



Ogden Preparatory Academy

OPA Board of Directors Meeting

Date and Time

Thursday November 9, 2023 at 4:30 PM MST

Location

1487 Lincoln Avenue
Ogden UT 84404

Board Room (upstairs)

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Call the Meeting to Order		Sara Mejeur	
B. Record Attendance		Sara Mejeur	1 m
C. Approve Minutes	Approve Minutes	Sara Mejeur	1 m
D. Opportunity for Public Input			5 m
II. Finance			4:37 PM

	Purpose	Presenter	Time
A. Financial Review	FYI	Spencer Adams	5 m
B. Annual Finance Training	FYI	Spencer Adams	5 m
C. Chromebook Purchase	Vote	Debbie Deem	5 m
We would like to purchase touch screen chromebooks for the kindergarten students. We currently have some, but we need more.			
D. Sod project extension	Vote	Debbie Deem	5 m

\$6,145 Ogden Lawn and Landscaping. This is for prep and sod in the bare areas along the West side of the parking entrance, and several areas behind the Junior High.

Ogden Lawn and Landscaping has been the bid winner for sod projects in the last year. They have done a great job. This job is an extension of another project they are completing around the pavilion.

We are looking into a few turf and grass relocation options, so this amount may come in lower.

III. Executive Session 4:57 PM

A. Enter Executive Session	Vote	Sara Mejeur	5 m
...To protect the privacy of an individual.			
B. Exit Executive session	Vote	Sara Mejeur	5 m
C. Student Discipline Decision	Vote	Sara Mejeur	5 m
D. Student Discipline Decision	Vote	Sara Mejeur	5 m
E. Director Evaluation	Vote	Sara Mejeur	5 m

IV. Administrative Business 5:22 PM

A. Administrative Board Report	FYI	Debbie Deem	5 m
B. Digital Citizenship and Safety Plans Review	Discuss	Shevon Lopez	5 m

Shevon Lopez is designated as our School Safety Specialist. She will review our safety plans with the Board.

Shevon and Kasey will review how their teachers provide digital citizenship instruction.

	Purpose	Presenter	Time
C. LEA Specific Licenses	Vote	Debbie Deem	5 m

The following teachers require a provisional license while they complete the programs they are in for obtaining the certification.

Request an LEA Specific License for up to 3 years for:

1. Mark Sprinkel: renewal of LEA Specific Endorsement in Music.
2. Kaylee Beitel: Elementary License while she finishes her teaching program.
3. Jeremy Nielsen: Science Core Endorsement
4. Sofiya Quintanilla: Elementary License, should have PEL by early 2024
5. Jocelyn Estrada: Elementary License, should have AEL by early 2024

V. Policy Updates 5:37 PM

A. Policy Updates	Vote	Stephanie Mathers	5 m
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1. Purchasing and Disbursement Policy updates
2. Procurement Policy updates
3. Wellness Policy updates
4. Building Use Policy updates
5. FMLA Policy updates

VI. Other Discussion 5:42 PM

A. Discussion	Discuss	Sara Mejeur	5 m
December Board Meeting			

VII. Closing Items 5:47 PM

A. Adjourn Meeting	Vote	Sara Mejeur	
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Coversheet

Financial Review

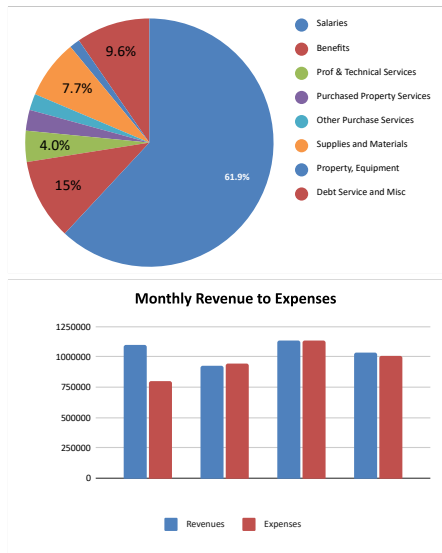
Section:	II. Finance
Item:	A. Financial Review
Purpose:	FYI
Submitted by:	
Related Material:	October 2023 Budget Summary.pdf October 2023 Budget Detail.pdf



Financial Summary as of October 31, 2023

33.3% through the Year BUDGET REPORT EXPENSES RATIOS

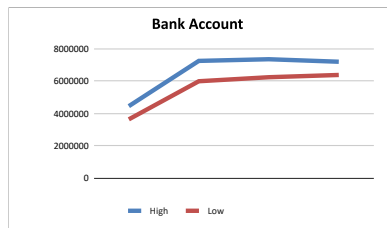
	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	1020	1020	1020	
Revenue				
1000 Local	\$ 288,517	\$ 1,113,000	\$ 1,004,010	29%
3000 State	\$ 3,616,244	\$ 10,643,721	\$ 10,658,067	34%
4000 Federal	\$ 117,552	\$ 1,441,211	\$ 1,486,137	8%
Total Revenue	\$ 4,022,313	\$ 13,197,932	\$ 13,148,214	31%
Expenses				
100 Salaries	\$ 2,395,181	\$ 7,799,099	\$ 7,845,246	31%
200 Benefits	\$ 442,240	\$ 1,339,031	\$ 1,339,031	33%
300 Prof & Technical Services	\$ 167,833	\$ 574,464	\$ 512,464	33%
400 Purchased Property Services	\$ 114,852	\$ 343,080	\$ 343,080	33%
500 Other Purchase Services	\$ 73,019	\$ 240,842	\$ 269,653	27%
600 Supplies and Materials	\$ 490,858	\$ 921,000	\$ 969,663	51%
700 Property, Equipment	\$ 309,992	\$ 130,517	\$ 171,804	180%
800 Debt Service and Misc	\$ 400,279	\$ 1,218,098	\$ 1,218,198	33%
Total Expenses	\$ 4,394,254	\$ 12,566,131	\$ 12,669,139	35%
Net Income from Operations	\$ (371,941)	\$ 631,801	\$ 479,075	
Operating Margin	-9.2%	4.8%	3.6%	



	Actual	Goal	Covenants
Operating Margin	3.6%	4.75%	
MADS (Modified Acc)	1.41	1.51	1.10
Days Cash on Hand	208	100	30
Unrestricted DCOH	205	100	30
Building Payment %	9%	20%	

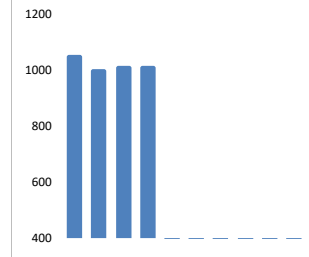
CASH RESERVES ENROLLMENT

Ending Cash Balance	\$ 7,213,187
Ending Unrestricted Cash Balance	\$ 7,106,547
Days Cash on Hand	208



	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 2,398,744	\$ 2,398,744
Reserves Added this Year	\$ (371,941)	\$ -
Early Childhood Center	\$ 167,514	\$ 167,514
Expenses from Reserves		
Early Childhood Center	\$ 1,210,058	\$ 1,210,058
Bond Issuance & Related C	\$ -	\$ -
	\$ -	\$ -
New Reserve Balance	\$ 3,404,375	\$ 3,776,316

	A	S	O	N	D	J	F	M	A	M
Daycare	19	19	19	19						
Pre-K	12	19	21	21	0	0	0	0	0	0
1	91	96	98	99	0	0	0	0	0	0
2	108	101	101	101	0	0	0	0	0	0
3	97	92	95	96	0	0	0	0	0	0
4	105	98	98	97	0	0	0	0	0	0
5	108	104	106	106	0	0	0	0	0	0
6	114	107	111	109	0	0	0	0	0	0
7	98	92	93	93	0	0	0	0	0	0
8	116	111	108	110	0	0	0	0	0	0
9	116	106	106	106	0	0	0	0	0	0
Total	1056	1003	1035	1015	0	0	0	0	0	0





