



Ogden Preparatory Academy

OPA Board of Directors Meeting

Published on May 15, 2024 at 1:24 PM MDT

Date and Time

Thursday May 16, 2024 at 4:30 PM MDT

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. Record Attendance		Sara Mejeur	1 m
B. Call the Meeting to Order		Sara Mejeur	
C. Approve Minutes	Approve Minutes	Sara Mejeur	1 m

Approve minutes for OPA Board of Directors Meeting on April 11, 2024

	Purpose	Presenter	Time
D. Opportunity for Public Input: General and on Fee Schedule Proposed changes to fee schedule for FY25.	Discuss	Sara Mejeur	5 m
II. Executive Session			4:37 PM
A. Vote to enter closed session ...to protect the privacy of an individual.	Vote	Sara Mejeur	15 m
B. Vote to exit closed session	Vote	Sara Mejeur	5 m
C. Director Evaluation Ratification and/or amendments of evaluation as presented. Salary approval. Bonus structure approval.	Vote	Sara Mejeur	5 m
III. Finance			5:02 PM
A. Financial Review	Discuss	Spencer Adams	5 m
B. Elementary ELA Curriculum for Special Education <ul style="list-style-type: none"> • UFLI (K-3) \$160 • Read 180 (G4-6) \$8,959.92 Total: \$9,119.92	Vote	Stephanie Wright	5 m
C. Red Apple Agreement Addendum	Vote	Sara Mejeur	5 m
D. Audit Committee Members Sara Mejeur Jessica Howell Stefanie Zwygart Brenda Gerena Brittany Lucas Debbie Deem	Discuss	Debbie Deem	5 m
E. State Auditor and Internal Audit Finance Training for New Board Members	Discuss	Debbie Deem	5 m

	Purpose	Presenter	Time
F. Fraud Risk Assessment	Discuss	Spencer Adams	5 m
G. Chromebook Purchase	Vote	Debbie Deem	5 m

Replacement of the 1st and 2nd Grade student chromebooks.

- Bluum: 225 Chromebooks with Licensing (125 touch screen)
 - \$57,462.50
- Pinecove Consulting: 200 chromebooks with licensing
 - \$58,923
- Dell: 123 Chromebooks, no licensing
 - \$61,051.35
- Les Olsen: 200 chromebooks with licensing
 - \$69,908

Request that the Board approve the purchase of 225 chromebooks and licenses from Bluum.

H. Paint and Carpet	Vote	Debbie Deem	5 m
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Painting:

7 rooms and hallways and stairwells in the Junior High and Elementary.

- Brush Brothers: \$29,943
- Painter 1: \$30,564.80
- Daniel Solorio: \$27,000

Proposed that we contract with Daniel Solorio to complete the painting needs this year.

Carpet:

Wall 2 Wall tear out and install carpet squares for 5 rooms and the Elementary Library.

\$44,831.00

IV. Administrative Business 5:42 PM

A. Administrative Board Report	Discuss	Administration	10 m
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V. Policy Updates 5:52 PM

A. Policy Updates	Vote	Debbie Deem	5 m
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	Purpose	Presenter	Time
<ol style="list-style-type: none"> 1. Enrollment and Lottery Policy <ol style="list-style-type: none"> 1. Added Kindergarten requirements per recent legislation. 2. Added safe school disclosure and disciplinary proceeding requirements for students wishing to come to OPA. 2. Student/Parent Handbook <ol style="list-style-type: none"> 1. Updated for new year. 3. Background Check Policy <ol style="list-style-type: none"> 1. Added language to comply with requirements not to charge patrons for background check fees. 4. Service and Emotional Support Animal Policy <ol style="list-style-type: none"> 1. Aged review. Cleaned up extraneous language by changing definition of "Service Animal" 5. Unpaid Meal Charges Policy <ol style="list-style-type: none"> 1. Aged review. Some language clean up. 6. Gender Identity and Inclusion Policy <ol style="list-style-type: none"> 1. Added restrictions on what employees cannot do. Took out guidance reference as no guidance was given. 			
VI. Other Business			5:57 PM
<ol style="list-style-type: none"> A. Discussion <p>Next Board Meeting June 13.</p> 	Discuss	Debbie Deem	5 m
VII. Closing Items			6:02 PM
<ol style="list-style-type: none"> A. Adjourn Meeting 	Vote		

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 April 11, 2024

APPROVED



OGDEN PREPARATORY
ACADEMY

Ogden Preparatory Academy

Minutes

OPA Board of Directors Meeting

Date and Time

Thursday April 11, 2024 at 4:30 PM

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.

Directors Present

B. Gerena, B. Lucas, J. Howell, S. Mejeur, S. Zwygart

Directors Absent

None

Directors who arrived after the meeting opened

S. Mejeur

Ex Officio Members Present

D. Deem, K. Kennington, S. Lopez

Non Voting Members Present

D. Deem, K. Kennington, S. Lopez

Guests Present

Angela McPhee, S. Adams, S. Wright, Tasha Gonce

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Howell called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Apr 11, 2024 at 4:34 PM.

C. Approve Minutes

S. Zwygart made a motion to approve the minutes from OPA Board of Directors Meeting on 03-14-24.

B. Gerena seconded the motion.

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

D. Opportunity for Public Input

No Public.

II. Executive Session

A. Vote to enter closed session

S. Zwygart made a motion to go into closed session to protect the identity of an individual.

B. Lucas seconded the motion.

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

Roll Call

J. Howell Aye

S. Zwygart Aye

B. Lucas Aye

S. Mejeur Absent

B. Gerena Aye

B. Vote to exit closed session

S. Zwygart made a motion to exit closed session and return to open session.

B. Gerena seconded the motion.

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

Roll Call

S. Mejeur Absent
B. Gerena Aye
S. Zwygart Aye
J. Howell Aye
B. Lucas Aye

C. Student Discipline Decision

S. Zwygart made a motion to Pass the decision as discussed in closed session.
B. Lucas seconded the motion.
The board **VOTED** to approve the motion.

D. Director Evaluation

III. Finance

A. Financial Review

Spencer Adams presented.

- Reviewed revenue and expenses
- Next Year's budget - working on it. Do have a good idea of what the revenue will be. It will just depend on enrollment now.
 - Discussed the WPU for next year, and how things were consolidated.

B. Ratification of Additional Expenses

S. Zwygart made a motion to ratify the additional purchases as listed.
B. Lucas seconded the motion.

- ECC Playground and bike track
 - We needed to fill in and connect a piece that wasn't in the original quote.
- Lawn Maintenance tools - Lawn Mower, blower etc. showing what was purchased to be used.
 - The materials include all the quotes for
- JH Projector and Screen - The screen is smaller than we wanted. So want to make decisions about fixing that.

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

C. Elementary ELA Curriculum

S. Zwygart made a motion to Preapprove the ELA curriculum for \$115,000.
B. Lucas seconded the motion.
Discussed the adoption process for our Elementary ELA purchase.

Reviewed the prices and needs.
The board **VOTED** to approve the motion.

D. Salary Schedules

Decided this did not need to be voted on - Does not need board approval.

IV. Administrative Business

A. Administrative Board Report

Briefly discussed the board report.
S. Mejeur arrived at 5:29 PM.

B. Elementary Core Program Presentation

B. Lucas made a motion to approve Second Step for 3 years.
B. Gerena seconded the motion.
Presented by Kasey Kennington.

- Discussed Leader in Me in the Elementary our current program
- Presented Second Step as a Social-Emotional Program
 - Piloted the program in 1st, 5th, 6th grade with counselors and social workers.
 - The teachers would have a lesson for once a week, and then activities they implement into their regular lesson plans in the week.
 - Leadership items we will keep and maintain without doing Leader in Me

Discussed pricing and quotes. Decided to purchase for a 3-year term.
The board **VOTED** to approve the motion.

C. FY25 Days and Hours

S. Zwygart made a motion to Approve the calendar for days and hours 2024-2025.
B. Lucas seconded the motion.
Based on the approved calendar for 2024-2025.

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

D. Workers Compensation Coverage

We tried to get multiple bids, but no one responded. We will continue with what we have already been using. So no need to vote.

V. Policy Updates

A. Policy Updates

S. Zwygart made a motion to Approve the policy updates for Ethics, Substitute Teachers, and Administration of Medicine.

B. Lucas seconded the motion.

1. Ethics Policy - added to and made revisions

2. Substitute teachers - We now have a salary schedule so we took it out of the policy

3. Administration of Medicine - added that we don't recommend medicine to students and parents.

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

VI. Other Business

A. Discussion

- Discussed and reviewed the purpose and rules about calling emergency board meetings. Would like to
- Audit Review discussion - After working with the OCR we would like Heidi to audit and help us with these.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:42 PM.

Respectfully Submitted,
J. Howell

Coversheet

Opportunity for Public Input: General and on Fee Schedule

Section: I. Opening Items
Item: D. Opportunity for Public Input: General and on Fee Schedule
Purpose: Discuss
Submitted by:
Related Material: 7.16.POL Fee Schedule (EN) - Google Docs.pdf



OGDEN PREPARATORY ACADEMY

Official Policy

7. Students

7.16.POL Fee Schedule

Effective/Revision Date: 03/14/2024

Page 1 of 4

Fee Name	Amount
Course/Grade Related Fees (Curricular)	
Endurance Training/year <i>VASA membership; Sports program pays balance of membership.</i>	\$8.00/month
Credit Recovery <i>(not to be waived)</i>	\$25/semester
Advanced Placement Testing Fees <i>(not to be waived)</i>	Varies by test
Personal Discretionary Expenses (not to be waived)	
PE Uniform Shirt - 1 item	8.00
PE Uniform Shirt - 2 items	15.00
Yearbook Elementary, Soft Cover	17.00
Yearbook Elementary, Hard Cover	21.00
Yearbook Junior High	24.00
Class Change Fee	10.00
Replacement Name Tag*	5.00
Replacement Headphones*	8.00
Replacement Binder*	\$25.00
Replacement Planner*	\$7.00

Replacement or Repair for Chromebook**	Up to \$343
Lost or damaged books	Cost of book
Extracurricular Opportunities	
School Dances	Varies \$1-\$5
Lagoon School Day	Varies \$45- \$65 55
Optional Fundraising Opportunities	
Uniform Free Day	\$2 grades 7-9 \$1 grades PreK-6 Fee for grades 7-9 only
Expeditionary Learning Opportunities (Co-Curricular)	
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>	\$350.00
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:

7.16.POL Fee Schedule	
Effective/Revision Date: 03/14/2024	Page 2 of 4

- 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.

