATIONS**

The School requires teachers who teach ninth grade students in courses required for graduation to participate in credit and gap recovery in the following ways:

1. Teachers will facilitate GEPs for students who qualify and meet the necessary deadlines.
2. Teachers will support the Academic Mentor in facilitating Credit Recovery.

## **STUDENT EXPECTATIONS**

The Academic Mentor and/or School Counselor will discuss GEP and Credit Recovery options with those students who have received a failing grade.

Within 14 days of the day report cards are mailed home (postmark date), the student will complete the GEP Contract (See Gap Extension Plan Contract) or the Credit Recovery Contract (see Credit Recovery Contract).

Each Agreement and Contract will include all the information and requirements relevant to the specific student, course, and the expectations that need to be met.

## **GEP SYSTEMS AND PROCESSES**

GEPs will take place between a student and the original teacher of record. During the time period allotted for the GEP (within 14 days of report card postmark), the Academic Mentor will facilitate an agreement between the student and teacher of record to determine what assignments, tests, and/or projects need to be retaken or completed in order to earn a passing grade.

### **7.30.POL Student Promotion and Retention Policy**

Effective/Revision Date:

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Working together, the teacher will provide opportunities for the student to complete these tasks outside of regular class time. If the criteria of the contract is met, the teacher shall sign the second portion of the contract which signifies that the student has completed enough work to earn a passing grade of 60%.

Once the GEP is created, it will be stored with the Academic Mentor while the work is in progress. When the student has completed the work, they will ask the Academic Mentor to finalize the contract by verifying completion with the teacher. Completed contracts will be stored with the Counselor.

### **CREDIT RECOVERY SYSTEMS AND PROCESSES**

Credit recovery will take place as a course during the academic day using a combination of digital coursework and in-person support. Students will be scheduled into a study hall course. During this time, students can work on a combination of credit recovery tasks and current coursework. The course will be supervised by the Academic Mentor and additional Teacher Assistants and staff as assigned; the Academic Mentor will oversee grades and credit.

### **TRANSCRIPT RECONCILIATION**

In accordance with Utah Code R277-717, if the stipulations of the credit recovery or learning recovery contract are fulfilled, the School

1. shall adjust, if necessary, the student's course grade and grade point average to reflect the student's highest grade and exclude a lower grade;
2. shall exclude from the student's permanent record the course grade that is not the highest grade; and
3. may not otherwise indicate on the student's current record that the student repeated the course.

### **PROGRAM LIMITATIONS**

The School's resource prioritization for budget, staffing, and facility availability will determine the specific courses available during a given year for credit recovery and gap recovery.

The School will consider courses that serve the articulated purposes of this policy: to ensure all students who matriculate from OPA after 9th grade are set up for success during high school; this includes a favorable outlook for an on-time graduation.

<b>7.30.POL Student Promotion and Retention Policy</b>	
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As such, not all 9th grade courses will be available for Credit Recovery or GEPs at the School. If a course is not available for Credit Recovery or GEPs at the School, the student may retake the course at their receiving high school during grades 10-12 or pursue summer school opportunities. In the event that a course is retaken at a different LEA in Utah, the School will comply with the provisions in Utah Code R277-717-3 regarding Course Grade Forgiveness and Transcript Reconciliation.

### **GROUNDS FOR DISQUALIFICATION/REMOVAL**

A student will be removed from a credit recovery or gap recovery program if any of the following are true:

1. The student is found to have committed plagiarism, academic fraud, or cheating related to tasks, materials, or assessments for the credit recovery or gap recovery program.
2. The student fails to meet a deadline articulated in the credit recovery or gap recovery contract.
3. The student withdraws from the School.
4. The student is expelled from the School.

### Document History

Approved:

### Legal References

Utah Code R277-717

<b>7.30.POL Student Promotion and Retention Policy</b>	
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