Actuals as of: **October 31, 2023** Percentage of Year: **33.3%**

	(1,040 Students)	(1,020 Students)	1020	(-0 Students)	1020	FY24 Capitalization Forecast	% of Forecast
	FY23 Actuals	FY24 Actuals	FY24 Budget	Changes	FY24 Forecast		
Revenue							
1000 Local							
1340 Preschool Revenue	\$ -	\$ 33,690	\$ 420,000	\$ (131,118)	\$ 288,882		11.7%
Afterschool Revenue (Daycare)		\$ 15,001	\$ 200,000	\$ -	\$ 200,000		7.5%
1510 Interest on Investments	\$ 297,551	\$ 130,929	\$ 250,000	\$ 17,000	\$ 267,000		49.0%
1600 Lunch Program (Students & Adults)	\$ 81,717	\$ 18,550	\$ 60,000	\$ -	\$ 60,000		30.9%
1710 Student Sales	\$ 20,173	\$ 18,128	\$ 13,000	\$ 5,128	\$ 18,128		100.0%
1710 Art Expo	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000		0.0%
1740 Student Fees	\$ 12,191	\$ 1,803	\$ -	\$ -	\$ -		0.0%
1760 Fines		\$ 482	\$ 3,000	\$ -	\$ 3,000		16.1%
1741 Trips (Co-Curricular Fees)	\$ 64,382	\$ 7,940	\$ 80,000	\$ -	\$ 80,000		9.9%
1910 Rental of Facility	\$ 10,760	\$ 4,301	\$ 10,000	\$ -	\$ 10,000		43.0%
1920 Contributions & Donations	\$ 47,486	\$ 6,168	\$ 40,000	\$ -	\$ 40,000		15.4%
1990 Medicaid	\$ 13,334	\$ 16,710	\$ 25,000	\$ -	\$ 25,000		66.8%
1990 Miscellaneous	\$ 13,275	\$ 34,815	\$ 10,000	\$ -	\$ 10,000		348.2%
Total 1000:	\$ 560,869	\$ 288,517	\$ 1,113,000	\$ (108,990)	\$ 1,004,010		28.7%
3000 State							
0.3005 Regular School Prgm K	\$ 207,641	\$ 125,855	\$ 380,492	\$ -	\$ 380,492		33.1%
0.3010 Regular School Prgm 1-12	\$ 3,237,015	\$ 1,236,461	\$ 3,780,110	\$ -	\$ 3,780,110		32.7%
0.3020 Professional Staff	\$ 271,735	\$ 98,464	\$ 295,392	\$ -	\$ 295,392		33.3%
31.1205 Special Education -- Add-On	\$ 571,134	\$ 237,170	\$ 620,936	\$ -	\$ 620,936		38.2%
31.1210 Special Education -- Self-Contained	\$ 42,526	\$ 10,320	\$ 46,392	\$ -	\$ 46,392		22.2%
31.1220 Special Education -- Extended Year	\$ 4,130	\$ 1,597	\$ 4,505	\$ -	\$ 4,505		35.4%
31.1225 Special Education -- Impact Aid	\$ 10,360	\$ 4,239	\$ 11,302	\$ -	\$ 11,302		37.5%
31.1278 Special Education- Extended Year Stipend PIP	\$ 5,558	\$ 2,990	\$ -	\$ 1,511	\$ 1,511		197.9%
		\$ -	\$ -	\$ 27,000	\$ 27,000		0.0%
31.5201 Class Size Reduction K-8	\$ 315,730	\$ 120,276	\$ 344,504	\$ -	\$ 344,504		34.9%
31.5344 Enhancement for At-risk students	\$ 233,591	\$ 119,697	\$ 254,737	\$ -	\$ 254,737		47.0%
31.5901 CTE College & Career Awareness	\$ 5,616	\$ 2,081	\$ 5,914	\$ -	\$ 5,914		35.2%
32.0500 Charter School Base Amount	\$ 88,610	\$ 39,023	\$ 117,300	\$ -	\$ 117,300		33.3%
32.5310 Flexible Allocation	\$ -	\$ 865	\$ -	\$ 2,592	\$ 2,592		33.4%
32.5619 Charter School Local Replacement	\$ 2,766,655	\$ 1,060,357	\$ 3,135,480	\$ -	\$ 3,135,480		33.8%
32.5651 Educator Professional Time (HB 396)	\$ 110,416	\$ 88,336	\$ 77,000	\$ -	\$ 77,000		114.7%
32.5653 Public Ed Capital & Tech	\$ 130,769	\$ -	\$ -	\$ -	\$ -		0.0%
34.5665 Grow Your Own Teacher	\$ 31,221	\$ -	\$ 15,000	\$ -	\$ 15,000		0.0%
33.5331 Gifted and Talented	\$ 8,101	\$ -	\$ 7,121	\$ -	\$ 7,121		0.0%
33.5641 Early Intervention	\$ 110,000	\$ -	\$ -	\$ -	\$ -		0.0%
33.5805 Early Literacy (K-3)	\$ 48,630	\$ 21,771	\$ 50,541	\$ -	\$ 50,541		43.1%
34.5662 Outdoor Recreation Grant	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%
34.5807 TSSP (Teacher Salary Supplement Prgm)	\$ 8,034	\$ -	\$ -	\$ -	\$ -		0.0%
34.5868 Teacher Materials and Supplies	\$ 9,677	\$ 7,747	\$ 9,677	\$ -	\$ 9,677		80.1%
34.5876 Educator Salary Adjustment	\$ 296,853	\$ 218,062	\$ 630,000	\$ -	\$ 630,000		34.6%
33.5911 EL Software Grant	\$ -	\$ -	\$ 25,328	\$ -	\$ 25,328		0.0%
35.5420 School Land Trust	\$ 140,030	\$ 148,013	\$ 147,344	\$ 669	\$ 148,013		100.0%
35.5655 Digital Teaching & Learning	\$ 62,033	\$ -	\$ 62,033	\$ -	\$ 62,033		0.0%
35.5666 Professional Learning	\$ 6,624	\$ 2,372	\$ 7,126	\$ -	\$ 7,126		33.3%
35.5678 TSSA	\$ 211,153	\$ -	\$ 264,409	\$ -	\$ 264,409		0.0%
35.5679 Student Health & Counseling	\$ 12,159	\$ -	\$ 55,697	\$ -	\$ 55,697		0.0%
Mental Health Add-On Grant (Carry-Fwd)	\$ 13,396	\$ -	\$ 73,780	\$ -	\$ 73,780		0.0%
35.5810 Library Books & Electronic Res	\$ 986	\$ -	\$ 1,076	\$ -	\$ 1,076		0.0%
38.5644 STEM Endorcement Center	\$ 943	\$ -	\$ -	\$ -	\$ -		0.0%
38.5654 Period Products in Schools	\$ 1,296	\$ -	\$ -	\$ -	\$ -		0.0%
38.5672 Substance Abuse	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ 4,000		100.0%
38.5674 Suicide Prevention	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000		100.0%
38.5697 LETRS Professional Development	\$ 5,764	\$ -	\$ -	\$ -	\$ -		0.0%
38.8070 Liquor Tax (Lunch Program)	\$ 94,926	\$ 65,548	\$ 90,000	\$ -	\$ 90,000		72.8%
Stronger Connections (PD)	\$ -	\$ -	\$ 100,000	\$ (100,000)	\$ -		0.0%
Early Interactive Software Program (EISP)	\$ -	\$ -	\$ 25,525	\$ -	\$ 25,525		0.0%
Employer Childcare Startup Grant	\$ -	\$ -	\$ -	\$ 82,574	\$ 82,574		0.0%
Total 3000:	\$ 9,068,312	\$ 3,616,244	\$10,643,721	\$ 14,346	\$ 10,658,067		33.9%
4000 Federal							
42.7225 ESSER III ARP	\$ -	\$ -	\$ 494,767	\$ -	\$ 494,767		0.0%
45-4522 IDEA Preschool	\$ -	\$ -	\$ 3,487	\$ 28	\$ 3,515		0.0%
45-4524 IDEA	\$ -	\$ -	\$ 158,618	\$ 22,791	\$ 181,409		0.0%
45-8071 National School Lunch Program	\$ 103,700	\$ 12,578	\$ 75,000	\$ -	\$ 75,000		16.8%
45-8072 NSLP - Free & Reduced	\$ 306,992	\$ 73,913	\$ 300,000	\$ -	\$ 300,000		24.6%
45-8074 NSLP - Breakfast	\$ 52,046	\$ 14,382	\$ 75,000	\$ -	\$ 75,000		19.2%
45-8075 Kitchen Equipment Grant	\$ -	\$ -	\$ 30,517	\$ -	\$ 30,517		0.0%
45-8076 Supply Chain Assistance	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%
45-8078 Fresh Fruits and Vegetables	\$ -	\$ 7,441	\$ -	\$ 7,441	\$ 7,441		100.0%
45-8079 After School Program	\$ 11,990	\$ 8,585	\$ 5,284	\$ 3,301	\$ 8,585		100.0%
45-8080 Pandemic EBT	\$ -	\$ 653	\$ -	\$ 653	\$ 653		100.0%
48.7801 Title I - Remedial Services	\$ -	\$ -	\$ 225,247	\$ -	\$ 225,247		0.0%
48.7860 Title II - MAPP	\$ -	\$ -	\$ 9,050	\$ -	\$ 9,050		0.0%
48.7860 Title II	\$ -	\$ -	\$ 30,958	\$ -	\$ 30,958		0.0%
48.7880 Title III A - English Lang Acq	\$ 26,262	\$ -	\$ 24,311	\$ 727	\$ 25,038		0.0%
48.7905 Title IV Supporting Effective Instruction	\$ 8,972	\$ -	\$ 8,972	\$ 9,985	\$ 18,957		0.0%
Total 4000:	\$ 509,962	\$ 117,552	\$ 1,441,211	\$ 44,926	\$ 1,486,137		7.9%
Total Revenue:	\$10,139,143	\$ 4,022,313	\$13,197,932	\$ (49,718)	\$ 13,148,214		30.6%



Actuals as of: **October 31, 2023** Percentage of Year: **33.3%**

	(1,040 Students)	(1,020 Students)	1020	(-0 Students)	1020	FY24 Capitalization Forecast	% of Forecast
	FY23 Actuals	FY24 Actuals	FY24 Budget	Changes	FY24 Forecast		
Expenses							
100 Salaries							
121 Principals and Assistants	\$ 693,256	\$ 242,727	\$ 779,951	\$ -	\$ 779,951		31.1%
131 Teachers	\$ 3,333,530	\$ 1,216,604	\$ 3,540,599	\$ 20,867	\$ 3,561,466		34.2%
132 PTO Cash out	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000		0.0%
132 Substitute Teachers	\$ 67,456	\$ 19,660	\$ 65,818	\$ -	\$ 65,818		29.9%
133 Special Education Director & Teachers	\$ 436,594	\$ 176,805	\$ 753,589	\$ -	\$ 753,589		23.5%
134 Stipends (Sports, other)	\$ 124,114	\$ 19,839	\$ 30,000	\$ -	\$ 30,000		66.1%
134 Stipends (flow through: ESY, TSSP)	\$ -	\$ 1,511	\$ -	\$ 1,511	\$ 1,511		100.0%
134 Stipends (Greensheets)	\$ -	\$ 3,470	\$ 5,000	\$ -	\$ 5,000		69.4%
134 HB 396 Educator Professional Time Stipend	\$ 57,726	\$ 16,049	\$ 50,000	\$ 27,000	\$ 77,000		20.8%
134 End of Year Bonus / Returning Bonus	\$ 43,066	\$ -	\$ 44,000	\$ -	\$ 44,000		0.0%
134 Christmas Bonus	\$ 61,082	\$ -	\$ 60,000	\$ -	\$ 60,000		0.0%
142 Counselor & Social Worker	\$ 132,160	\$ 76,559	\$ 242,750	\$ -	\$ 242,750		31.5%
143 Nurse	\$ 668	\$ -	\$ 1,246	\$ -	\$ 1,246		0.0%
145 Librarian	\$ 151,804	\$ 53,427	\$ 165,500	\$ -	\$ 165,500		32.3%
152 Secretarial & Clerical	\$ 204,534	\$ 74,178	\$ 214,879	\$ -	\$ 214,879		34.5%
161 General Ed TA	\$ 5,590	\$ -	\$ -	\$ -	\$ -		0.0%
After School Program (ESSER III)		\$ 22,415	\$ 181,976	\$ (23,625)	\$ 158,351		14.2%
162 Special Education TA	\$ 389,735	\$ 133,182	\$ 325,858	\$ 33,973	\$ 359,831		37.0%
163 Title I TA	\$ 213,361	\$ 92,565	\$ 270,253	\$ 59,373	\$ 329,626		28.1%
164 Early Literacy (K-3) TA	\$ 63,523	\$ 21,914	\$ 64,498	\$ -	\$ 64,498		34.0%
165 Land Trust TA	\$ 46,160	\$ 10,915	\$ 44,436	\$ 6,430	\$ 50,866		21.5%
166 Early Intervention TA	\$ 12,878	\$ 2,928	\$ 16,520	\$ -	\$ 16,520		17.7%
167 ESSER III TA (Put with Afterschool)	\$ 78,786	\$ -	\$ -	\$ -	\$ -		0.0%
182 Facility Manager	\$ 42,455	\$ 30,194	\$ 61,255	\$ 12,809	\$ 74,064		40.8%
184 IT Support	\$ 68,917	\$ 39,022	\$ 120,241	\$ 8,192	\$ 128,433		30.4%
190 Preschool Teachers	\$ -	\$ 36,358	\$ 353,035	\$ (102,853)	\$ 250,182		14.5%
191 Food Service	\$ 318,945	\$ 104,859	\$ 392,695	\$ 2,470	\$ 395,165		26.5%
Total 100:	\$ 6,546,340	\$ 2,395,181	\$ 7,799,099	\$ 46,147	\$ 7,845,246		30.7%
200 Benefits							
220 Social Security	\$ 495,633	\$ 182,358	\$ 596,631	\$ -	\$ 596,631		30.6%
230 Retirement	\$ 146,277	\$ 53,985	\$ 160,000	\$ -	\$ 160,000		33.7%
241 Group Insurance	\$ 340,904	\$ 145,913	\$ 400,000	\$ -	\$ 400,000		36.5%
242 Waiver Benefit	\$ 159,875	\$ 50,125	\$ 150,000	\$ -	\$ 150,000		33.4%
270 Worker's Compensation Fund	\$ 17,479	\$ 5,534	\$ 17,400	\$ -	\$ 17,400		31.8%
280 Unemployment Insurance	\$ 11,345	\$ 4,325	\$ 15,000	\$ -	\$ 15,000		28.8%
Total 200:	\$ 1,171,513	\$ 442,240	\$ 1,339,031	\$ -	\$ 1,339,031		33.0%
300 Prof & Technical Services							
320 Substitute Services	\$ 7,546	\$ 1,539	\$ 8,000	\$ -	\$ 8,000		19.2%
320 Mental Health (Weber Health Services)	\$ 13,235	\$ 2,113	\$ 15,000	\$ -	\$ 15,000		14.1%
323 Speech Therapy	\$ 157,014	\$ 51,192	\$ 204,768	\$ -	\$ 204,768		25.0%
323 Psychology / Behavior	\$ 9,203	\$ 4,183	\$ 10,000	\$ -	\$ 10,000		41.8%
330 Employee Training & Development	\$ 80,329	\$ 34,934	\$ 132,000	\$ (62,000)	\$ 70,000		49.9%
352 Audit Services	\$ 22,150	\$ -	\$ 22,300	\$ -	\$ 22,300		0.0%
345 Business Manager Services	\$ 85,680	\$ 29,132	\$ 87,396	\$ -	\$ 87,396		33.3%
349 Legal	\$ 35,958	\$ 60	\$ 10,000	\$ -	\$ 10,000		0.6%
355 IT Services	\$ 52,873	\$ 44,680	\$ 85,000	\$ -	\$ 85,000		52.6%
Total 300:	\$ 463,988	\$ 167,833	\$ 574,464	\$ (62,000)	\$ 512,464		32.8%
400 Purchased Property Services							
410 Garbage / Sewer / Water	\$ 34,452	\$ 26,570	\$ 60,000	\$ -	\$ 60,000		44.3%
430 Repairs / Maintenance / Monitoring	\$ 183,047	\$ 33,192	\$ 120,000	\$ -	\$ 120,000		27.7%
433 Cleaning & Custodial Services	\$ 71,244	\$ 38,937	\$ 132,000	\$ -	\$ 132,000		29.5%
435 Lawn Care & Snow Removal	\$ 63,077	\$ 15,845	\$ 30,240	\$ -	\$ 30,240		52.4%
443 Lease of Copy Machines	\$ 4,391	\$ 308	\$ 840	\$ -	\$ 840		36.7%
Total 400:	\$ 356,211	\$ 114,852	\$ 343,080	\$ -	\$ 343,080		33.5%
500 Other Purchase Services							
520 Property & Liability Insurances	\$ 40,680	\$ 21,317	\$ 44,142	\$ -	\$ 44,142		48.3%
530 Communication (Phone & Internet)	\$ 18,290	\$ 9,872	\$ 3,000	\$ 27,811	\$ 30,811		32.0%
540 Marketing	\$ 1,667	\$ 467	\$ 5,000	\$ -	\$ 5,000		9.3%
542 Board Expenses	\$ 2,591	\$ -	\$ 3,500	\$ -	\$ 3,500		0.0%
580 Travel / Per Diem	\$ 19,377	\$ 5,192	\$ 5,000	\$ 1,000	\$ 6,000		86.5%
590 Field Trips (Bussing & Entrance Fees)	\$ 18,737	\$ 2,154	\$ 30,000	\$ -	\$ 30,000		7.2%
590 Student Activities - Aguilas Bussing	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200		0.0%
591 Sports (Bussing, Fees, Tri, Weight Training)	\$ 21,247	\$ 12,490	\$ 25,000	\$ -	\$ 25,000		50.0%
592 Trips	\$ 104,670	\$ 20,180	\$ 120,000	\$ -	\$ 120,000		16.8%
593 Clubs	\$ 3,720	\$ 1,347	\$ 4,000	\$ -	\$ 4,000		33.7%
Total 500:	\$ 230,979	\$ 73,019	\$ 240,842	\$ 28,811	\$ 269,653		27.1%