Student Device (chromebook) Repair Costs	
<ul style="list-style-type: none"> • <i>Part costs are wholesale costs and may be subject to change based on availability.</i> • <i>These costs are based on the device being reparable in house. Additional costs or replacement may be required for extensive damages.</i> • <i>Repairs will only be made if the cost is less than replacement.</i> 	
Item	Amount
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	\$60.00
Display Bezel	\$20.00
Display	\$130.00
Camera	\$15.00
Keys	\$0.10/each
Labor	\$40.00/hour

Document History

Approved: unknown

7.16.POL Fee Schedule	
Effective/Revision Date: 03/14/2024	Page 3 of 4

- 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.
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.*
- 03/09/2023 *Vasa membership charges removed. Replacement planner removed.*
- 09/14/2023 *Raised yearbook prices due to increased costs. Effective October 19, 2023.*
- 03/14/2024 *Increased free dress to \$2, increased West Coast trip to \$350.*

Legal References

7.16.POL Fee Schedule	
Effective/Revision Date: 03/14/2024	Page 4 of 4

Coversheet

Financial Review

Section: III. Finance
Item: A. Financial Review
Purpose: Discuss
Submitted by:
Related Material: April 2024 Budget Summary.pdf
April 2024 Budget Detail.pdf

Financial Summary as of April 30, 2024



BUDGET REPORT EXPENSES RATIOS

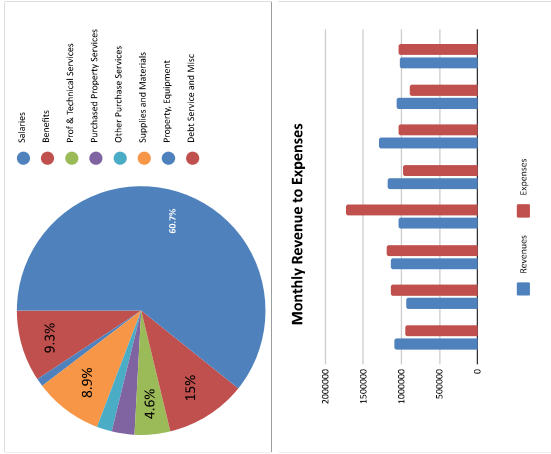
83.3% through the Year

	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	1015	1020	1015	
Revenue				
1000 Local	\$ 910,131	\$ 1,113,000	\$ 925,866	98%
3000 State	\$ 9,035,095	\$ 10,643,721	\$ 11,146,771	81%
4000 Federal	\$ 492,169	\$ 1,441,211	\$ 1,557,723	32%
Total Revenue	\$ 10,437,395	\$ 13,197,932	\$ 13,630,360	77%
Expenses				
100 Salaries	\$ 6,336,984	\$ 7,799,099	\$ 7,984,203	79%
200 Benefits	\$ 1,117,528	\$ 1,339,031	\$ 1,380,403	81%
300 Prof & Technical Services	\$ 491,659	\$ 574,464	\$ 603,924	81%
400 Purchased Property Services	\$ 318,627	\$ 343,080	\$ 387,851	82%
500 Other Purchase Services	\$ 205,969	\$ 233,342	\$ 264,620	78%
600 Supplies and Materials	\$ 955,344	\$ 928,500	\$ 1,164,458	82%
700 Property, Equipment	\$ 583,615	\$ 130,517	\$ 138,379	422%
800 Debt Service and Misc	\$ 1,093,282	\$ 1,218,098	\$ 1,221,198	90%
Total Expenses	\$ 11,103,008	\$ 12,566,131	\$ 13,145,036	84%
Net Income from Operations	\$ (665,613)	\$ 631,801	\$ 485,324	

Operating Margin -6.4%

4.8%

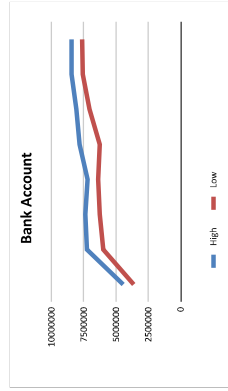
3.6%



	Actual	Goal	Covenants
Operating Margin	3.56%	3.55%	
MADS (Modified Acc)	1.40	1.41	1.10
Days Cash on Hand	234	100	30
Unrestricted DCOH	231	100	30
Building Payment %	9%	20%	

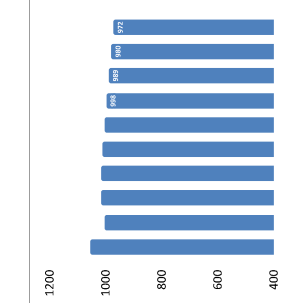
CASH RESERVES ENROLLMENT

Ending Cash Balance	\$ 8,436,802
Ending Unrestricted Cash Balance	\$ 8,330,162
Days Cash on Hand	234



Daycare	Actual Ytd	Forecast
Pre-K	\$ 2,398,744	\$ 2,398,744
1	\$ (665,613)	\$ -
2	\$ 167,514	\$ 167,514
3	\$ (1,210,058)	\$ (1,210,058)
4	\$ -	\$ -
5	\$ -	\$ -
6	\$ -	\$ -
7	\$ -	\$ -
8	\$ -	\$ -
9	\$ 690,587	\$ 1,356,200
Total	\$ 2,398,744	\$ 2,398,744

Month	A	S	O	N	D	J	F	M	A	M
Pre-K	108	101	101	101	100	100	101	101	99	98
1	91	96	98	99	96	97	99	97	95	94
2	97	92	95	96	96	94	96	95	94	94
3	105	98	98	97	99	98	98	98	95	95
4	108	104	106	106	104	104	102	101	102	101
5	114	107	111	109	110	109	108	105	106	106
6	98	92	93	93	91	91	90	90	90	87
7	116	111	108	110	111	109	108	107	105	103
8	116	106	106	106	105	104	103	102	102	102
9	103	96	99	98	99	98	93	93	92	92
Total	1056	1003	1015	1015	1011	1004	998	989	980	972



Created by Red Apple



Actuals as of: April 30, 2024 Percentage of Year: 83.3%

Budget Detail Report	(1,040 Students)	(1,020 Students)	1020	(15 Students)	1015	FY24 Capitalization Forecast	% of Forecast	Debbie's Changes
	FY23 Actuals	FY24 Actuals	FY24 Budget	Changes	FY24 Forecast			
Revenue								
1000 Local								
1510 Interest on Investments	\$ 297,551	\$ 386,265	\$ 250,000	\$ 150,000	\$ 400,000		96.6%	
1600 Lunch Program (Students & Adults)	\$ 81,717	\$ 64,241	\$ 60,000	\$ 4,241	\$ 64,241		100.0%	
1710 Student Sales	\$ 20,173	\$ 24,941	\$ 13,000	\$ 11,941	\$ 24,941		100.0%	
1710 Art Expo	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000		0.0%	
1740 Student Fees	\$ 12,191	\$ 3,385	\$ -	\$ 3,385	\$ 3,385		100.0%	
1745 Trips (Co-Curricular Fees)	\$ 64,382	\$ 43,980	\$ 80,000	\$ (36,020)	\$ 43,980		100.0%	
1760 Fines	\$ -	\$ 1,683	\$ 3,000	\$ (1,317)	\$ 1,683		100.0%	
1770 Fundraisers	\$ -	\$ 9,109	\$ -	\$ 9,109	\$ 9,109		100.0%	
1810 Preschool Revenue	\$ -	\$ 149,319	\$ 420,000	\$ (270,681)	\$ 149,319		100.0%	
1820 Afterschool Revenue (Daycare)	\$ -	\$ 54,418	\$ 200,000	\$ (145,582)	\$ 54,418		100.0%	
1910 Rental of Facility	\$ 10,760	\$ 11,358	\$ 10,000	\$ 1,358	\$ 11,358		100.0%	
1920 Contributions & Donations	\$ 47,486	\$ 5,901	\$ 40,000	\$ (34,099)	\$ 5,901		100.0%	
1920 Employer Childcare Startup Grant	\$ -	\$ 72,649	\$ -	\$ 72,649	\$ 72,649		100.0%	
1990 Medicaid	\$ 13,334	\$ 37,895	\$ 25,000	\$ 12,895	\$ 37,895		100.0%	
1990 Miscellaneous	\$ 13,275	\$ 44,987	\$ 10,000	\$ 34,987	\$ 44,987		100.0%	
Total 1000:	\$ 560,869	\$ 910,131	\$ 1,113,000	\$ (187,134)	\$ 925,866		98.3%	
3000 State								
0.3005 Regular School Prgm K	\$ 207,641	\$ 313,788	\$ 380,492	\$ (4,059)	\$ 376,433		83.4%	
0.3010 Regular School Prgm 1-12	\$ 3,237,015	\$ 3,088,637	\$ 3,780,110	\$ (73,242)	\$ 3,706,868		83.3%	
0.3020 Professional Staff	\$ 271,735	\$ 245,588	\$ 295,932	\$ (763)	\$ 294,629		83.4%	
31.1205 Special Education -- Add-On	\$ 571,134	\$ 614,035	\$ 620,936	\$ 115,906	\$ 736,842		83.3%	
31.1210 Special Education -- Self-Contained	\$ 42,526	\$ 25,799	\$ 46,392	\$ (15,433)	\$ 30,959		83.3%	
31.1220 Special Education -- Extended Year	\$ 4,130	\$ 3,997	\$ 4,505	\$ 291	\$ 4,796		83.3%	
31.1225 Special Education - Impact Aid	\$ 10,360	\$ 10,598	\$ 11,302	\$ 1,416	\$ 12,718		83.3%	
31.1278 Special Education - Extended Year Stipend	\$ 5,558	\$ 4,370	\$ -	\$ 4,370	\$ 4,370		100.0%	
31.5201 Class Size Reduction K-8	\$ 315,730	\$ 302,071	\$ 344,504	\$ 17,982	\$ 362,486		83.3%	
31.5344 Enhancement for At-risk students	\$ 233,591	\$ 309,230	\$ 254,737	\$ 116,339	\$ 371,076		83.3%	
31.5901 CTE College & Career Awareness	\$ 5,616	\$ 5,455	\$ 5,914	\$ 328	\$ 6,242		87.4%	
32.0500 Charter School Base Amount	\$ 88,610	\$ 97,300	\$ 117,300	\$ (575)	\$ 116,725		83.4%	
32.5310 Flexible Allocation	\$ -	\$ 2,167	\$ -	\$ 2,600	\$ 2,600		83.3%	
32.5619 Charter School Local Replacement	\$ 2,766,655	\$ 2,643,319	\$ 3,135,480	\$ 35,493	\$ 3,170,973		83.4%	
32.5651 Educator Professional Time (HB 396)	\$ 110,416	\$ 127,508	\$ 77,000	\$ 11,336	\$ 88,336		144.3%	
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	\$ 7,870	\$ 7,121	\$ 2,323	\$ 9,444		83.3%	
33.5641 Early Intervention	\$ 110,000	\$ -	\$ -	\$ -	\$ -		0.0%	
33.5805 Early Literacy (K-3)	\$ 48,630	\$ 54,958	\$ 50,541	\$ 15,409	\$ 65,950		83.3%	
34.5662 Outdoor Recreation Grant	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%	
34.5807 TSSP (Teacher Salary Supplement Prgm)	\$ 8,034	\$ 5,655	\$ -	\$ 5,655	\$ 5,655		100.0%	
34.5868 Teacher Materials and Supplies	\$ 9,677	\$ 10,942	\$ 9,677	\$ 1,265	\$ 10,942		100.0%	
34.5876 Educator Salary Adjustment	\$ 296,853	\$ 646,817	\$ 630,000	\$ 146,181	\$ 776,181		83.3%	
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	\$ (2,067)	\$ 59,966		0.0%	
35.5666 Professional Learning	\$ 6,624	\$ 5,993	\$ 7,126	\$ 66	\$ 7,192		83.3%	
35.5678 TSSA	\$ 211,153	\$ 220,341	\$ 264,409	\$ -	\$ 264,409		83.3%	
35.5679 Student Health & Counseling	\$ 12,159	\$ -	\$ 55,697	\$ 4,659	\$ 60,356		0.0%	
Mental Health Add-On Grant (Carry-Fwd)	\$ 13,396	\$ -	\$ 73,780	\$ 12,517	\$ 86,297		0.0%	Award Rc'd 1
35.5810 Library Books & Electronic Res	\$ 986	\$ -	\$ 1,076	\$ (1,076)	\$ -		0.0%	
38.5644 STEM Endorsement Center	\$ 943	\$ -	\$ -	\$ -	\$ -		0.0%	
38.5654 Period Products in Schools	\$ 1,296	\$ -	\$ -	\$ 1,500	\$ 1,500		0.0%	
38.5673 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%	
Professional Educator Licensure Grant	\$ -	\$ -	\$ -	\$ 10,870	\$ 10,870		0.0%	
38.5914 School Safety Specialist Stipend Grant	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000		0.0%	
School Safety and Support Grant	\$ -	\$ -	\$ -	\$ -	\$ 144,446		0.0%	
38.8070 Liquor Tax (Lunch Program)	\$ 94,926	\$ 135,644	\$ 90,000	\$ 45,644	\$ 135,644		100.0%	
Stronger Connections (PD)	\$ -	\$ -	\$ 100,000	\$ (100,000)	\$ -		0.0%	
Early Interactive Software Program (EISP)	\$ -	\$ -	\$ 25,525	\$ -	\$ 25,525		0.0%	
Total 3000:	\$ 9,068,312	\$ 9,035,095	\$ 10,643,721	\$ 358,604	\$ 11,146,771		81.1%	
4000 Federal								
42.7225 ESSER III ARP	\$ -	\$ -	\$ 494,767	\$ -	\$ 494,767		0.0%	
45-4522 IDEA Preschool	\$ -	\$ -	\$ 3,487	\$ 17	\$ 3,504		0.0%	
45-4524 IDEA	\$ -	\$ -	\$ 158,618	\$ 22,139	\$ 180,757		0.0%	
45.4524 PIP	\$ -	\$ -	\$ -	\$ 27,000	\$ 27,000		0.0%	
45-8075a NSLP - Free & Reduced	\$ 306,992	\$ 296,180	\$ 300,000	\$ -	\$ 300,000		98.7%	
45-8075b National School Lunch Program	\$ 103,700	\$ 51,926	\$ 75,000	\$ -	\$ 75,000		69.2%	
45-8075c NSLP - Breakfast	\$ 52,046	\$ 56,343	\$ 75,000	\$ -	\$ 75,000		75.1%	
45-8075d Supply Chain Assistance	\$ -	\$ 23,631	\$ -	\$ -	\$ -		0.0%	
45-8075e Kitchen Equipment Grant	\$ -	\$ 2,161	\$ 30,517	\$ -	\$ 30,517		7.1%	
45-8077 Child & Adult Day Care	\$ -	\$ 2,721	\$ -	\$ 2,721	\$ 2,721		100.0%	
45-8079a After School Program	\$ 11,990	\$ 12,395	\$ 5,284	\$ 7,111	\$ 12,395		100.0%	
45-807 Fresh Fruits and Vegetables	\$ -	\$ 46,159	\$ -	\$ 46,159	\$ 46,159		100.0%	
45-808 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	\$ 492,169	\$ 1,441,211	\$ 116,512	\$ 1,557,723		31.6%	
Total Revenue:	\$ 10,139,143	\$ 10,437,395	\$ 13,197,932	\$ 287,982	\$ 13,630,360		76.6%	



Actuals as of: April 30, 2024 Percentage of Year: 83.3%

Budget Detail Report	(1,040 Students)	(1,020 Students)	1020	(5 Students)	1015	FY24 Capitalization Forecast	% of Forecast	Debbie's Changes
	FY23 Actuals	FY24 Actuals	FY24 Budget	Changes	FY24 Forecast			
Expenses								
100 Salaries								
121 Principals and Assistants	\$ 693,256	\$ 598,735	\$ 779,951	\$ (31,247)	\$ 748,704		80.0%	
131a Teachers	\$ 3,333,530	\$ 3,031,890	\$ 3,540,599	\$ 62,844	\$ 3,603,443		84.1%	
131f <u>Stipends (Sports, other)</u>	\$ 124,114	\$ 3,483	\$ 30,000	\$ -	\$ 30,000		11.6%	
131g End of Year Bonus / Returning Bonus	\$ 43,066	\$ 28,375	\$ 44,000	\$ -	\$ 44,000		64.5%	
131h Christmas Bonus	\$ 61,082	\$ 71,758	\$ 60,000	\$ 11,758	\$ 71,758		100.0%	
131j <u>Stipends (Greensheets)</u>	\$ -	\$ 4,523	\$ 5,000	\$ 1,000	\$ 6,000		75.4%	
131k <u>Stipends (flow through: ESY, TSSP, School Saf</u>	\$ -	\$ 6,746	\$ -	\$ 10,166	\$ 10,166		66.4%	
131l <u>HB 396 Educator Professional Time Stipend</u>	\$ 57,726	\$ 22,736	\$ 50,000	\$ 38,336	\$ 88,336		25.7%	
131a Preschool Teachers	\$ -	\$ 118,066	\$ 353,035	\$ (187,421)	\$ 165,614		71.3%	
131c Special Education Director & Teachers	\$ 436,594	\$ 497,581	\$ 753,589	\$ (44,000)	\$ 709,589		70.1%	
132a Substitute Teachers	\$ 67,456	\$ 41,373	\$ 65,818	\$ -	\$ 65,818		62.9%	
132b PTO Cash out	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000		0.0%	
142a Counselor & Social Worker	\$ 132,160	\$ 197,934	\$ 242,750	\$ -	\$ 242,750		81.5%	
142b Occupational Therapist	\$ -	\$ 21,632	\$ -	\$ 25,387	\$ 25,387		85.2%	
143 Nurse	\$ 668	\$ -	\$ 1,246	\$ -	\$ 1,246		0.0%	
145 Librarian	\$ 151,804	\$ 136,177	\$ 165,500	\$ -	\$ 165,500		82.3%	
SRO	\$ -	\$ -	\$ -	\$ 144,446	\$ 144,446		0.0%	
152 Secretarial & Clerical	\$ 204,534	\$ 181,617	\$ 214,879	\$ -	\$ 214,879		84.5%	
161a Special Education TA	\$ 389,735	\$ 362,092	\$ 325,858	\$ 33,851	\$ 359,709		100.7%	
161b General Ed TA	\$ 5,590	\$ -	\$ -	\$ -	\$ -		0.0%	
161c <u>Title I TA</u>	\$ 213,361	\$ 270,412	\$ 270,253	\$ 42,853	\$ 313,106		86.4%	
161d <u>Early Literacy (K-3) TA</u>	\$ 63,523	\$ 59,472	\$ 64,498	\$ -	\$ 64,498		92.2%	
161e <u>Land Trust TA</u>	\$ 46,160	\$ 37,494	\$ 44,436	\$ 4,825	\$ 49,261		76.1%	
161f <u>Early Intervention TA</u>	\$ 12,878	\$ 7,347	\$ 16,520	\$ -	\$ 16,520		44.5%	
161g ESSER III TA (Put with Afterschool)	\$ 78,786	\$ -	\$ -	\$ -	\$ -		0.0%	
161g After School Program (ESSER III)	\$ -	\$ 84,815	\$ 181,976	\$ (41,847)	\$ 140,129		60.5%	
161a <u>Preschool Aides</u>	\$ -	\$ 59,033	\$ -	\$ 85,380	\$ 85,380		69.1%	
182 Facility Support	\$ 42,455	\$ 60,365	\$ 61,255	\$ 12,809	\$ 74,064		81.5%	
184 IT Support	\$ 68,917	\$ 103,238	\$ 120,241	\$ 8,192	\$ 128,433		80.4%	
191 Food Service	\$ 318,945	\$ 330,090	\$ 392,695	\$ 7,772	\$ 400,467		82.4%	
Total 100:	\$ 6,546,340	\$ 6,336,984	\$ 7,799,099	\$ 185,104	\$ 7,984,203		81.3%	
200 Benefits								
220 Social Security	\$ 495,633	\$ 477,649	\$ 596,631	\$ -	\$ 596,631		80.1%	
230 Retirement	\$ 146,277	\$ 137,788	\$ 160,000	\$ 4,681	\$ 164,681		83.7%	
241 Group Insurance	\$ 340,904	\$ 358,487	\$ 400,000	\$ 32,691	\$ 432,691		82.9%	
242 Waiver Benefit	\$ 159,875	\$ 117,500	\$ 150,000	\$ -	\$ 150,000		78.3%	
270 Worker's Compensation Fund	\$ 17,479	\$ 12,596	\$ 17,400	\$ -	\$ 17,400		72.4%	
280 Unemployment Insurance	\$ 11,345	\$ 13,508	\$ 15,000	\$ 4,000	\$ 19,000		71.1%	
Total 200:	\$ 1,171,513	\$ 1,117,528	\$ 1,339,031	\$ 41,372	\$ 1,380,403		81.0%	
300 Prof & Technical Services								
310 Other Contracted Services	\$ -	\$ 5,000	\$ -	\$ 20,000	\$ 20,000		25.0%	
320 Substitute Services	\$ 7,546	\$ 2,147	\$ 8,000	\$ -	\$ 8,000		26.8%	
320 Mental Health (Weber Health Services)	\$ 13,235	\$ 5,409	\$ 15,000	\$ -	\$ 15,000		36.1%	
323 Speech Therapy	\$ 157,014	\$ 193,226	\$ 204,768	\$ 28,232	\$ 233,000		82.9%	
323 Psychology / Behavior	\$ 9,203	\$ 6,889	\$ 10,000	\$ -	\$ 10,000		68.9%	
330 Employee Training & Development	\$ 80,329	\$ 102,819	\$ 132,000	\$ (21,130)	\$ 110,870		92.7%	
352 Audit Services	\$ 22,150	\$ 24,658	\$ 22,300	\$ 3,358	\$ 25,658		96.1%	
345 Business Manager Services	\$ 85,680	\$ 72,830	\$ 87,396	\$ -	\$ 87,396		83.3%	
349 Legal	\$ 35,958	\$ 1,200	\$ 10,000	\$ -	\$ 10,000		12.0%	
350 IT Services	\$ 52,873	\$ 77,481	\$ 85,000	\$ (1,000)	\$ 84,000		92.2%	
Total 300:	\$ 463,988	\$ 491,659	\$ 574,464	\$ 29,460	\$ 603,924		81.4%	
400 Purchased Property Services								
410 Garbage / Sewer / Water	\$ 34,452	\$ 41,628	\$ 60,000	\$ -	\$ 60,000		69.4%	
430 Repairs / Maintenance / Monitoring	\$ 183,047	\$ 119,274	\$ 120,000	\$ 20,000	\$ 140,000		85.2%	
433 Cleaning & Custodial Services	\$ 71,244	\$ 104,937	\$ 132,000	\$ -	\$ 132,000		79.5%	
435 Lawn Care & Snow Removal	\$ 63,077	\$ 44,333	\$ 30,240	\$ 16,760	\$ 47,000		94.3%	
442 Rental of Equipment & Vehicles	\$ -	\$ 804	\$ -	\$ 1,200	\$ 1,200		67.0%	
443 Lease of Copy Machines	\$ 4,391	\$ 1,401	\$ 840	\$ 561	\$ 1,401		100.0%	
450 Construction Services	\$ -	\$ 6,250	\$ -	\$ 6,250	\$ 6,250		100.0%	
Total 400:	\$ 356,211	\$ 318,627	\$ 343,080	\$ 44,771	\$ 387,851		82.2%	
500 Other Purchase Services								
517 Trips	\$ 104,670	\$ 99,608	\$ 120,000	\$ (15,000)	\$ 105,000		94.9%	\$ (8,218.34)
518 Field Trips (Bussing & Entrance Fees)	\$ 18,737	\$ 8,507	\$ 30,000	\$ -	\$ 30,000		28.4%	
518 Student Activities - Aguilas Bussing	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200		0.0%	
518 Sports (Bussing, Fees, Tri, Weight Training)	\$ 21,247	\$ 12,587	\$ 25,000	\$ (4,000)	\$ 21,000		59.9%	
520 Property & Liability Insurances	\$ 40,680	\$ 47,644	\$ 44,142	\$ 12,278	\$ 56,420		84.4%	
530 Communication (Phone & Internet)	\$ 18,290	\$ 23,641	\$ 3,000	\$ 27,000	\$ 30,000		78.8%	
540 Marketing	\$ 1,667	\$ 1,131	\$ 5,000	\$ -	\$ 5,000		22.6%	
580 Travel / Per Diem	\$ 19,377	\$ 12,851	\$ 5,000	\$ 11,000	\$ 16,000		80.3%	
Total 500:	\$ 224,668	\$ 205,969	\$ 233,342	\$ 31,278	\$ 264,620		77.8%	