Actuals as of: **October 31, 2023** Percentage of Year: **33.3%**

Budget Detail Report	(1,040 Students)	(1,020 Students)	1020	(-0 Students)	1020	FY24 Capitalization Forecast	% of Forecast	
	FY23 Actuals	FY24 Actuals	FY24 Budget	Changes	FY24 Forecast			
600 Supplies and Materials								
611 Classroom/ Legislative Supplies	\$ 46,677	\$ 47,211	\$ 35,000	\$ 5,000	\$ 40,000		118.0%	
611 SpEd Supplies	\$ 10,528	\$ 11,654	\$ 10,000	\$ 2,000	\$ 12,000		97.1%	
611 Preschool Supplies	\$ -	\$ 22,524	\$ 1,000	\$ 41,287	\$ 42,287		53.3%	
611 Garden Grant	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%	
611 Event Supplies	\$ 3,164	\$ 7,774	\$ 30,000	\$ -	\$ 30,000		25.9%	
613 OPA Apparel / Concessions	\$ 15,632	\$ 22,466	\$ 20,000	\$ 2,466	\$ 22,466		100.0%	
619 Yearbooks	\$ 5,571	\$ 6,160	\$ 6,000	\$ 160	\$ 6,160		100.0%	
618 Art Expo	\$ -	\$ -	\$ 2,400	\$ (2,400)	\$ -		0.0%	
616 Aguilas & 7 Habits	\$ 2,402	\$ 407	\$ 3,000	\$ -	\$ 3,000		13.6%	
614 Staff Meals / Appreciation / Prof Dev	\$ 44,198	\$ 9,294	\$ 20,000	\$ -	\$ 20,000		46.5%	
615 Counseling / Cultural Supplies	\$ 44	\$ -	\$ -	\$ -	\$ -		0.0%	
612 Office Supplies	\$ 64,875	\$ 33,302	\$ 35,000	\$ -	\$ 35,000		95.1%	
621 Natural Gas	\$ 39,565	\$ 115	\$ 50,000	\$ -	\$ 50,000		0.2%	
622 Electricity	\$ 75,416	\$ 34,159	\$ 85,000	\$ -	\$ 85,000		40.2%	
630 Lunch Program Food & Supplies	\$ 395,659	\$ 171,771	\$ 440,000	\$ -	\$ 440,000		39.0%	
641 Curriculum & Educational Software	\$ 147,434	\$ 79,759	\$ 110,000	\$ -	\$ 110,000		72.5%	
644 Library	\$ 20,417	\$ 5,817	\$ 15,000	\$ -	\$ 15,000		38.8%	
650 Technology Related Supplies	\$ 711	\$ 8,150	\$ 8,000	\$ 150	\$ 8,150		100.0%	
680 Maintenance Supplies	\$ 45,490	\$ 14,808	\$ 35,000	\$ -	\$ 35,000		42.3%	
680 Cleaning Supplies (BEAR)	\$ -	\$ 15,487	\$ 15,600	\$ -	\$ 15,600.00	\$ 5,241.00	99.3%	
Total 600:	\$ 917,783	\$ 490,858	\$ 921,000	\$ 48,663	\$ 969,663		50.6%	
700 Property, Equipment								
710 Land and Site Improvement	\$ 41,150	\$ 117,077	\$ 10,000	\$ -	\$ 10,000	\$ 117,077.00	1170.8%	
733 Furniture and Fixtures	\$ 69,230	\$ 90,728	\$ 10,000	\$ -	\$ 10,000	\$ 90,728.00	907.3%	
733 ECC Furniture and Fixtures	\$ -	\$ 41,287	\$ -	\$ -	\$ 41,287	\$ 9,450.00	100.0%	
734 Technology-Related Hardware & Software	\$ 143,451	\$ 57,704	\$ 80,000	\$ -	\$ 80,000	\$ 49,360.00	72.1%	
738 Kitchen Equipment	\$ 72,755	\$ 3,196	\$ 30,517	\$ -	\$ 30,517		10.5%	
Total 700:	\$ 326,586	\$ 309,992	\$ 130,517	\$ -	\$ 171,804		180.4%	
800 Debt Service and Misc								
810 Dues and Fees	\$ 20,136	\$ 11,495	\$ 30,000	\$ -	\$ 30,000		38.3%	
812 Banking Fees	\$ 1,873	\$ 412	\$ 3,000	\$ -	\$ 3,000		13.7%	
850 Bond - Restricted Assets	\$ 1,114,842	\$ 388,366	\$ 1,165,098	\$ -	\$ 1,165,098		33.3%	
850 Bond Fees	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%	
850 Contingency	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000		0.0%	
890 Miscellaneous	\$ -	\$ 6	\$ -	\$ 100	\$ 100		6.0%	
Total 800:	\$ 1,136,851	\$ 400,279	\$ 1,218,098	\$ 100	\$ 1,218,198		32.9%	
Total Expenses:	\$ 11,150,251	\$ 4,394,254	\$ 12,566,131	\$ 61,721	\$ 12,669,139		34.7%	
Net Income:				\$ (1,011,108)	\$ (371,941)	\$ 631,801	\$ (111,439)	\$ 479,075
Reserve Funds Used in Year:				Goal 4.75%	\$ 624,540		Diff:	\$ (145,465)
Fund Reserve:				Goal 3.56	\$ 468,076		Diff:	\$ 10,999

Coversheet

Chromebook Purchase

Section: II. Finance
Item: C. Chromebook Purchase
Purpose: Vote

Submitted by:

Related Material:

Chromebook Procurement Comparison Form.pdf
Mike Berube Ogden Prep 11-2-23.xlsx - Google Sheets.pdf
Quote - MITQ212788.pdf
Quote_298064_1698350933843.pdf
Quote_296935_1697659057704.pdf
(Quote_for_100)_Mike_Berube_Ogden_Prep_11-2-23_-_Sales_Quote.pdf
LesOlson_100_count.pdf



OGDEN PREPARATORY ACADEMY

Official Form

3. Fiscal Management

3.06.TPL.1 Procurement Comparison Form

Effective/Revision Date: 05/11/2020

Page 1 of 3

Items and/or services being procured

Chromebooks: 70 total (touch screens)


Vendor #1	Total Cost/time frame	Date Received
Les Olson Company	21280.00	10/31/2023
Contact Name	Contact Number/Email	Website/other
Wade Barrus	8016212323/wbarrus@lesolson.com	www.lesolson.com

Specific Characteristics of Proposal

- HP Chromebook 11 G9 EE
- Good price, but less durable
- <https://www.quotevalet.com/concierge.aspx?DocumentId=aeefa87f-2d0f-413b-93ae-ee0638583a0f&TenantId=e8be575b-621b-48b0-8491-cbc8cf17e59e>

Vendor #2	Total Cost	Date Received
Bluum	19635.00	10/26/2023
Contact Name	Contact Number/Email	Website/other
Adil Moledina	1.888.226.5727/Adil.Moledina@bluum.com	www.bluum.com

Specific Characteristics of Proposal

<ul style="list-style-type: none"> • Dell have been very durable and easier to repair • Chromebook Dell 11 - 3110 2-in-1 • https://drive.google.com/file/d/1jK-IO7qCXXwd3CPbsH42wufJE48yphJT/view?usp=sharing 		
Vendor #3	Total Cost	Date Received
Stillwater Communications	19320.00	11/3/2023
Contact Name	Contact Number/Email	Website/other
Johnny Gavin	jjg@stillwatercomm.com	https://www.stillwatercomm.com/
Specific Characteristics of Proposal		
<ul style="list-style-type: none"> • Dell Chromebook 3100 • Same price and model as Bluum, but this is a new vendor for us. •  Mike Berube Ogden Prep 11-2-23.xlsx 		

Specific documents to support bids should be attached to this form.

- Check if a second form is attached for additional vendor proposals. If completing digitally, additional vendor fields may be copied and pasted above in lieu of an additional form.