Actuals as of: April 30, 2024 Percentage of Year: 83.3%

Budget Detail Report	(1,040 Students)	(1,020 Students)	1020	(5 Students)	1015	FY24 Capitalization Forecast	% of Forecast	Debbie's Changes
	FY23 Actuals	FY24 Actuals	FY24 Budget	Changes	FY24 Forecast			
600 Supplies and Materials								
610 Classroom/ Legislative Supplies	\$ 46,677	\$ 33,092	\$ 35,000	\$ -	\$ 35,000		94.5%	\$(18,396.39)
610 SpEd Supplies	\$ 10,528	\$ 11,856	\$ 10,000	\$ 10,000	\$ 20,000		59.3%	\$(1,174.47)
610 Preschool Supplies	\$ -	\$ 27,141	\$ 1,000	\$ 31,362	\$ 32,362		83.9%	
610 Garden Grant	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%	
610 Event Supplies	\$ 3,164	\$ 9,076	\$ 30,000	\$ (15,000)	\$ 15,000		60.5%	\$(2,858.93)
610 Sports Supplies	\$ -	\$ 3,946	\$ -	\$ 4,000	\$ 4,000		98.7%	
610 Clubs	\$ 3,720	\$ 1,827	\$ 4,000	\$ (1,500)	\$ 2,500		73.1%	\$(173.39)
610 Yearbooks	\$ 5,571	\$ 7,136	\$ 6,000	\$ 1,136	\$ 7,136		100.0%	
610 Art Expo	\$ -	\$ 426	\$ 2,400	\$ (1,974)	\$ 426		100.0%	
610 Aguilas & 7 Habits	\$ 2,402	\$ 1,949	\$ 3,000	\$ 1,000	\$ 4,000		48.7%	
610 Staff Meals / Appreciation / Prof Dev	\$ 44,198	\$ 16,607	\$ 20,000	\$ 5,000	\$ 25,000		66.4%	\$(562.42)
610 Counseling / Cultural Supplies	\$ 44	\$ 34	\$ -	\$ 34	\$ 34		100.0%	
610 Board Expenses	\$ 2,591	\$ 3,174	\$ 3,500	\$ -	\$ 3,500		90.7%	
610 Office Supplies	\$ 64,875	\$ 50,949	\$ 35,000	\$ 35,000	\$ 70,000		72.8%	
610 OPA Apparel / Concessions	\$ 15,632	\$ 28,919	\$ 20,000	\$ 15,000	\$ 35,000		82.6%	
621 Natural Gas	\$ 39,565	\$ 34,588	\$ 50,000	\$ -	\$ 50,000		69.2%	
622 Electricity	\$ 75,416	\$ 62,076	\$ 85,000	\$ -	\$ 85,000		73.0%	
630 Lunch Program Food & Supplies	\$ 395,659	\$ 437,217	\$ 440,000	\$ -	\$ 440,000		99.4%	
641 Curriculum	\$ 147,434	\$ 118,720	\$ 110,000	\$ 95,000	\$ 205,000		57.9%	
644 Library	\$ 20,417	\$ 15,102	\$ 15,000	\$ 500	\$ 15,500		97.4%	
650 Technology Related Supplies	\$ 711	\$ 17,408	\$ 8,000	\$ 12,000	\$ 20,000		87.0%	
670 Educational Software	\$ -	\$ 29,697	\$ -	\$ 30,000	\$ 30,000		99.0%	
680 Maintenance Supplies	\$ 45,490	\$ 16,646	\$ 35,000	\$ -	\$ 40,000		41.6%	
680 Cleaning Supplies (BEAR)	\$ -	\$ 27,758	\$ 15,600	\$ 9,400	\$ 25,000	\$ 55,241.00	91.8%	
Total 600:	\$ 924,094	\$ 955,344	\$ 928,500	\$ 230,958	\$ 1,164,458	\$ 55,241.00	82.0%	
700 Property, Equipment								
710 Land and Site Improvement	\$ 41,150	\$ 167,959	\$ 10,000	\$ -	\$ 10,000	\$ 158,037.00	100.0%	
720 Buildings	\$ -	\$ 1,700	\$ -	\$ 1,700	\$ 1,700		100.0%	
733 Furniture and Fixtures	\$ 69,230	\$ 136,175	\$ 10,000	\$ 12,000	\$ 22,000	\$ 115,173.00	99.3%	
733 ECC Furniture and Fixtures	\$ -	\$ 41,287	\$ -	\$ -	\$ 41,287		100.0%	
734 Technology Related Hardware	\$ 143,451	\$ 209,197	\$ 80,000	\$ (58,500)	\$ 21,500	\$ 189,284.85	99.2%	
736 Technology Related Software	\$ -	\$ 10,921	\$ -	\$ 11,375	\$ 11,375		96.0%	
738 Kitchen Equipment	\$ 72,755	\$ 16,376	\$ 30,517	\$ -	\$ 30,517		53.7%	
Total 700:	\$ 326,586	\$ 583,615	\$ 130,517	\$ (33,425)	\$ 138,379	\$ 462,494.85	421.8%	
800 Debt Service and Misc								
810 Dues and Fees	\$ 20,136	\$ 29,709	\$ 30,000	\$ 3,000	\$ 33,000		90.0%	
812 Banking Fees	\$ 1,873	\$ 1,271	\$ 3,000	\$ -	\$ 3,000		42.4%	
850 Bond - Restricted Assets	\$ 1,114,842	\$ 1,062,302	\$ 1,165,098	\$ -	\$ 1,165,098		91.2%	
850 Contingency	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000		0.0%	
890 Miscellaneous	\$ -	\$ -	\$ -	\$ 100	\$ 100		0.0%	
Total 800:	\$ 1,136,851	\$ 1,093,282	\$ 1,218,098	\$ 3,100	\$ 1,221,198		89.5%	
Total Expenses:	\$ 1,150,251	\$ 1,103,008	\$ 1,256,613	\$ 532,618	\$ 1,314,536	\$ 467,735.85	84.5%	\$(31,384.43)
Net Income:	\$(1,011,108)	\$(665,613)	\$ 631,801	\$ (244,637)	\$ 485,324			
Reserve Funds Used in Year:				MADS Goal 1.41	1.42			
Fund Reserve:				Goal w/respect to MADS	\$ 477,690	Diff:	\$ 7,633.65	