OPA Employee Contact Name	Date of Review
Michael Berube	11/03/2023
Considerations for Decision	
<p>Overall, we are wanting to consolidate the fleet to one or two models of Chromebooks. Dell has proven to be more durable and reliable in its builds. I also suggest the Bluum vendor, as they are a more known vendor for us.</p>	
Vendor Selected	Date of Approval

Document History

3.06.TPL.1 Procurement Comparison Form	
Effective/Revision Date: 05/11/2020	Page 2 of 3

Approved: 05/11/2020

Legal References

3.06.TPL.1 Procurement Comparison Form

Effective/Revision Date: 05/11/2020

Page 3 of 3



Quote

November 6, 2023

Cisco Systems® - Juniper Networks® - HP®

To:

Mike Berube
Ogden Prep Academy

Prepared by:

Johnny Gavin
JJG@stillwatercomm.com
D: 949.276.6107
P: 800.551.6065 x 104

Qty	SO	Item #	Description	Your Price	Line Total
70	X	SW-CTO-04D001	Dell Chromebook 3100 11.6" - N4020 - 4GB = 32GB - 2in1 Touch Screen	\$ 240.00	\$ 16,800.00
70	X	CROSSWDISEDU	Google Chrome OS Management Console, Chrome Education	\$ 36.00	\$ 2,520.00
Notes:				Subtotal	\$ 19,320.00
All parts are not eligible for OEM support at the point of sale unless specified.				Sales Tax	
This quote is valid for 5 days and does not include shipping.				Total	\$ 19,320.00
Stillwater Communications approved returns must be received within 30 days of authorized RMA# issuance to remain valid.					
Special Order, NCNR, lead-time equipment. Net 30 terms will be extended pending credit approval.					

Stillwater Communications is an independent distributor not affiliated with any original equipment manufacturer, or their respective authorized channels. All returned material is subject to a mandatory 35% restocking fee. Special order items or items registered under manufacturer service contracts are non-returnable. All items found in this quote are governed under the policies and conditions found on our website, by submitting an order from this quote you acknowledge and agree to our company policies.

Thank you for your business!

34193 Golden Lantern #D, Dana Point, CA 92629 : PHONE 800-551-6065 x226 : FAX 949-542-8908



www.lesolson.com
800-365-8804

Corporate Headquarters, 3244 South 300 West, South Salt Lake, Utah 84115

Quote MITQ212788

Valid through November 30, 2023 @ 11:59 pm

Prepared For:

Ogden Preparatory Academy
 Michael Berube
 Phone: 8016955925
 1415 Lincoln Ave
 Ogden, UT 84404
 mberube@ogdenprep.org

Prepared By:

Wade Barrus
 Managed IT Solutions Account Executive
 Phone: 801-621-2323
 Email: wbarrus@lesolson.com



Below is the interactive version of the quote, you can choose options and see the quote totals.

For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

Line Item Detail

QTY	Description	Picture	Unit Price	Ext Price
Dell Chromebooks				
<input type="checkbox"/>	Dell Chromebook Option		\$27,510.00	\$27,510.00
	(Qty 70) - Dell Chromebook 3110 2-in-1 32 GB eMMC, on-board E4 Power Cord 1M for US Bottom Door 4 GB, LPDDR4, 2933 MHz, integrated 11.6, HD 1366x768, 60Hz, Touch, Anti-Glare, Cam/Mic, Pen Support, WLAN 1 Year Mail In Service (Disti SNS)		\$393.00	\$27,510.00
<input type="checkbox"/>	(Qty 70) - 1Y Mail-in to 3Y Next Bus Day Chromebook		\$82.33	\$5,763.10
HP Chromebooks				
<input checked="" type="checkbox"/>	HP Chromebook Option		\$18,620.00	\$18,620.00
	(Qty 70) - HP Chromebook 11 G9 EE 11.6" Touchscreen Chromebook - HD - 1366 x 768 - Intel Celeron N4500 Dual-core (2 Core) - 4 GB Total RAM - 32 GB Flash Memory - Intel Chip - ChromeOS - Intel UHD Graphics - English Keyboard - Front Camera/Webcam - 12.50 Hours Battery Run Time - IEEE 802.11ax Wireless LAN Standard		\$266.00	\$18,620.00
<input type="checkbox"/>	(Qty 70) - HPE Care Pack - Extended Service - 3 Year - Service - 9 x 5 - Maintenance - Parts & Labor		\$101.75	\$7,122.50
Google Chrome OS				
70	Google Chrome - License - 1 License - Academic		\$38.00	\$2,660.00
	Setup and configuration will be billed for actual hours used on a time & materials basis based on the listed rates below: Desktop/Laptop: \$120/Hour Server/Backup and Disaster Recovery: \$150/Hour Firewall/Specialty Products: \$250/Hour Software Solutions: \$200/Hour Work will be performed by an LOC Technician trained in the installation and configuration of your software/hardware.			
	** Products will be purchased on State of Utah PC Stores contract number MA4092			

Update Totals

SubTotal:	\$21,280.00
Shipping:	\$0.00
Sales Tax:	\$0.00
Total:	\$21,280.00

Ready to Accept?

Order Confirmation

Les Olson Company, seller, agrees to sell and the Purchaser agrees to buy all the goods and personal property described in the foregoing sales order at the price and upon the terms therein stated, and subject to final credit approval. The title to said property shall remain with the seller until the full purchase price is paid, but the purchaser shall be responsible for any loss, damage or injury to said property, whether by fire or otherwise, and no such loss, damage or injury shall relieve the purchaser from liability to pay the full purchase price. Equipment on a cost per copy, rental or lease must be covered by insurance. Time is of the essence regarding the terms of this contract, and if default be made by the purchaser in any payment of any of the terms of this sale, the seller may, at its election, declare the forfeiture hereunder and may take possession of the property and thereupon all of the purchaser's rights herein shall cease, and all payments theretofore made by the purchaser shall be forfeited as liquidated damages. No acceptance of any intermediate payment by the seller after default shall be a waiver of subsequent or of the seller's right to repossess the property and declare a forfeiture. The purchaser gives seller the right to file financing statements with respect to the equipment under the Uniform Commercial Code, as amended, or other similar provisions of law, and authorizes seller where permitted by law to make such filings without buyer's signature. The purchaser agrees to pay, in the event the account becomes delinquent and is turned over to an attorney or third-party collector, fees equal to fifty percent (50%) of the balance due all attendant collection costs. A Finance Charge of 1 1/2% per month (ANNUAL PERCENTAGE RATE 18%) will be charged on all overdue accounts. NOTE: We will not be responsible for loss or damage caused by fire, theft, testing or any other causes beyond our control. A 15% handling/Restocking charge on all returned merchandise will be made, and in some cases additional shipping charges will apply. Security products are not a guarantee against compromise. Remediation of compromise (other than SOC response to active threat) is billed at indicated rates. Security & SOC services do not include physical forensic services, onsite remediation or notification services that may be required by state, local or federal agencies. Existing systems are expected to be serviced by their respective provider (i.e. AV equipment, phone systems, phone handsets and other specialty or IoT hardware). The terms and conditions within the original signed Agreement correctly set forth the entire agreement between parties.

Setup and configuration not explicitly stated above will be billed for actual hours used on a time & materials basis based on the current LOC rate for the purchased items. Work will be performed by an LOC Technician qualified for the installation and configuration of your software/hardware.

I agree to the terms and conditions of the above document and PDF attachment with an electronic signature below.

IP Address 205.118.191.162

PO Number

(Optional: Enter PO Number as your reference only.)

Comments

Email Address

Printed Name

Signature

Note, use the "Click to Accept" option above to accept this quote.

Have Questions?

Not Ready To Accept? Have Questions?

Submit

(Note, by clicking submit here is not an acceptance of this quote. Please use the "Click to Accept" option above. Note, you will receive a copy of your message by email.)

Michael Berube said November 6, 2023 @ 8:34 am

Michael, this quote has been refreshed.

Michael Berube said November 3, 2023 @ 3:01 pm

This quote has expired. Please send me an updated quote.

Michael Berube said October 26, 2023 @ 11:49 am

Can we change the total for the Chromebooks and licenses to 70?

Alex Averett said October 26, 2023 @ 9:59 am

Good Morning Michael. This has been updated to 70, per your request. Let us know if you need anything else. Thanks!

Michael Berube said October 26, 2023 @ 9:53 am

Can we change the total for the Chromebooks and licenses to 70?

Time expressed in Mountain Standard Time UTC-07:00

This page was created using QuoteValet - *The online quote delivery and acceptance vehicle for QuoteWerks.*



Quote

#298064

Bluum USA, Inc. (f.k.a. Troxell Communications Inc.)
 4675 E. Cotton Center Blvd
 Suite 155
 Phoenix AZ 85040
 www.bluum.com

10/26/2023

Bill To
 Accounts Payable
 OGDEN PREPARATORY ACADEMY
 1435 Lincoln Ave.
 OGDEN UT 84404-5678

Ship To
 MICHAEL BERUBE
 OGDEN PREPARATORY ACADEMY
 1415 LINCOLN AVE
 Ogden UT 84404-5678

Memo:
 Dell Chromebook 11-3110 Touchscreen

Expires	Sales Rep	Contract	Terms
10/31/2023	822 Adil Moledina		Net 30

Qty	Item	MFG	Price	Ext. Price
70	Product Required *DELL, CHROMEBOOK 11 - 3110, CELERON N4500, 2.8 GHZ, 4GB, 32GB EMMC, 11.6 (1366 X768) TOUCH SCREEN, INTEL UHD GRAPHICS, WiFi, BLUETOOTH, WEBCAM, CHROME OS MFR # CHB0131568-R0021280-SD	Dell	\$249.00	\$17,430.00
70	CROSSWDISEDUNEW Google Chrome OS Management Console License, Education	Google	\$31.50	\$2,205.00

****Bluum provides professional development from former educators who are committed to providing world class instructional training. With the purchase of educational technology, we recommend including PD to ensure effective adoption. Ask about our getting started package, 3-hour remote and 6-hour onsite training.**

Subtotal	\$19,635.00
Tax Total	\$0.00
Shipping Cost	\$0.00
Total	\$19,635.00

To accept this quotation, sign here : _____

Printed Name/Title/Date : _____

Shipping and Billing Address listed on quote are accurate : []Yes []No

This document is subject to the terms and conditions found here: www.bluum.com/terms-conditions. For quotes over \$25,000 a Purchase Order is required, please reference this quote number on your PO. If purchasing via credit card a 2.5% surcharge fee will apply. For questions please contact your Bluum Account Representative.

Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods. Returns require an authorization number and must be made within 30 days. A minimum 25% restocking fee may apply with the exception of out of box failures and replacements under warranty.





Quote

#296935

Bluum USA, Inc. (f.k.a. Troxell Communications Inc.)
 4675 E. Cotton Center Blvd
 Suite 155
 Phoenix AZ 85040
 www.bluum.com

10/18/2023

Bill To
 Accounts Payable
 OGDEN PREPARATORY ACADEMY
 1435 Lincoln Ave.
 OGDEN UT 84404-5678

Ship To
 MICHAEL BERUBE
 OGDEN PREPARATORY ACADEMY
 1415 LINCOLN AVE
 Ogden UT 84404-5678

Memo:
 Dell Chromebook 11-3110 Touchscreen

Expires	Sales Rep	Contract	Terms
10/31/2023	822 Adil Moledina		Net 30

Qty	Item	MFG	Price	Ext. Price
100	Product Required *DELL, CHROMEBOOK 11 - 3110, CELERON N4500, 2.8 GHZ, 4GB, 32GB EMMC, 11.6 (1366 X768) TOUCH SCREEN, INTEL UHD GRAPHICS, WiFi, BLUETOOTH, WEBCAM, CHROME OS MFR # CHB0131568-R0021280-SD	Dell	\$249.00	\$24,900.00
100	CROSSWDISEDUNEW Google Chrome OS Management Console License, Education	Google	\$31.50	\$3,150.00

****Bluum provides professional development from former educators who are committed to providing world class instructional training. With the purchase of educational technology, we recommend including PD to ensure effective adoption. Ask about our getting started package, 3-hour remote and 6-hour onsite training.**

Subtotal	\$28,050.00
Tax Total	\$0.00
Shipping Cost	\$0.00
Total	\$28,050.00

To accept this quotation, sign here : _____

Printed Name/Title/Date : _____

Shipping and Billing Address listed on quote are accurate : []Yes []No

This document is subject to the terms and conditions found here: www.bluum.com/terms-conditions. For quotes over \$25,000 a Purchase Order is required, please reference this quote number on your PO. If purchasing via credit card a 2.5% surcharge fee will apply. For questions please contact your Bluum Account Representative.

Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods. Returns require an authorization number and must be made within 30 days. A minimum 25% restocking fee may apply with the exception of out of box failures and replacements under warranty.





Noveml

Cisco Systems® ▪ Juniper Networks® ▪ HP®

To:

Mike Berube
Ogden Prep Academy

Prepared by:

Johnny Gavin
JJG@stillwaterco.com
D: 949.276.6107
P: 800.551.6065

Qty	SO	Item #	Description	Your Price
100	x	SW-CTO-04D001	Dell Chromebook 3100 11.6" - N4020 - 4GB = 32GB - 2in1 Touch Screen	\$ 240.00
100	x	CROSSWDISEDU	Google Chrome OS Management Console, Chrome Education	\$ 36.00

Notes:

All parts are not eligible for OEM support at the point of sale unless specified.

This quote is valid for 5 days and does not include shipping.

Stillwater Communications approved returns must be received within 30 days of authorized RMA# issuance to remain valid.

Special Order, NCNR, lead-time equipment. Net 30 terms will be extended pending credit approval.

Subtotal

Sales Tax

Total

Stillwater Communications is an independent distributor not affiliated with any original equipment manufacturer, or their respective authorized channels. All returned material is subject to a mandatory 35% restocking fee. Special order items or items reg contracts are non-returnable. All items found in this quote are governed under the policies and conditions found on our website, by submitting an order from this quote you acknowledge and agree to our company policies

Thank you for your business!

34193 Golden Lantern #D, Dana Point, CA 92629 : PHONE 800-551-6065 x226 : FAX 949-542-8908

Vote

October 6, 2023

[nm.com](#)

x 104

Line Total	
\$	24,000.00
\$	3,600.00
\$	27,600.00
\$	27,600.00

Registered under manufacturer service

..



LES OLSON IT

YOUR OFFICE

TECHNOLOGY PARTNER



A custom proposal prepared for:

Ogden Preparatory Academy

Attn: Michael Berube

Prepared By

Wade Barrus

Managed IT Solutions

wbarrus@lesolson.com

801-621-2323

www.lesolson.com

3244 South 300 West
Salt Lake City, UT 84115

801-486-7431



QUOTE

Number MITQ213017

Date Nov 6, 2023

YOUR OFFICE TECHNOLOGY PARTNER

Sold To

Ogden Preparatory Academy
 Michael Berube
 1415 Lincoln Ave
 Ogden, UT 84404

Ship To

Ogden Preparatory Academy
 Michael Berube
 1415 Lincoln Ave
 Ogden, UT 84404

Your Sales Rep



Wade Barrus
 801-621-2323
 wbarrus@lesolson.com


Phone 8016955925

Phone 8016955925

Here is the quote you requested.

Terms	P.O. Number	Ship Via
-------	-------------	----------

NET 30

Qty	Description	Unit Price	Ext. Price
	HP Chromebook Option (Optional - SELECTED)	\$26,600.00	\$26,600.00
	(100) HP Chromebook 11 G9 EE 11.6" Touchscreen Chromebook - HD - 1366 x 768 - Intel Celeron N4500 Dual-core (2 Core) - 4 GB Total RAM - 32 GB Flash Memory - Intel Chip - ChromeOS - Intel UHD Graphics - English Keyboard - Front Camera/Webcam - 12.50 Hours Battery Run Time - IEEE 802.11ax Wireless LAN Standard 	\$266.00	\$26,600.00
	(100) HPE Care Pack - Extended Service - 3 Year - Service - 9 x 5 - Maintenance - Parts & Labor (Optional)	\$101.75	\$10,175.00
Google Chrome OS			
100	Google Chrome - License - 1 License - Academic	\$38.00	\$3,800.00

Setup and configuration will be billed for actual hours used on a time & materials basis based on the listed rates below:

- Desktop/Laptop: \$120/Hour*
- Server/Backup and Disaster Recovery: \$150/Hour*
- Firewall/Specialty Products: \$250/Hour*
- Software Solutions: \$200/Hour*

Work will be performed by an LOC Technician trained in the installation and configuration of your software/hardware.

**** Products will be purchased on State of Utah PC Stores contract number MA4092**

Les Olson Company, seller, agrees to sell and the Purchaser agrees to buy all of the goods and personal property described in the foregoing sales order at the price and upon the terms therein stated, and subject to final credit approval. The title to said property shall remain with the seller until the full purchase price is paid, but the purchaser shall be responsible for any loss, damage or injury to said property, whether by fire or otherwise, and no such loss, damage or injury shall relieve the purchaser from liability to pay the full purchase price. Equipment on a cost per copy, rental or lease must be covered by insurance. Time is of the essence regarding the terms of this contract, and if default be made by the purchaser in any payment of any of the terms of this sale, the seller may, at its election, declare the forfeiture hereunder and may take possession of the property and thereupon all of the purchaser's rights herein shall cease, and all payments theretofore made by the purchaser shall be forfeited as liquidated damages. No acceptance of any intermediate payment by the seller after default shall be a waiver of subsequent or of the seller's right to repossess the property and declare a forfeiture. The purchaser gives seller the right to file financing statements with respect to the equipment under the Uniform Commercial Code, as amended, or other similar provisions of law, and authorizes seller where permitted by law to make such filings without buyer's signature. The purchaser agrees to pay, in the event the account becomes delinquent and is turned over to an attorney or third party collector, fees equal to fifty percent (50%) of the balance due plus all attendant collection costs. A Finance Charge of 1 1/2% per month (ANNUAL PERCENTAGE RATE 18%) will be charged on all overdue accounts. NOTE: We will not be responsible for loss or damage caused by fire, theft, testing or any other causes beyond our control. A 15% handling charge on all returned merchandise will be made.

Created on 11/06/23 15:22:21 by Les Olson Company

Qty	Description	Unit Price	Ext. Price
		SubTotal	\$30,400.00
		Tax	\$0.00
		Shipping	TBD
		Total	\$30,400.00

Please contact me if I can be of further assistance.

Les Olson Company, seller, agrees to sell and the Purchaser agrees to buy all of the goods and personal property described in the foregoing sales order at the price and upon the terms therein stated, and subject to final credit approval. The title to said property shall remain with the seller until the full purchase price is paid, but the purchaser shall be responsible for any loss, damage or injury to said property, whether by fire or otherwise, and no such loss, damage or injury shall relieve the purchaser from liability to pay the full purchase price. Equipment on a cost per copy, rental or lease must be covered by insurance. Time is of the essence regarding the terms of this contract, and if default be made by the purchaser in any payment of any of the terms of this sale, the seller may, at its election, declare the forfeiture hereunder and may take possession of the property and thereupon all of the purchaser's rights herein shall cease, and all payments theretofore made by the purchaser shall be forfeited as liquidated damages. No acceptance of any intermediate payment by the seller after default shall be a waiver of subsequent or of the seller's right to repossess the property and declare a forfeiture. The purchaser gives seller the right to file financing statements with respect to the equipment under the Uniform Commercial Code, as amended, or other similar provisions of law, and authorizes seller where permitted by law to make such filings without buyer's signature. The purchaser agrees to pay, in the event the account becomes delinquent and is turned over to an attorney or third party collector, fees equal to fifty percent (50%) of the balance due plus all attendant collection costs. A Finance Charge of 1 1/2% per month (ANNUAL PERCENTAGE RATE 18%) will be charged on all overdue accounts. NOTE: We will not be responsible for loss or damage caused by fire, theft, testing or any other causes beyond our control. A 15% handling charge on all returned merchandise will be made.

Created on 11/06/23 15:22:21 by Les Olson Company

Coversheet

Administrative Board Report

Section: IV. Administrative Business
Item: A. Administrative Board Report
Purpose: FYI
Submitted by:
Related Material: Administrative Board Report November 2023.pdf

ADMINISTRATIVE BOARD REPORT

November 2023



OGDEN PREPARATORY
ACADEMY

Early Childhood Center

Happenings:

- OPA Trunk-r-Treat was a HUGE success!
- Dia de los Muertos was so entertaining!
- Preschool had a monster mash!
- Kindergarten celebrated their 50th day of school with a sock hop!
- All 3 schools participated in a lockdown drill with OPD-kudos given for how quiet we were!



Preschool



ADMINISTRATIVE BOARD REPORT

November 2023



OGDEN PREPARATORY
ACADEMY

Elementary

Events & Celebrations

- 2nd LIM Assembly
 - Begin With the End in Mind
 - Veteran's Day
- Lock Down drill with Ogden PD
- Kaylee Beitel returned as our new 5th grade teacher!
- 6th Grade Family Night - November 16
 - Escape Room theme



ADMINISTRATIVE BOARD REPORT

November 2023



OGDEN PREPARATORY
ACADEMY

Junior High

Events & Celebrations

- We had a successful trunk or treat and Halloween dance organized by LIA and Student Government.
- Teresa Hislop was selected as the Air & Space Forces Association (AFA) teacher of the year. She was chosen from hundreds of nominees and presented her award during class.



ADMINISTRATIVE BOARD REPORT

November 2023



OGDEN PREPARATORY ACADEMY

Teaching & Learning

...

Employee of the Month

We have redesigned our Employee of the Month procedures to be more inclusive, and have more staff participate in nominations.

Nominations will no longer be building specific, and won't have a monthly theme. Instead we will be nominating for these three categories:

- o Academic Excellence
- o Individual Growth
- o Character Development

OPA's ESL Endorsement

- Domain Focus: **Cultural Diversity**
 - o Course Outcomes:
 - Teachers will evaluate and reflect on how cultural groups and individual cultural identities affect language learning and school achievement
 - Teachers will choose appropriate and effective teaching techniques, and design high quality instruction that supports a diverse community of learners

OPA's Mentor Teacher Cohort

Our teachers meet once a month to collaborate and grow together to be better mentors. This months topics included Prioritizing Time and Attending Fully techniques.

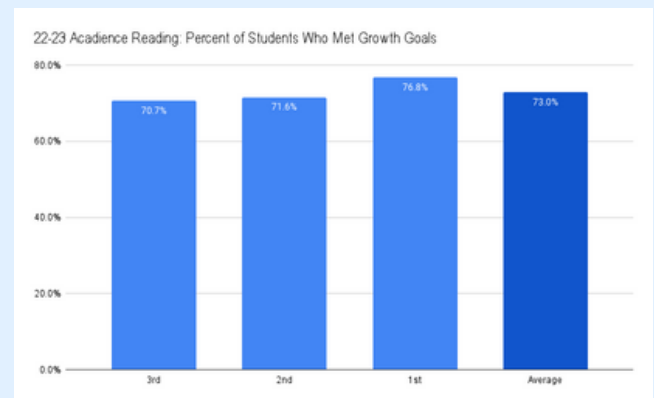
Assessment Updates

- [Latest Assessment Newsletter](#)
- Middle of Year (MOY) Testing will begin in December
- [2023-2024 BOY Assessment Summary](#)

Early Learning - Reading Goals 2022 - 2023

1. State Goal: 60% of students in grades 1-3 achieve typical or better growth on the Acadience Reading Assessment.

Based on State data, **73%** of students met their growth goals last school year. **We exceeded our goal.**



2. Local Goal: Maintain the percentage of 2nd grade students at or above benchmark in Acadience Reading Oral Reading Fluency - Accuracy Measurement from BOY to EOY. **We met this goal.**

3. Local Goal: Increase the percentage of students at or above benchmark on the Acadience Reading Oral Reading - Fluency Measurement from BOY to EOY by 3%. **We met this goal.**



OGDEN PREPARATORY
ACADEMY

ADMINISTRATIVE BOARD REPORT

November 2023

Operations

Human Resources

- Kaylee Beitel has been hired as a 5th grade teacher to replace Brandi Zamora.
- Taylor Royster has been hired as a Teaching Assistant in the Behavior unit due to some assignment shifts.

Business

- The IRS audit of the COVID stimulus funds continues. Two additional quarters were opened for audit. We have provided all the information required, again.
- Title IV Funds are being transferred to Title I part A due to reporting requirements.
- School Mental Health Qualifying Grant Carryforward Grant has been submitted.
- Shevon Lopez has been identified as our School Safety Officer.
- At-Risk Report has been submitted.
- TSSA Grant has been submitted.
- School Safety and Support Grant has been submitted.
- Gifted and Talented Funding Documentation has been submitted.
- Title III (Multilingual Learners) application has been submitted.
- We are working on Title I Part A documentation. It is due December 1, and we have a site review in January.
- The secretaries have submitted the immunization reports.
- School Report Cards have been published. We added our Self Reporting Indicators:
 - Retention Rates
 - Signature Programs that develop leadership and character
- Dollar dress. USBE reviewed the practice of charging student to deviate from the uniform, and determined it was a fee. Therefore, it cannot be charged in grades K-6.
- Tables have been completed for the Pavilion and classes are using it!

PTIF (Public Treasurer's Interest Fund)

September 2023

- Ending Balance: \$5,398,138.03
- Deposit: \$3,300,000
- Interest deposited: \$18,122.50



OGDEN PREPARATORY
ACADEMY

ADMINISTRATIVE BOARD REPORT

October 2023

Data

Enrollment

Grade	PreK	K	1	2	3	4	5	6	7	8	9	All
FY24 Nov	40	99	101	96	97	106	109	93	110	106	98	1055
FY23 Nov	0	100	101	97	102	99	91	102	113	108	107	1020
October 1	38	98	101	95	99	106	111	93	109	106	99	1055
Goal enrollment	60	100	100	100	100	100	105	105	110	110	110	1040
Lottery Pull target	69	110	110	110	110	110	115	115	120	120	120	1140

Grade	OGDEN PREPARATORY ACADEMY					
	I	A	GWL	SWL	TWL	FWL
K	0	128	0	0	0	0
1	1	39	1	0	0	0
2	0	24	0	0	0	0
3	0	24	0	0	0	0
4	0	24	0	0	0	0
5	1	36	1	0	0	0
6	0	25	0	0	0	0
7	0	35	0	0	0	0
8	0	29	0	0	0	0
9	0	13	0	0	0	0
Totals:	2	377	2	0	0	0

Waitlist- 2023-2024

Trends

Annual Withdrawals		Student Retention		Teacher Retention	
2017	76	2019	87.74%	2018	83.00%
2018	70	2020	86.80%	2019	87.00%
2019	58	2021	91.21%	2020	90.00%
2020	77	2022	89.13%	2021	87.14%
2021	94	2023	92.79%	2022	89.47%
2022	78	2024	96.33%	2023	85.54%
2023	100	2022 Charter Average	79.80%	2024	84.21%

Coversheet

Policy Updates

Section: V. Policy Updates
Item: A. Policy Updates
Purpose: Vote
Submitted by:
Related Material: 3.07.POL_Purchasing_and_Disbursement_Policy.pdf
3.06.POL_Procurement_Policy.pdf
4.03.POL_Wellness_Policy.pdf
5.01.POL_Building_Use_Policy_-_Google_Docs.pdf
6.18.POL_Family_Medical_Leave_(FMLA)_Policy.pdf



OGDEN PREPARATORY ACADEMY

Official Policy

3. Fiscal Management

3.07.POL Purchasing and Disbursement Policy

Effective/Revision Date: 06/17/2020

Page 1 of 3

Purpose

The purpose of this policy is to enable School Administration to make minor purchases that are necessary for the day-to-day operation of the school without Board approval.

School Finance Committee

The School Finance Committee shall consist of the Business Administrator and principals. Members of the School Finance Committee may complete any task delegated to the Business Administrator by this policy.

Purchasing

Primary responsibility for approving purchases is designated to the School Business Administrator by the Board of Directors.

~~All purchases and distributions of funds. Invoices, purchase orders, and authorized facsimiles~~ must be approved by the School Business Administrator, and authorized as follows:

Amount of Purchase		Approval Required
Single Item	Aggregate Purchase	
Up to \$2,500	Up to \$5,000	School Business Administrator and/or Principal
\$2,500 to \$5,000	\$5,000 to \$10,000	School Business Administrator and/or Principal, AND Board President or Board Treasurer

Over \$5,000	Over \$10,000	School Business Administrator and/or Principal, AND Full Board Approval
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Purchases shall be coordinated through the Business Administrator and financial secretary .

Purchases may be made for reimbursement if one of the following conditions apply:

- The employee has been allocated a specific budget amount, and their purchase is within their budget both in value and purpose. Purchases outside the allocated budget shall not be reimbursed.
- The expense has been approved/authorized through the proper channels, and other means of purchase are not available. ~~Purchases, which result in reimbursement, shall be kept to a minimum.~~

Purchases, which require the use of a credit card, are to follow the purchasing/disbursement process utilizing a purchase order. The credit card(s) shall be managed by the Business Administrator. Credit card purchases made by the Business Administrator shall be approved by another member of the Finance Committee.

DISBURSEMENTS

The responsibility for disbursement is designated to the School Finance Committee, primarily the Business Administrator, and/or a contracted business management company.

Disbursements shall be handled in such a manner as to ensure that the proper funds and accounts are charged; that the disbursement is used only for authorized purposes; and that laws, rules and regulations governing the disbursements, and handling of public funds, are followed.

The following controls are established to ensure that all payments are made on a timely basis and in accordance with all purchase orders and contracts:

- Purchase orders shall be completely filled out prior to purchase.
- Purchase orders shall be signed/approved in accordance with this policy, prior to purchase.
- Completed purchase orders are to be maintained by School personnel or its designee.
- ~~All invoices received without a purchase order will be reverted for proper approval, or proper authorizations, prior to disbursement.~~
- Each disbursement is properly vouched and approved before the actual disbursement occurs. To the extent possible, disbursement approvals are to be reviewed by another employee (such as the School Finance Secretary or a member of the School Finance Committee).

3.07.POL Purchasing and Disbursement Policy	
Effective/Revision Date: 06/17/2020	Page 2 of 3

- ~~Blank checks shall not be stored at the school. If approved by the Board, unsigned, blank warrants/checks may be stored at the School. Use and storage of blank checks shall follow these guidelines:¶~~
 - ~~Checks shall be in locked storage under the control of the Business Administrator, Finance Secretary or member of the School Finance Committee. ¶~~
 - ~~Access to blank checks must be limited to the above mentioned individuals.. ¶~~
 - ~~When blank checks are received, the date, quantity, and inclusive serial numbers are recorded and added to the total balance on hand. ¶~~
 - ~~The use of blank checks shall follow the same guidelines as other forms of payment with regard to purchase orders and approval. ¶~~
 - ~~When a blank check is used, the stub along with a copy of the receipt is to be signed by the Business Administrator. ¶~~
 - ~~The use of these blank checks should be kept to an absolute minimum. ¶~~

Document History

Approved: 10/08/2008

Revised: 03/21/2019

Allowance for delegation of responsibility to a School Finance Committee. Made changes pursuant to present practices due to change in financial management contracts.

06/17/2020

Revised to comply with the new administrative structure. Giving Business Administrator primary responsibility for purchases and approvals.

Legal References

3.07.POL Purchasing and Disbursement Policy

Effective/Revision Date: 06/17/2020

Page 3 of 3



OGDEN PREPARATORY ACADEMY

Official Policy

3. Fiscal Management

3.06.POL Procurement Policy

Effective/Revision Date: 11/10/22

Page 1 of 3

POLICY

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

DEFINITIONS

1. Small Purchase: the purchase of items where the cost does not meet the thresholds required for the use of a standard procurement process as defined in Utah Administrative Code R33-4-1043-3; Professional Services are not subject to small purchase thresholds.
2. Large Purchase: the purchase of a single item or an aggregate of items that exceed the small purchase thresholds.
3. Professional Services: contracting with a third party for services.

PROCUREMENT PROCESS

Small Purchases

Small Purchase thresholds:

1. The "Individual Procurement" threshold is a maximum amount of \$1,000 for a procurement item;
2. For individual procurement item(s) costing up to \$1,000, an entity subject to these rules may select the best source by direct award and without seeking competitive bids or quotes.
3. The single procurement aggregate threshold is a maximum amount of \$5,000 for multiple procurement item(s) purchased from one source at one time; and
4. The annual cumulative threshold from the same source is a maximum amount of \$50,000.

~~For purchases up to \$5,000 \$1,000, the School may make purchases from any vendor without obtaining competitive bids.~~

~~For small purchases as defined in Utah Administrative Code R33-4-1043-3, which will typically include purchases over \$1,000 up to \$50,000 of items other than professional services, the School will follow the procedures set forth in the rule and will typically obtaining at least two~~

~~competitive quotes. Purchasing decisions shall be made based on specifications of the bid, cost, quality, and availability. ¶~~

The School shall not artificially divide purchases or otherwise take steps to avoid the requirement to obtain competitive quotes or conduct a procurement process.
School personnel will use due diligence in finding items of quality and best price.

Large Purchases

- The School will obtain at least two bids or vendor options for large purchases.
- Unless an exception applies, for purchase of items ~~other than professional services~~ over \$50,000, the School will conduct an appropriate procurement process, such as a Request for Bids or a Request for Proposals.
- The policy for curriculum purchases is detailed in the Curriculum Adoption, Appeal, and Review Policy.

Professional Services

For professional services, the School will conduct an appropriate procurement process by obtaining at least two proposals for the services. A Request for Proposals will be used for services in excess of \$50,000 annually.

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

~~Purchasing decisions shall be made based on specifications of the bid, cost, quality, and availability.~~

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

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

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

Any alleged violations of this policy or applicable law shall be reported in writing to the School’s Director and Board of Directors.