Coversheet

Elementary ELA Curriculum for Special Education

Section: III. Finance
Item: B. Elementary ELA Curriculum for Special Education
Purpose: Vote
Submitted by:
Related Material: Sped_Tier_2&3_ELA_Curriculum.pdf
Ogden_Preparatory_Academy_Read_180_3_Years_5-13-2024.pdf

Special Education Purchase					
UFLI (Grades K-3)		Read 180 (Grades 4-6)		Programs	Total:
Foundations K-3	\$140	Materials & Subscription	\$7,959.92	UFLI	\$160
Shipping	\$20	Shipping (<i>estimate</i>)	\$1,000	Read 180	\$8,959.92
TOTAL	\$160		\$8,959.92	TOTAL	9119.92
FYI - Final Pricing of Last Month's ELA Purchases:					
Programs	Total:				
K-5 Wonders & Wonderworks	\$77,045.77				
K-6 all 95% Phonics	\$35,069				
SPIRE	\$2,342.72				
TOTAL	\$114,457.59				



Houghton Mifflin Harcourt

Proposal #009023910

Prepared For

Ogden Preparatory Academy

Attention:

Angela McPhee

amcphee@ogdenprep.org

For the Purchase of:

Ogden Preparatory Academy Read 180

Prepared By

Spencer Okey

spencer.okey@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Coupon Code: PRODPB20

Send **Check Payments** to:
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14046 Collections Center Drive
Chicago, IL 60693

Attention:
Angela McPhee
amcphee@ogdenprep.org

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Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

Ogden Preparatory Academy

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Stage A						
Student Licenses						
1866602	9780358937289 Read 180 on Ed Student Digital Subscription 3 Year	\$327.00	20	\$6,540.00	\$1,308.00	\$5,232.00
Includes: Read 180 on Ed Student License 3 Year Implementation Success						
Total for Student Licenses		\$5,232.00				
Teacher Licenses						
1835548	9780358740667 Read 180 on Ed Teacher Digital Subscription 3 Year	\$897.00	2	\$1,794.00	\$1,794.00	
Includes: Read 180 on Ed Teacher License 3 Year Access to Teacher's Corner						
Total for Teacher Licenses		\$0.00				
A la Carte Items Available for Purchase						
Classroom Materials						
1847494	9780358804697 Read 180 Stage A Teacher Bookshelf	\$710.00	1	\$710.00	\$142.00	\$568.00
Includes: Read 180 Stage A Getting Started Book 1 Teaching Guide Read 180 Stage A Getting Started Book 2 Teaching Guide Read 180 Code Book 1 Teaching Guide Read 180 Code Book 2 Teaching Guide Read 180 Code Book 3 Teaching Guide Read 180 Code Book 4 Teaching Guide Read 180 Stage A ReaL Book Workshop 1 Teaching Guide Read 180 Stage A ReaL Book Workshop 2 Teaching Guide Read 180 Stage A ReaL Book Workshop 3 Teaching Guide Read 180 Stage A ReaL Book Workshop 4 Teaching Guide Read 180 Stage A ReaL Book Workshop 5 Teaching Guide Read 180 Stage A ReaL Book Workshop 6 Teaching Guide Read 180 Stage A ReaL Book Workshop 7 Teaching Guide Read 180 Stage A ReaL Book Workshop 8 Teaching Guide Read 180 Stage A ReaL Book Workshop 9 Teaching Guide Read 180 Stage A ReaL Book Workshop 10 Teaching Guide Read 180 Stage A ReaL Book Workshop 11 Teaching Guide Read 180 Stage A ReaL Book Workshop 12 Teaching Guide Read 180 Stage A Classroom Poster Pack Read 180 Classroom Poster Pack A-C, National						
1798805	9780358363002 HMH Word Building Kit	\$49.95	1	\$49.95	\$9.99	\$39.96
Teacher Materials						
1798805	9780358363002 HMH Word Building Kit	\$49.95	1	\$49.95	\$9.99	\$39.96
Student Materials						
1840243	9780358766315 Read 180 Stage A ReaL Book Workshops 1-3 Student Edition Bundle 3 Year Print	\$90.00	15	\$1,350.00	\$270.00	\$1,080.00
Includes: Read 180 Stage A ReaL Book Workshop 1-3 Student Edition Read 180 Stage A Getting Started Book 1 Student Edition With the purchase of R180 print subscription duration years 2-8, the customer print subscription refill process will allow customers to order any of workshops in groups of three (Workshops 1-3, 4-6, 7-9 or 10-12)						
1840235	9780358766230 Read 180 Code Books 1-4 Student Edition Bundle for Stage A, 3 Year Print Subscription	\$90.00	5	\$450.00	\$90.00	\$360.00
Includes: Read 180 Code Books 1-4 Student Edition Read 180 Stage A Getting Started Book 1 Student Edition						
Total for A la Carte Items Available for Purchase		\$2,087.92				

Total for Stage A **\$7,319.92**

Professional Services - Read 180

Getting Started with Read 180

1833602	9780358732082 Getting Started Introduction to Read 180 on Ed Live Online 2-Hour Grade 3-12	\$800.00	1	\$800.00	\$160.00	\$640.00
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Coupon Code: PRODPB20

Attention:
Angela McPhee
amcphee@ogdenprep.org

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FAX: 800-269-5232

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

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Ogden Preparatory Academy

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
	<p>This two-hour Getting Started session introduces teachers to their new program's structure, essential resources, and implementation recommendations. Teachers will also explore Ed, HMH's teaching and learning platform, and the professional learning pathway on Ed.</p> <p>Getting Started is the initial step toward a successful first 30 days. Ongoing training and support will be also provided on Ed. There, teachers will access a guided learning pathway based on their grade level and implementation timeline. A recommended sequence of topics, which includes live sessions, videos, interactive media, and related resources, will help teachers plan, teach, and assess student learning using their new HMH program. After teachers complete each pathway topic, they receive a certificate of completion.</p>					
Total for Getting Started with Read 180				\$640.00		
Total for Professional Services - Read 180				\$640.00		

Subtotal Purchase Amount:	\$7,959.92	
Total Cost of Proposal (PO Amount):	\$7,959.92	+ Shipping (Not Included)
Please add proper sales tax to your order		

Coupon Code: PRODPB20

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Attention:
 Angela McPhee
 amcphee@ogdenprep.org

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Ogden Preparatory Academy

Total Cost of Proposal (PO Amount): \$7,959.92

This is a cost proposal only.

This cost proposal is subject to HMH's standard Terms and Conditions ('Ts &Cs') below:

<http://www.hmhco.com/terms-of-use/services>.

Ts & Cs are also found on HMH invoices.

HMH reserves the right to modify its Ts & Cs from time to time and agrees to notify you prior to such modifications becoming effective.

Date of Proposal: 5/13/2024

Proposal Expiration Date: 6/27/2024



Houghton Mifflin Harcourt

Coupon Code: PRODPB20

Attention:
Angela McPhee
amcphee@ogdenprep.org

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Chicago, IL 60693

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Coversheet

Red Apple Agreement Addendum

Section: III. Finance
Item: C. Red Apple Agreement Addendum
Purpose: Vote
Submitted by:
Related Material: Red Apple Agreement Addendum.pdf



Debbie Deem <ddeem@ogdenprep.org>

Red Apple Addendum

2 messages

Steve Finley <Steve@redapplefinance.com>

Mon, Apr 15, 2024 at 8:58 AM

To: Debbie Deem <ddeem@ogdenprep.org>, "smejeur@ogdenprep.org" <smejeur@ogdenprep.org>

Hello Debbie and Sara,

I would like to propose a 1% change to the annual escalation to the agreement with Red Apple Financial. The current verbiage in the agreement is as follows:

Escalation Each July 1st, beginning July 1, 2024, the monthly service fee shall be increased by the lesser of 2% or the % increase in the state student education funding (calculated as the % increase in school funding from LRF & WPU). Red Apple reserves the right to waive any escalation.

For your consideration we would like to amend with the attached addendum with the same verbiage with the only change being 2% changing to 3%. If approved, this would be effective for July 1st 2024. Thank You for your consideration.

Thanks,

Steve Finley

Owner / President



Cell: 801.721.0142

Fax: 801.822.3224

 **Red Apple Addendum_OPA.docx**
31K

Debbie Deem <ddeem@ogdenprep.org>
To: Steve Finley <Steve@redapplefinance.com>
Cc: "smejeur@ogdenprep.org" <smejeur@ogdenprep.org>

Mon, Apr 15, 2024 at 3:09 PM

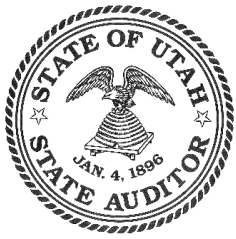
Hi Steve,
I will add this to our next Board agenda.

Thank you!
Debbie
[Quoted text hidden]

Coversheet

Fraud Risk Assessment

Section: III. Finance
Item: F. Fraud Risk Assessment
Purpose: Discuss
Submitted by:
Related Material: OPA Fraud Risk Assessment_FY24 - signed.pdf



OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised December 2020

Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

Fraud Risk Assessment

Continued

*Total Points Earned: 395 /395 *Risk Level: Very Low Low Moderate High Very High
 > 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?		20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	20	20
9. Does the entity have a formal audit committee?	20	20

*Entity Name: Ogden Preparatory Academy

*Completed for Fiscal Year Ending: 2024 *Completion Date: 5/7/2024

*CAO Name: Debbie Deem *CFO Name: Spencer Adams

*CAO Signature: *Debbie Deem* *CFO Signature: *Spencer Adams*
Spencer Adams (May 8, 2024 08:55 MDT)

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".	X			
4. Are all the people who have access to blank checks different from those who are authorized signers?	X			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			

* MC = Mitigating Control

Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.