3.06.POL Procurement Policy	
Effective/Revision Date: 11/10/22	Page 2 of 3

Document History

Approved: 09/11/2013

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

Revised: 11/10/22 *Added curriculum clarifications.*

Legal References

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

Utah Administrative Code R33-4-1043-3

3.06.POL Procurement Policy	
Effective/Revision Date: 11/10/22	Page 3 of 3



Official Policy of Ogden Preparatory Academy

4. Curriculum and Instruction

4.03.POL Wellness Policy

Effective/Revision Date: 9/09/2021

Page 1 of 8

Introduction

1. Establishment of School Health Council
2. School Meals
 - a. Implement Cafeteria Connection
 - b. Meals Served
 - c. Dining Environment
 - d. School Environment
 - e. Qualifications of School Service Staff
3. **Meals from Home**
4. Nutrition Education
5. Increase and Encourage Awareness of Need for Physical Activity and Nutrition Promotion.
6. Wellness in the Community
7. Monitoring of the Wellness Policy
8. Review
9. Recommendation for Future Consideration
10. The WIC Reauthorization Act Requirements

Background

CDC statistics provide an alarming trend in our society. They include, but are not limited to, the following:

- Obesity has become the second leading cause of death in the United States; second only to deaths attributed to the use of tobacco.
- Approximately 17% (or 12.5 million) of children and adolescents aged 2- 19 years are obese.
- Since 1980, obesity prevalence among children and adolescents has almost tripled.
- There are significant racial and ethnic disparities in obesity prevalence among U.S. children and adolescents. In 2007-08, Hispanic boys, aged 2-19 years, were significantly more likely to be obese than non-Hispanic white boys. Non-Hispanic black girls were significantly more likely to be obese than non-Hispanic white girls. Less than 25% of children get at least 30 minutes of physical activity a day.
- Type 2 Diabetes, previously considered an adult disease, has increased dramatically in children and adolescents. Type 2 Diabetes is closely linked to being overweight and obese. The percentage of students who took physical education on a daily basis dropped from 42% to 29% between 1991 and 1999. Currently, only 4% of all states require recess and just 22% of the states recommend that elementary schools provide students with regular recess. John Robinson, a curriculum specialist, explained the de-emphasis of

physical education in states like Nevada, where P.E. classes don't exist anymore, certainly doesn't help. And neither does the decline of students interested in P.E. A recent study in California entitled "Academic Benefits of Nutrition and Physical Activity" found the more active students were the higher their test scores went. Robison explained, "The more kids that ate breakfast, the better they did on their tests." Because we care about the health and well being of our students and in compliance with the federal Child Nutrition and WIC Authorization Act of 2004, we at Ogden Preparatory Academy do hereby establish and put into place the following Wellness Policy for the 2006-2007 school year.

The Child Nutrition and Authorization Act of 2004

1. The five criteria established by the federal Child Nutrition and WIC Authorization Act of 2004, which requires all districts taking part in the Richard B. Russell National School Lunch Act or the Children Nutrition Act of 1996, Outlined in Section 204 of Public Law 108-265.
 - a. Establish a wellness policy that includes goals for nutritional and physical education as well as other school-based activities designed to promote student wellness.
 - b. Include nutrition guidelines for all foods available during the school day with the objective of promoting student health and reducing childhood obesity.
 - c. Assure that reimbursable school meals not be less restrictive than regulations and guidelines allow.
 - d. Establish a plan for measuring the implementation of the wellness policy with one or more people at each district or school ensuring compliance to the policy.
 - e. Involve parents, students, district representatives, the school board, school administrators and the public in the development of the policy.

Wellness Policy on Physical Activity and Nutrition

Because we believe:

- Children need access to healthy foods and opportunities to be physically active in order to learn, grow and thrive;
- Good health will foster good attendance and increase the ability for academic learning;
- That education in individual health habits such as good eating, personal exercise, and hygiene are established in childhood, and this education can help reduce the risk of heart disease, cancer, stroke, obesity and other major disease on the rise in the United States;
- That school should be a model in helping children learn healthy eating habits, we need to provide a diet consistent with USDA guidelines;
- In the whole child, Physical and Mental, and understand that to learn a child needs to be: healthy. We want a well educated and healthy child now and throughout their entire lives;
- That a good example is a great educator;

Ogden Preparatory Academy is committed to providing a school environment that will promote and protect the students and staff wellbeing, health, and ability to learn by supporting healthy

4.03.POL Wellness Policy	
Effective/Revision Date: 9/09/2021	Page 2 of 8

eating, physical activity, and wellness education. We will increase awareness and support of Healthy Lifestyles in the school and in our community.

Therefore, we do set the following goals outlined in the Wellness Policy of Ogden Preparatory Academy.

2. Establishment of School Health Council

The school will develop, implement, monitor, review and, as necessary, revise the school nutrition and physical activity policy. The school health council may consist of, but is not required, or limited to, parents, students, school food authorities, member(s) of the school board, school administrators, teachers, health professionals, SFA representative, PE/Health teachers, and members of the community.

The school health council shall consist of the following:

WELLNESS ADVISORY BOARD

Elementary Principal: Kasey Kennington

Junior High Principal: Shevon Lopez

Nutrition Coordinator: ~~Yessica Espinoza~~ ~~Sherlene Hillan~~

Other Staff Members and Parents

3. School Meals

a. Implement Cafeteria Connections

Part of our program is called the Cafeteria Connections. It is a way to unite learning in the class with learning in the lunchroom. The cafeteria can be a great place to feed the mind as well as the body by promoting concepts in healthy eating; in good nutrition, we can further the goal of the “Healthy for Life” child.

b. Meals served will:

- i. Offer a variety of menu choices which will encourage healthy eating.
- ii. Meet minimum, nutritional requirements established by local, state, and federal statutes and regulations.
- iii. All nutrition guidelines of foods available, but not sold, on the school campus will be provided.
- iv. Offer a variety of fruit and vegetables along with the main meal.
- v. Serve whole grain breads when possible.
- vi. Serve reduced fat milk products.
- vii. We understand that children live in a world where they are given many choices in what they will eat. As we educate them in the school about the importance of healthy eating, we will allow them to make responsible choices as to what they will eat and be responsible for the food they put into their bodies.
- viii. Serve healthier snacks that appeal to the students.

4.03.POL Wellness Policy	
Effective/Revision Date: 9/09/2021	Page 3 of 8

- ix. OPA offers a Healthy Lifestyles Curriculum, which is taught in the classrooms. Students are taught all year long the importance of making healthy decisions in regards to food and exercise.
 - x. Student Council serves as a sounding board for new foods, the OPAP board will be invited to do taste tests of possible new products.
- c. Dining Environment
- i. The school will provide a clean, safe, and enjoyable meal environment for students.
 - ii. The school will provide students access to restroom use for washing of hands and a hand sanitizer available at the entrance/exit of the cafeteria.
 - iii. The school will provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
 - iv. The school will make drinking fountains available so that students can get water at meals and throughout the day.
 - v. Bottled water is available to the students for a nominal fee.
 - vi. Students have several options open to them at lunchtime after they eat. They can go outside, sit and visit in the cafeteria, or go to the library.
 - vii. The school will encourage students to participate in the school meals program, and will protect the identity of students who eat free and reduced price meals.
 - viii. The school will ensure an adequate time for students to enjoy eating healthy foods with friends in schools allowing the students at least 15 minutes after sitting down to consume their meal.
 - ix. The school will schedule lunchtime as near the middle of the school day as possible. Lunch will be scheduled between 11:00 am and 1:00 pm.
 - x. The school will not allow tutoring, club, organization meeting, nor activities to be scheduled during lunchtime.
 - xi. The school will make every effort to accommodate children with allergies.
 - xii. Food will not be used as a reward or punishment.
- d. School Environment
- i. No vending machines are accessible to students.
 - ii. Students are not permitted to leave school campus during time allotted for lunch.
 - iii. Food in the classroom will be limited to only that food which goes along with approved lesson plans.
 - iv. After-School activities that offer food will do their best to offer food choices that have nutritional value.
- e. Qualification of School Food Service Staff
- i. Qualified and trained professionals will administer the school meal program.
 - ii. The school will provide continuing professional development for all nutrition professionals.

4.03.POL Wellness Policy

Effective/Revision Date: 9/09/2021

Page 4 of 8

- iii. Staff development program should include appropriate certification and/or training programs for School nutrition managers, and cafeteria workers, according to their levels of responsibility.

f. Nutrition Education and Promotion

We will try to teach, encourage, and support healthy eating habits for the students and staff. We will provide nutritional education and engage in nutritional promotions as follows:

- i. Encourage teachers whenever possible to use healthy nutrition facts in learning skills such as reading, typing, writing, and math.
- ii. Provide a bulletin board with the menus and health tips.
- iii. Because we are teaching Spanish to our students the menus will be in English and Spanish. This will help in increasing their Spanish vocabulary.
- iv. Provide a monthly menu that will be available on the Ogden Preparatory Academy website and in the front office.
- v. Display a monthly menu on our website for parents to refer to nutritional sites.
- vi. Include a tip from the Cafeteria on the menu to help increase awareness.
- vii. Promote nutritional and physical awareness and healthy lifestyles during assemblies. This can include, but are not limited to, gymnastics and dance.
- viii. Increase student, staff, and community awareness of not only nutrition, but the need for healthy lifestyles such as regular medical and dental check ups. Promote safety as part of healthy lifestyles with such information as how to stay safe in and out of the home utilizing local law enforcement and more.
- ix. Follow the curriculum as now outlined for each grade level designed to provide the students with the knowledge and skills necessary to promote and protect their health.
- x. Encourage nutrition education not only in health but in subjects such as math, science, language arts, social sciences and elective subjects.

g. Summer Food Service Program

- i. A flyer in the spring will be provided in all of OPA’s media to advertise the OPA Summer Food Program and the locations in Ogden and surrounding areas where a Summer Food Program is available.

4. Meals from Home

- a. Students may bring meals from home to eat in the cafeteria.
- b. Any food or drink brought from home should not be shared with other students.
- c. In order to promote health and a productive learning environment, the following items are not allowed in the cafeteria as part of breakfast or lunch:
 - i. Energy drinks

5. Increase and Encourage Awareness of Need for Physical Activity

The primary goal of our nutrition education is to influence students’ eating behaviors, build knowledge and skills that will help children make healthy eating and physical activity choices now and lifelong.

4.03.POL Wellness Policy	
Effective/Revision Date: 9/09/2021	Page 5 of 8

- a. Provide staff with examples of five-minute energizers, yoga breaks, and snack choices. Encourage them to use these in between tasks or before testing. This will give the students an opportunity to energize their minds.
 - b. Provide a wide variety of physical activities and introduce students to many different sports and different ways of getting physically active. School activities, coursework, and after-school programs will be utilized to support these wellness goals.
 - c. Encourage regular physical activity and proper nutrition as a personal choice.
 - d. Provide 20 minutes of daily activity opportunities to all students.
 - e. When activities arise, such as mandatory testing, that make it necessary for students to stay indoors for long periods of time, students should be given periodic breaks during which they are encouraged to stand and participate in some activity and movement.
 - f. Physical activity or participation in physical activity will not be used as a punishment.
 - g. OPA participates in our annual 5K fun run, which emphasizes the need for physical activity, and how fun physical activity can be for the whole family.
6. Staff Wellness
- a. We value the health and wellbeing of every staff member and acknowledge the power of modeling wellness to students. We will try to implement activities that will support personal efforts to maintain healthy lifestyles. We encourage parents, community members, and staff to serve as role models.
 - b. During weekly staff meetings only healthy food is provided, and Teachers are encouraged to participate in a fitness/wellness program.
7. In the Community
- a. OPA participates in the 5k Community Walk/Run, which promotes the importance of physical activity for the whole family.
 - b. OPA sponsors after school programs that promote a healthy lifestyle. Students are encouraged to join physical activities and sport teams when they are performed during the year.
 - c. Middle school students will have an opportunity for intramural sports
 - d. Grades K-6 have one day of PE each week, in addition to their recess periods.
 - e. ~~It is the intention of OPA to become a community hub that provides recreation and educational facilities and services for Ogden.~~
8. Monitoring of the Wellness Policy
- a. Monitoring
 - i. The designee will ensure compliance with established nutrition and physical activity wellness policy.
 - ii. The designee shall review the wellness policy every three years using the School Wellness Policy Assessment Tool. The designee is Kasey Kennington. That person will make recommendations for any changes in policy that need to be made, and will then report to the School Board and Health Council.