OPA Fraud Risk Assessment_FY24

Final Audit Report

2024-05-08

Created:	2024-05-08
By:	Debbie Deem (ddeem@ogdenprep.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAASw0_kdXhg3s3dGlmnKJLUoMRH8UNKap

"OPA Fraud Risk Assessment_FY24" History

-  Document created by Debbie Deem (ddeem@ogdenprep.org)
2024-05-08 - 2:50:27 PM GMT
-  Document emailed to Debbie Deem (ddeem@ogdenprep.org) for signature
2024-05-08 - 2:51:26 PM GMT
-  Document e-signed by Debbie Deem (ddeem@ogdenprep.org)
Signature Date: 2024-05-08 - 2:51:51 PM GMT - Time Source: server
-  Document emailed to spencer@redapplefinance.com for signature
2024-05-08 - 2:51:52 PM GMT
-  Email viewed by spencer@redapplefinance.com
2024-05-08 - 2:54:44 PM GMT
-  Signer spencer@redapplefinance.com entered name at signing as Spencer Adams
2024-05-08 - 2:55:08 PM GMT
-  Document e-signed by Spencer Adams (spencer@redapplefinance.com)
Signature Date: 2024-05-08 - 2:55:10 PM GMT - Time Source: server
-  Agreement completed.
2024-05-08 - 2:55:10 PM GMT

Coversheet

Chromebook Purchase

Section: III. Finance
Item: G. Chromebook Purchase
Purpose: Vote

Submitted by:

Related Material:

Quote_326146_1715108589456.pdf

Pine_Cove_Consulting.009546.v2.4.pdf

Ogden Preparatory Academy Mail - Your Dell Quote 3000175319222.1 _ Customer 139613477 _ O

GDEN PREPARATORY ACADEMY.pdf

MITQ215098_QuoteValet_2024-05-06T17-46.22Z.pdf



Quote

#326146

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

05/07/2024

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

Expires	Sales Rep	Contract	Terms
05/21/2024	822 Adil Moledina		Net 30

Qty	Item	MFG	Price	Ext. Price
100	Product Required Dell Chromebook 11 - 3110, Intel Celeron N4500 Processor (Dual Core, Up to 2.80GHz, 4MB Cache, 6W), 11.6 inch HD (1366 x 768) Anti-Glare Non-Touch Display, WLAN Capable, Intel UHD Graphics, 4GB Memory, 32GB eMMC Hard Drive, Intel Wi Fi 6 AX201 + Bluetooth, Chrome OS, HD RGB Camera and Microphone, US English Single Pointing Non-Backlit Keyboard	Dell	\$210.00	\$21,000.00
125	Product Required Dell Chromebook 11 - 3110, Intel Celeron N4500 Processor (Dual Core, Up to 2.80GHz, 4MB Cache, 6W), 11.6 inch HD (1366 x 768) Anti-Glare Touch Display, WLAN Capable, Intel UHD Graphics, 4GB Memory, 32GB eMMC Hard Drive, Intel Wi Fi 6 AX201 + Bluetooth, Chrome OS, HD RGB Camera and Microphone, US English Single Pointing Non-Backlit Keyboard	Dell	\$235.00	\$29,375.00
225	CROSSWDISEDUNEW Google Chrome OS Management Console License, Education	Google	\$31.50	\$7,087.50

****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	\$57,462.50
Tax Total	\$0.00
Shipping Cost	\$0.00
Total	\$57,462.50



326146



Quote

#326146

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

05/07/2024

To accept this quotation, sign here : _____

Printed Name/Title/Date : _____

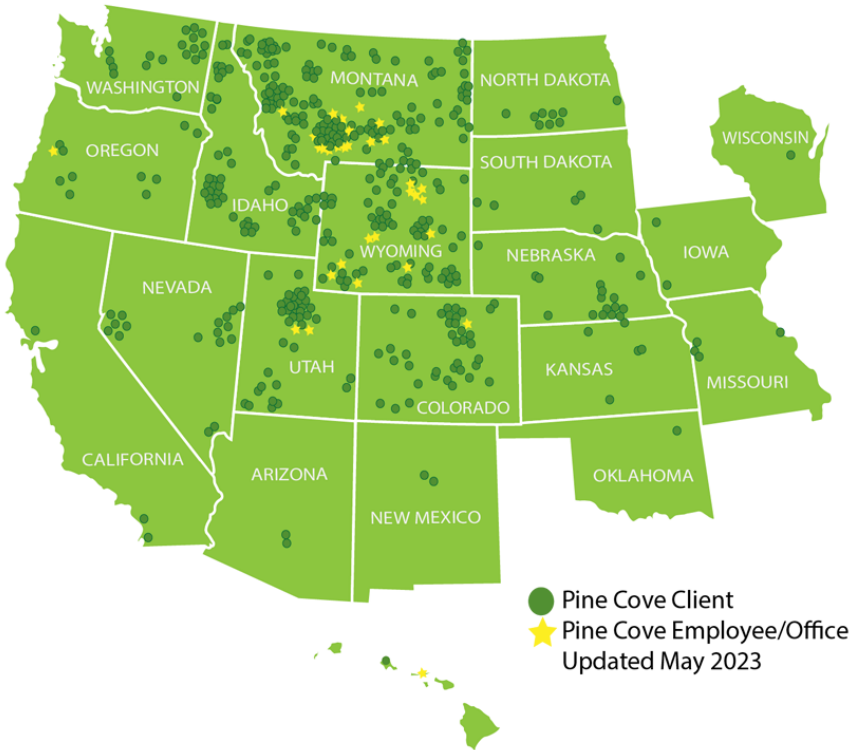
Shipping and Billing Address listed on quote are accurate : []Yes []No

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.



326146



pine:cove
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We have prepared a quote for you:

Dell Chromebooks

Quote # 009546
Version 2


Prepared for:

**Ogden Preparatory
Academy**

Michael Berube
mberube@ogdenprep.org



200

Description	Price	Qty	Ext. Price
Dell Chromebook JSL 11 3110 4GB (1DIMM) 64GB EMMC Intel Celeron NT 1366X768 WLS 3C 42WH 11.6in 	\$262.32	200	\$52,464.00
Shipping, Handling and Insurance	\$65.00	1	\$65.00
GOOGLE CHROME MANAGEMENT LICENSE	\$31.97	200	\$6,394.00
Subtotal:			\$58,923.00



Dell Chromebooks

Prepared by:

Pine Cove Consulting
sales@pinecc.com
800-432-0346

Prepared for:

Ogden Preparatory Academy
1415 Lincoln Ave
Ogden, UT 84404
Michael Berube
(801) 695-5925
mberube@ogdenprep.org

Quote Information:

Quote #: 009546
Version: 2
Delivery Date: 04/25/2024
Expiration Date: 05/14/2024

Quote Summary

Description	Amount
200	\$58,923.00
Total: \$58,923.00	

This proposal shall not be used for the creation of RFP/RFQ documents, by the customer.

TERMS: Due on receipt of invoice.

Access to the customer portal for online payment is @ <https://pinecc.connectboosterportal.com>

Applicable fees and taxes not included.



Michael Berube <mberube@ogdenprep.org>

Your Dell Quote 3000175319222.1 | Customer 139613477 | OGDEN PREPARATORY ACADEMY

2 messages

Zahra.Afaq@dell.com <Zahra.Afaq@dell.com>
 To: Zahra.Afaq@dell.com, mberube@ogdenprep.org

Thu, May 2, 2024 at 12:07 PM



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Jun. 01, 2024**.

You can download a copy of this quote during checkout.

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Quote Name:	New quote 3120	Sales Rep	Zahra Afaq
Quote No.	3000175319222.1	Phone	(800) 456-3355, 6186335
Total	\$61,051.35	Email	Zahra.Afaq@Dell.com
Customer #	139613477	Billing To	MICHAEL BERUBE OGDEN PREPARATORY ACADEMY 290 N FLINT ST KAYSVILLE, UT 84037-9773
Quoted On	May. 02, 2024		
Expires by	Jun. 01, 2024		
Contract Name	Dell NASPO Computer Equipment PA - Utah		
Contract Code	C000001121527		
Customer Agreement #	23026 / PA4283		
Deal ID	27321752		

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
 Zahra Afaq

Additional Comments

DELL BUSINESS CREDIT: ^ If your purchase qualifies for a promotional offer, the promotion will automatically be applied to this quote and will be reflected in your monthly statement. NO INTEREST IF PAID IN FULL WITHIN 90 DAYS: Available at time of purchase on (1) qualifying XPS, Latitude, OptiPlex, Precision, Vostro, Inspiron, G-Series, Alienware \$699 or more, (2) Dell monitors \$199 or more and (3)PowerEdge, PowerVault and Dell Networking, when using Dell Business Credit on November 28, 2022 through December 31, 2022. Minimum purchase amount may be required. Minimum monthly payments are required but may not pay your purchase in full by the end of the promotional period due to purchase amount, promotion length, additional purchases or allocation of payments in excess of the minimum payment. Promotional offer is valid

only when account remains in good standing. Accrued Finance Charges will be billed from the transaction posting date, if the purchase balance is not paid in full within 90 days. RESTRICTIONS: Assumes product is available. Any promotional offer is limited-time and intended for qualified customers. Offers, including those at Dell.com may vary, are subject to credit approval and may be changed without notice. PROMOTION DOES NOT INCLUDE printer cables, toner, warranty or any peripheral items. Refurbished and/or used purchases do not qualify for promotions. Promotional financing is made available to Dell Direct customers only and is not combinable with other Dell, DFS or other vendor offers.

Product	Unit Price	Quantity	Subtotal
Dell Chromebook 3120	\$245.88	100	\$24,588.00
Dell Chromebook 3120	\$296.45	123	\$36,463.35
Subtotal:			\$61,051.35
Shipping:			\$0.00
Environmental Fee:			\$0.00
Non-Taxable Amount:			\$61,051.35
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$61,051.35

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Shipping Group Details

Shipping To MICHAEL BERUBE OGDEN PREPARATORY ACADEMY 290 N FLINT ST KAYSVILLE, UT 84037-9773 (801) 695-5925	Shipping Method Standard Delivery Free Cost
--	---

Dell Chromebook 3120	Unit Price	Quantity	Subtotal
	\$245.88	100	\$24,588.00

Estimated delivery if purchased today:
May. 17, 2024
Contract # C000001121527
Customer Agreement # 23026 / PA4283

Description	SKU	Unit Price	Quantity	Subtotal
Dell Chromebook 3120	210-BLHG	-	100	-
Intel(R) Processor N100(6MB cache,4 cores,4 threads,up to 3.40 GHz Turbo,4.80W),4GB Memory,64GB EMMC, 2 USBC	338-CNJT	-	100	-
4GB 4800MHz LPDDR5 Non-ECC	370-BCDT	-	100	-
64GB eMMC Hard Drive	400-BNIB	-	100	-
11.6", HD 1366x768, 60Hz, Non-Touch,Anti-Glare, Cam/Mic, WLAN	391-BHWR	-	100	-
Single Pointing Non Backlit, US English	583-BINI	-	100	-
Intel(R) Wi-Fi 6 AX203, 2x2, 802.11ax, MU-MIMO, Bluetooth(R) 5.1 wireless card	555-BLGB	-	100	-
3 Cell, 42Whr	451-BDGL	-	100	-
65W AC adapter, USB Type-C, EcoDesign	492-BDMN	-	100	-
E4 Power Cord 1M for US	537-BBDO	-	100	-
Quickstart Guide	340-DMHK	-	100	-
LCD, Clam, NTCH, TNR	320-BFPR	-	100	-
Fixed Hardware Configuration	998-HBQN	-	100	-
Laptop, TNR Camera, 2 USBC, NonTouch	389-FGWT	-	100	-
System Shipment, Chromebook 3120	340-DRTW	-	100	-
Intel Process N100/N200 CPU Label	389-EFSH	-	100	-
BTS/BTP Smart Selection Shipment, Chromebook (VS)	800-BBQM	-	100	-
Bottom Door WLAN	321-BKQD	-	100	-
Palmrest for Clamshell	346-BKXJ	-	100	-
Dell Limited Hardware Warranty Initial Year	709-8890	-	100	-
Mail In Service after Remote Diagnosis, 1 Year	709-8891	-	100	-

Dell Chromebook 3120	Unit Price	Quantity	Subtotal
	\$296.45	123	\$36,463.35

Estimated delivery if purchased today:
May. 30, 2024




Contract # C000001121527
 Customer Agreement # 23026 /
 PA4283










Description	SKU	Unit Price	Quantity	Subtotal
Dell Chromebook 3120	210-BLHG	-	123	-
Intel(R) Processor N100(6 MB cache,4 cores,4 threads,up to 3.40 GHz Turbo,4.80W),4GB Memory,64GB EMMC,2 USBC	338-CNJS	-	123	-
4GB 4800MHz LPDDR5 Non-ECC	370-BCDT	-	123	-
64GB eMMC Hard Drive	400-BNIB	-	123	-
11.6", HD 1366x768, 60Hz, Touch,Anti-Glare, Cam/Mic, WLAN, 2in1	391-BHWP	-	123	-
Single Point Non Backlit, English US 2n1	580-AJZY	-	123	-
Intel(R) Wi-Fi 6 AX203, 2x2, 802.11ax, MU-MIMO, Bluetooth(R) 5.1 wireless card	555-BLGB	-	123	-
3 Cell, 42Whr	451-BDGL	-	123	-
65W AC adapter, USB Type-C, EcoDesign	492-BDMN	-	123	-
E4 Power Cord 1M for US	537-BBDO	-	123	-
Quickstart Guide, 2in1	340-DRPW	-	123	-
LCD, 2n1, TCH	320-BFPS	-	123	-
Fixed Hardware Configuration	998-HBQQ	-	123	-
2in1, TNR Camera, 2 Mic, 2 USBC, Touch, WFC	389-FHQS	-	123	-
System Shipment, Chromebook 3120	340-DRTX	-	123	-
Intel Process N100/N200 CPU Label	389-EFSH	-	123	-
BTS/BTP Smart Selection Shipment, Chromebook (VS)	800-BBQM	-	123	-
Bottom Door 2-in-1	321-BKQC	-	123	-
Palmrest, World Facing Camera, 2n1	346-BKGS	-	123	-
Dell Limited Hardware Warranty Initial Year	709-8890	-	123	-
Mail In Service after Remote Diagnosis, 1 Year	709-8891	-	123	-

Subtotal:	\$61,051.35
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$0.00
Total:	\$61,051.35

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 Servers & Storage	 2-in-1's	 Electronics & Accessories
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Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^DELL BUSINESS CREDIT (DBC): Offered to business customers by WebBank, who determines qualifications for and terms of credit. Taxes, shipping and other charges are extra and vary. The Total Minimum Payment Due is the greater of either \$20 or 3% of the New Balance shown on the statement rounded up to the next dollar, plus all past due amounts. Dell and the Dell logo are trademarks of Dell Inc.

Afaq, Zahra <Zahra.Afaq@dell.com>
To: "mberube@ogdenprep.org" <mberube@ogdenprep.org>

Thu, May 2, 2024 at 12:11 PM

Hey Mike,

I have shared the requested quote to your premier page. If there are any questions or adjustments, please let me know and I will get right on it.

If ready to order, Dell has transitioned to a self-checkout model to facilitate faster and more secure order processing. It's super simple. Just follow these few steps below:

- Log in to your Premier Page and navigate to the "Quotes" tab and then select "Sales Quotes".
- Please check all specs and addresses before purchasing a quote.
- Select the preferred method of payment (Net Terms, Credit Card, Leasing).
- Enter whichever PO # you'd like to use and place an order.

Thank you,

Zahra Afaq
Inside Account Manager

Dell Technologies | NA Commercial Sales

Office +1 737-279-9075
Zahra.Afaq@Dell.com

Working Hours: Monday – Friday | 7:00 am – 4:00 pm CST

Internal Use - Confidential

From: Afaq, Zahra <Zahra.Afaq@Dell.com>
Sent: Thursday, May 2, 2024 1:08 PM
To: Afaq, Zahra <Zahra.Afaq@Dell.com>; mberube@ogdenprep.org
Subject: Your Dell Quote 3000175319222.1 | Customer 139613477 | OGDEN PREPARATORY ACADEMY



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Jun. 01, 2024**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote Name:	New quote 3120	Sales Rep	Zahra Afaq
Quote No.	3000175319222.1	Phone	(800) 456-3355, 6186335
Total	\$61,051.35	Email	Zahra.Afaq@Dell.com
Customer #	139613477	Billing To	MICHAEL BERUBE OGDEN PREPARATORY
Quoted On	May. 02, 2024		

Expires by	Jun. 01, 2024	ACADEMY 290 N FLINT ST KAYSVILLE, UT 84037-9773
Contract Name	Dell NASPO Computer Equipment PA - Utah	
Contract Code	C000001121527	
Customer Agreement #	23026 / PA4283	
Deal ID	27321752	

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Zahra Afaq

Additional Comments

DELL BUSINESS CREDIT: ^ If your purchase qualifies for a promotional offer, the promotion will automatically be applied to this quote and will be reflected in your monthly statement. NO INTEREST IF PAID IN FULL WITHIN 90 DAYS: Available at time of purchase on (1) qualifying XPS, Latitude, OptiPlex, Precision, Vostro, Inspiron, G-Series, Alienware \$699 or more, (2) Dell monitors \$199 or more and (3)PowerEdge, PowerVault and Dell Networking, when using Dell Business Credit on November 28, 2022 through December 31, 2022. Minimum purchase amount may be required. Minimum monthly payments are required but may not pay your purchase in full by the end of the promotional period due to purchase amount, promotion length, additional purchases or allocation of payments in excess of the minimum payment. Promotional offer is valid only when account remains in good standing. Accrued Finance Charges will be billed from the transaction posting date, if the purchase balance is not paid in full within 90 days. RESTRICTIONS: Assumes product is available. Any promotional offer is limited-time and intended for qualified customers. Offers, including those at Dell.com may vary, are subject to credit approval and may be changed without notice. PROMOTION DOES NOT INCLUDE printer cables, toner, warranty or any peripheral items. Refurbished and/or used purchases do not qualify for promotions. Promotional financing is made available to Dell Direct customers only and is not combinable with other Dell, DFS or other vendor offers.

Product	Unit Price	Quantity	Subtotal
Dell Chromebook 3120	\$245.88	100	\$24,588.00
Dell Chromebook 3120	\$296.45	123	\$36,463.35
	Subtotal:		\$61,051.35
	Shipping:		\$0.00

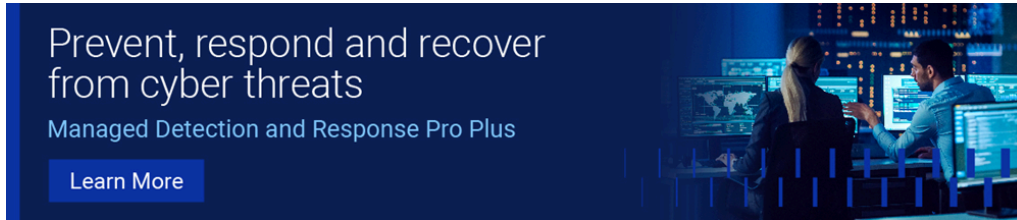
Environmental Fee: \$0.00

Non-Taxable Amount: \$61,051.35

Taxable Amount: \$0.00

Estimated Tax: \$0.00

Total: \$61,051.35



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Shipping Group Details

Shipping To	Shipping Method
MICHAEL BERUBE OGDEN PREPARATORY ACADEMY 290 N FLINT ST KAYSVILLE, UT 84037-9773 (801) 695-5925	Standard Delivery Free Cost

	Unit Price	Quantity	Subtotal
Dell Chromebook 3120	\$245.88	100	\$24,588.00

Estimated delivery if purchased today:
 May. 17, 2024

Contract # C000001121527

Customer Agreement # 23026 / PA4283

Description	SKU	Unit Price	Quantity	Subtotal
Dell Chromebook 3120	210-BLHG	-	100	-
Intel(R) Processor N100(6MB cache,4 cores,4 threads,up to 3.40 GHz Turbo,4.80W),4GB Memory,64GB EMMC, 2 USBC	338-CNJT	-	100	-
4GB 4800MHz LPDDR5 Non-ECC	370-BCDT	-	100	-