4.03.POL Wellness Policy	
Effective/Revision Date: 9/09/2021	Page 6 of 8

- b. Items to measure for the plan for implementation and measuring the wellness policy:
 - i. The number of students participating in nutrition and physical fitness programs and promotion at the school;
 - ii. The average daily participation in the School Lunch Program;
 - iii. The level of implementation of the Wellness Policy as determined by the Local School Wellness Policy Assessment Tool;
 - iv. The time of lunch recess at the school;
 - v. The length of time to serve lunch;
 - vi. The number of children that have access to physical activity;
 - vii. The average number of physical activity minutes available to each student;
 - viii. The number of children receiving Physical Education;
 - ix. The minutes of Physical Education provided for each Child;
 - x. The number of school days a student is required to attend P.E. during the school year;
 - xi. Review menus and the amount of students participating in the School Lunch Program.
- 9. The Board shall designate the school principal as its Designee.
- 10. ~~Recommendations for Consideration for Future Implementation into the Wellness Policy~~
 - a. ~~The following Items will be reviewed and considered for approval into the Wellness Policy:~~
 - i. ~~After school Nutrition and Physical Education class for Families, such as YMCA fall fitness classes, would be held twice a week. One class would be nutritious, healthy, and full of fun recipes children can learn to prepare while teaching them about healthy food choices, why they are important, and empowering them to be able to prepare healthy snacks and meals. This would go along with our goals for Healthy Lifestyles that are so important to their health now and for the rest of their lives.~~
 - ii. ~~The second day we would have a variety of instructors teach the students different ways to be physically active, i.e. Yoga, Karate, Tai Chi, Jazzercise, Tae Bo, line dancing, tumbling, strength training, and personal fitness plans.~~
 - iii. ~~To include the community, we could open the class up to staff, parents, and students.~~
 - b. ~~Staff Education~~
 - i. ~~Review the USDA health recommendations and exercise program to help get parents, students and community involved. Conduct nutrition education activities and promotions that involve parents, students, and the community.~~
 - ii. ~~Provide a staff wellness program. The better educated and excited the staff, the more apt to adopt a healthy lifestyle they are. The more we model wellness, the more value the students will place upon its importance.~~

4.03.POL Wellness Policy	
Effective/Revision Date: 9/09/2021	Page 7 of 8

~~e. Student Education~~

- ~~i. Five a Day program - Get students to create a program that they follow to help increase awareness of what a Healthy Lifestyle is.~~

¶

Document History

Approved: 03/12/2014

Revised: 12/15/2016

Revised: 12/12/2019 *updated personnel; adjusted to reflect current practices.*

Revised: 9/09/2021 *updated personnel*

Legal References

Federal Child Nutrition and WIC Authorization Act of 2004

Richard B. Russell National School Lunch Act

Children Nutrition Act of 1996

Public Law 108-265 §204

4.03.POL Wellness Policy

Effective/Revision Date: 9/09/2021

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Official Policy of Ogden Preparatory Academy

5. Facilities

5.01.POL Building Use Policy

Effective/Revision Date: 10/14/2021

Page 1 of 5

PURPOSE

The purpose of this policy is to establish directives for the use of the Ogden Preparatory Academy (the “School”) building and facilities by outside individuals and groups.

POLICY

In accordance with state law, the School’s facilities are available for use as a “civic center” when such use does not interfere with a School function or purpose, does not violate any applicable law or regulation, and does not otherwise impose an unreasonable burden on the School or expose the School or participants to unreasonable risk.

Any permission to use School facilities is granted pursuant to Utah Code 53A-3-413 and -414 and is considered a permit for governmental immunity purposes under Utah Code 63G-7-201(4)(c). The School therefore has full governmental immunity under Utah Code 63G-7-301(5)(c) for claims arising in connection with such use of the facilities.

The OPA Administration will consider facility rentals that meet the following requirements:

1. Short Term Rentals:
 - a. Short Term rentals will be considered to groups, individuals, and organizations seeking to use the facilities for private use.
 - b. Short term agreements are not to exceed 50 days. These agreements can auto renew, but the School retains the ability to stop use at the end of each term.
 - c. Failure to adhere to the terms of this agreement may result in immediate termination of an agreement.
2. Rentals by religious groups and for religious purposes will not be permitted.

The School retains the right to consider the overall objective of the event prior to entering into a rental agreement with an organization. The School’s participation in a rental agreement with an organization does not imply an endorsement or affiliation with the group or event.

The kitchen shall not be rented.

PROCEDURES

Fees for the use of facilities shall be charged as outlined in this Policy and will be collected prior to use. Installment payments may be arranged.

A Building Use Agreement must be signed by the user prior to the date of use.

Usage time shall initially be computed from the time of requested opening to anticipated closing of the building(s). Closing time shall be the time when all persons associated with the use have left the building and the building has been secured. Any fees shall be adjusted for additional time used. The renter is responsible to ensure the building is secure during use.

Equipment and property shall not be loaned or removed from the building. The School may provide access cards to 3rd party vendors and organizations as part of a rental agreement.

Facilities such as computer labs and media centers shall not be used unless approved by the Administration and school personnel are present during the entire time of the function.

All renters must provide supervision to maintain order and prevent damage to or loss of School property.

A member of the Administration shall coordinate with the renter to ensure supervision requirements are met. The School shall monitor renters using video surveillance and other technology.

Any individual or entity using the facilities for commercial purposes must provide, before use, a Certificate of Insurance evidencing public liability coverage of one million dollars (\$1,000,000) per occurrence and naming the School as an additional insured.

The renter must comply with any applicable standards of safety and behavior of the School and Utah law. Violation of any of these standards is grounds for termination of the use agreement and the immediate removal of individuals associated with the use. Violation may result in the forfeiting of all deposits and additional charges may be assessed.

Additional fees may be charged for use of School equipment (spot lights, DVD players and televisions, microphones, etc.) and supplies.

The Administration may establish conditions of use intended to protect the facilities from damage or unreasonable wear and tear.

Renters shall pay for any damage to the facilities or School equipment caused by their use.

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RENTAL INQUIRIES

Organizations interested in renting School facilities should email the school at info@ogdenprep.org or fill out a contact form on the school website.

FEES

Except where the Administration has discretion under this Policy, renters will be charged fees as set forth in the Fee Schedule below, which is subject to periodic review and revision.

School Clubs, Groups, Organizations, and individual classes may use the facilities free of charge for qualifying, school-related activities. Such use must be approved by and coordinated with the Administration. These activities must be approved by the Administration before notice of the event is distributed.

The Administration may grant free use of the facilities to non-profit organizations at the Administration's discretion when the use will not create additional expense for the School.

Security Deposit

At the discretion of the Administration, the renter may be charged a refundable security deposit of up to \$500. The Administration shall determine the amount of the security deposit based on the size of the group, the location of the activity, and the type of activity involved. Security deposits shall be paid by the renter in a transaction prior to the first event or activity held at the school.

Following the rental period, the Administration or designee shall inspect the facility for damage or areas requiring custodial services. Any such extra charges shall be deducted from the security deposit, and the remaining security deposit shall be refunded to the renter. Should there be no extra charges assessed, the full amount of the security deposit shall be refunded.

Personnel

The Administration will set fees based on the number and type of personnel required for a particular activity. General supervision of the facility may be assigned to a custodian, teacher, administrator or other qualified staff member.

Renters must pay for any additional custodial services that are required.

OPA BUILDING RENTAL FEE SCHEDULE

The Rental Fee Schedule is established by the Board and is subject to periodic review.

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OPA Building Rental Fee Schedule	
Facility	Fee
Parking Lot	\$40/day
Gymnasium Only	\$75 1st hour \$25 for each additional hour
Soccer Field	\$75 1st hour \$25 for each additional hour \$200/game
Other school indoor areas	As negotiated
Personnel	Fee
Building Supervisor	\$40/hour
Additional Staff	\$30/hour
Equipment	Fee
Equipment fees are done on a case-by-case basis. Administrator or designee will determine fees. Fees shall be documented in the Building Rental Agreement.	TBD
A la Carte Custodial	Fee
Custodial fees are included in the rental fees listed above. In the event that a rental fee is waived for a nonprofit or charity, a required custodial fee will be assessed.	\$75/day

Document History

Approved: 08/14/2013
 Revised: 11/19/2015
 10/14/2021 *To include an updated fee schedule and detailed procedures.*

Legal References

Utah Code 53A-3-413
 Utah Code 53A-3-414
 Utah Code 63G-7-201(4)(c)
 Utah Code 63G-7-301(5)(c)

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**Official Policy
of
Ogden Preparatory Academy**

6. Human Resources

6.18.POL Family Medical Leave (FMLA) Policy

Effective/Revision Date: 10/24/2019

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Ogden Preparatory Academy (OPA) shall adhere to the requirements as set forth in the US Family Medical Leave Act (FMLA).

An eligible employee, or an eligible employee's designee, may request in writing an unpaid leave of absence of up to 12 calendar weeks during a 12 month period. Leave shall be calculated using the rolling year method. Actual allowable hours of leave shall be based on average daily hours in employment agreement. Actual used hours shall be calculated based on scheduled work hours in the school calendar. During the FMLA period, OPA shall continue to pay its portion of applicable benefits and/or premiums. The employee must continue to pay his/her portion of any insurance premiums.

Salary and Personal Time Off (PTO) Hours: the employee may elect to use their available PTO hours during the FMLA Leave. Any leave taken beyond the extent of PTO hours shall be unpaid. FMLA leave supported by PTO hours shall be included in the allowable leave period.

Eligible Employee: **By law**, an employee who has worked for OPA for at least 1,250 hours in the previous 12 month period **is eligible**. Hours worked do not include any time off, paid or unpaid.

Eligible Reasons:

- for the birth and care of the newborn child of an employee**,
 - Leave must conclude within 12 months of the birth;
 - Leave must be in a single block of time;
- for placement with the employee of a child for adoption or foster care**,
 - Leave must conclude within 12 months of the placement;
 - Leave must be in a single block of time;
- to care for an immediate family member (spouse, child, or parent, but not a parent-in-law) with a serious health condition*; or
- to take medical leave when the employee is unable to work because of a serious health condition*.

*Employees must provide medical certification within 15 days verifying a serious health condition of the employee, spouse, parent or child if requesting FMLA for this purpose.
**When an employee and spouse are both employed by the school, both individuals, together, shall be limited to a combined total of 12 calendar weeks of leave in the event of the birth or adoption in a single fiscal year.

If an employee meets all the eligibility requirements above but has not been employed for at least 12 months, the school shall hold the employee's job provided the employee is in good standing. Employees who have had a documented disciplinary event or who are on a plan of improvement are ineligible.

Employees shall be subject to all absence requirements as set forth in the policies and procedures of Ogden Preparatory Academy including completion of forms, notice requirements, and providing substitute lesson plans as necessary.

An employee must reimburse OPA for all monies paid to the employee or benefit premiums paid on behalf of the employee during the FMLA period if the following occurs:

- The employee fails to return to work for 30 calendar days following the FMLA leave, unless failure to return to work is because of a serious health condition certified by a medical doctor or for circumstances beyond the employee’s control.
- The employee is terminated for failure to meet agreement requirements within 45 days following the FMLA period.

If requesting intermittent leave (must be medically necessary as certified by a healthcare provider), employees must have a leave schedule approved by administration.

In cases where an agreement can be made for services, an employee may continue benefits during an unpaid FMLA leave beyond 12 weeks. Services must be valued at the cost of the benefits received and must be agreed upon by administration.

Document History

Approved: 06/13/2018

Revised: 10/24/2019 *updated to match FMLA law.*

Legal References

29 CFR Part 825 The Family and Medical Leave Act

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[Fact Sheet #28L: Leave under the Family and Medical Leave Act for Spouses Working for the Same Employer](#)

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