64GB eMMC Hard Drive	400-BNIB	-	100	-
11.6", HD 1366x768, 60Hz, Non-Touch, Anti-Glare, Cam/Mic, WLAN	391-BHWR	-	100	-
Single Pointing Non Backlit, US English	583-BINI	-	100	-
Intel(R) Wi-Fi 6 AX203, 2x2, 802.11ax, MU-MIMO, Bluetooth(R) 5.1 wireless card	555-BLGB	-	100	-
3 Cell, 42Whr	451-BDGL	-	100	-
65W AC adapter, USB Type-C, EcoDesign	492-BDMN	-	100	-
E4 Power Cord 1M for US	537-BBDO	-	100	-
Quickstart Guide	340-DMHK	-	100	-
LCD, Clam, NTCH, TNR	320-BFPR	-	100	-
Fixed Hardware Configuration	998-HBQN	-	100	-
Laptop, TNR Camera, 2 USBC, NonTouch	389-FGWT	-	100	-
System Shipment, Chromebook 3120	340-DRTW	-	100	-
Intel Process N100/N200 CPU Label	389-EFSH	-	100	-
BTS/BTP Smart Selection Shipment, Chromebook (VS)	800-BBQM	-	100	-
Bottom Door WLAN	321-BKQD	-	100	-
Palmrest for Clamshell	346-BKXJ	-	100	-
Dell Limited Hardware Warranty Initial Year	709-8890	-	100	-
Mail In Service after Remote Diagnosis, 1 Year	709-8891	-	100	-

	Unit Price	Quantity	Subtotal
Dell Chromebook 3120	\$296.45	123	\$36,463.35

Estimated delivery if purchased today:
May. 30, 2024

Contract # C000001121527

Customer Agreement # 23026 / PA4283

Description	SKU	Unit Price	Quantity	Subtotal
-------------	-----	------------	----------	----------

Dell Chromebook 3120	210-BLHG	-	123	-
Intel(R) Processor N100(6 MB cache,4 cores,4 threads,up to 3.40 GHz Turbo,4.80W),4GB Memory,64GB EMMC,2 USBC	338-CNJS	-	123	-
4GB 4800MHz LPDDR5 Non-ECC	370-BCDT	-	123	-
64GB eMMC Hard Drive	400-BNIB	-	123	-
11.6", HD 1366x768, 60Hz, Touch,Anti-Glare, Cam/Mic, WLAN, 2in1	391-BHWP	-	123	-
Single Point Non Backlit, English US 2n1	580-AJZY	-	123	-
Intel(R) Wi-Fi 6 AX203, 2x2, 802.11ax, MU-MIMO, Bluetooth(R) 5.1 wireless card	555-BLGB	-	123	-
3 Cell, 42W/hr	451-BDGL	-	123	-
65W AC adapter, USB Type-C, EcoDesign	492-BDMN	-	123	-
E4 Power Cord 1M for US	537-BBDO	-	123	-
Quickstart Guide, 2in1	340-DRPW	-	123	-
LCD, 2n1, TCH	320-BFPS	-	123	-
Fixed Hardware Configuration	998-HBQQ	-	123	-
2in1, TNR Camera, 2 Mic, 2 USBC, Touch, WFC	389-FHQS	-	123	-
System Shipment, Chromebook 3120	340-DRTX	-	123	-
Intel Process N100/N200 CPU Label	389-EFSH	-	123	-
BTS/BTP Smart Selection Shipment, Chromebook (VS)	800-BBQM	-	123	-
Bottom Door 2-in-1	321-BKQC	-	123	-
Palmrest, World Facing Camera, 2n1	346-BKGS	-	123	-
Dell Limited Hardware Warranty Initial Year	709-8890	-	123	-
Mail In Service after Remote Diagnosis, 1 Year	709-8891	-	123	-













Subtotal: \$61,051.35

Shipping: \$0.00
Environmental Fee: \$0.00
Estimated Tax: \$0.00

Total: \$61,051.35

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Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^DELL BUSINESS CREDIT (DBC): Offered to business customers by WebBank, who determines qualifications for and terms of credit. Taxes, shipping and other charges are extra and vary. The Total Minimum Payment Due is the greater of either \$20 or 3% of the New Balance shown on the statement rounded up to the next dollar, plus all past due amounts. Dell and the Dell logo are trademarks of Dell Inc.



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 MITQ215098

Date May 2, 2024

YOUR OFFICE TECHNOLOGY PARTNER

Sold To	Ship To	Your Sales Rep
Ogden Preparatory Academy Michael Berube 1415 Lincoln Ave Ogden, UT 84404	Ogden Preparatory Academy Michael Berube 1415 Lincoln Ave Ogden, UT 84404	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 Chromebooks			
0	HP Chromebook 11 G9 EE 11.6" Touchscreen Chromebook - HD - 1366 x 768 - Intel Celeron N4500 Dual-core (2 Core) 1.10 GHz - 8 GB Total RAM - 32 GB Flash Memory - Jet Black - Intel Chip - ChromeOS - Intel UHD Graphics - English Keyboard - Front Camera/Webcam - 12.50 Hours Battery Run Time - IEEE 802.11ax Wireless LAN Standard (Optional)	\$314.79	\$0.00
0	HP Fortis 14 inch G11 Chromebook,14" HD LED SVA 250N Anti-Glare (1366 x 768, 1.78 (16:9)),Intel Processor N100 (3.40 GHz, 4 cores - 13th Generation) with Intel UHD Graphics,64GB 5.1 MLC EMMC,8GB 7500MHz LPDDR5X (Soldered),Clickpad,Flint Gray Non-Backlit Non-Spill Resistant Island-style Keyboard,Intel Wi-Fi 6E AX211 (2x2) non-vPro and Bluetooth 5.3 Wireless Technology,No WWAN Module,720p HD Camera,ChromeOS,1/1/0 (Optional)	\$321.00	\$0.00
200	HP Fortis 11 inch G10 Chromebook,11.6" HD LED SVA 250N Anti-Glare (1366 x 768, 1.78 (16:9)),Intel Processor N100 (3.40 GHz, 4 cores - 13th Generation) with Intel UHD Graphics,64GB 5.1 MLC EMMC,8GB 7500MHz LPDDR5X (Soldered),Clickpad,Flint Gray Non-Backlit Non-Spill Resistant Island-style Keyboard,Intel Wi-Fi 6E AX211 (2x2) non-vPro and Bluetooth 5.3 Wireless Technology,No WWAN Module,720p HD Camera,ChromeOS,1/1/0 (Optional - SELECTED)	\$315.78	\$63,156.00
Google Chrome Academic Licensing			
200	Google Chrome - License - 1 License - Academic (Optional - SELECTED)	\$33.76	\$6,752.00

Setup and configuration is not included. 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*

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 05/06/24 11:46:24 by Les Olson Company

Qty	Description	Unit Price	Ext. Price
-----	-------------	------------	------------

*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.

SubTotal	\$69,908.00
Tax	\$0.00
Shipping	\$0
Total	\$69,908.00

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 05/06/24 11:46:24 by Les Olson Company

Coversheet

Paint and Carpet

Section: III. Finance
Item: H. Paint and Carpet
Purpose: Vote
Submitted by:
Related Material: estimate-221227-Wyatt-Dangel.pdf
P1 JH.pdf
P1 Elem.pdf
Carpet.pdf



Mark Isaacson
mark@brushbrotherspaint.com

Estimate

Brush Brothers Painting
2621 Midland Drive
Ogden, ut 88401
801-388-6266

CONTACT	JOB ADDRESS	ESTIMATE ID	DATE
Wyatt Dangel Ogden Preparatory Academy 1435 Lincoln Ave Ogden, UT 84404 wdangel@ogdenprep.org 801-675-7823	Wyatt's Address 1435 Lincoln Ave Ogden, UT 84404	221227	05/08/2024 EXPIRES 09/09/2024

Estimate

Item

Junior high building walls only in the following areas

Note all areas that are listed below will receive 2 coats of interior finish. All colors will match the current color that is on the walls. This bid does include stripes and accent walls on the areas that already have them. Any new accent walls will be subject to additional charges.

Walls

Room 211 The mural wall with the tree on it will NOT be painted. Walls	\$685.00
Room 212 Walls	\$750.00
Room 201 Walls	\$815.00
Upstairs hallway Walls	\$685.00
Upstairs hallway Walls	\$1,630.00

Upstairs hallway Walls	\$2,412.00
North stairwell Walls	\$674.49
South stairwell Walls	\$670.48
Main door entry Walls	\$1,238.00
Main level hallway Walls	\$1,696.00
Back main hallway Walls	\$1,630.00
Interior commercial repaint on the elementary building	
Note all areas that are listed below will receive 2 coats of interior finish. All colors will match the current color that is on the walls. This bid does include stripes and accent walls on the areas that already have them. Any new accent walls will be subject to additional charges.	
Main hallway Walls	\$1,630.00
Main hallway The mural wall with the hand prints will NOT be painted. Walls	\$2,055.00
Main hallway Walls	\$1,370.00
Main reception desk area Walls	\$815.00
Room 108 Walls	\$815.00
Room 107 Walls	\$815.00
Room 211	\$815.00

Walls

Room 212 Walls	\$815.00
North stairwell Walls	\$718.03
South stairwell Walls	\$619.00
Upstairs hallway Walls	\$2,055.00
Upstairs hallway Walls	\$2,480.00
Upstairs hallway Walls	\$2,055.00

Total	\$29,943.00
--------------	--------------------

1) PAYMENT:

- a. 50% of this amount is due BEFORE job can be scheduled.
- b. Progress payments will be required on jobs over \$15,000.00.
- c. The remaining 50% (and/or any additional charges) are DUE AT SUBSTANTIAL COMPLETION (unless otherwise agreed to in writing).
- d. Any balance remaining unpaid after 30 days of being invoiced will accrue interest in the amount of 18% per annum. CUSTOMER is responsible to reimburse Brush Brothers any reasonable attorney fees/costs of collecting any unpaid balance.

2) PERMITS: Local ordinances (zoning dept/cities/HOA) may require review for exterior work. CUSTOMER is responsible to get approved colors, permits, etc. If work is done without proper documentation, you could be held liable for down time, material costs, and re-doing the project to specifications.

3) CHANGES: Any change in the above work will result in a change order. The CUSTOMER (not a third party) may authorize the change. Any additional contract for the job will not void, nullify, or replace this contract or any of the terms of this contract unless the subsequent contract specifically states so. If CUSTOMER cancels this contract or changes paint color or sheen after BRUSH BROTHERS purchases paint, CUSTOMER will be liable for any costs incurred.

4) CUSTOMER RESPONSIBILITIES: Unless otherwise agreed to and specified in this contract, CUSTOMER shall remove pictures, paintings, curtains, breakables, furniture and other items from the room where work will be done. Appliances are to be moved at least 3 feet from the wall. If BRUSH BROTHERS is required to move or remove any items, BRUSH BROTHERS will not be responsible for any damage done to property, including but not limited to; personal property, flooring, gas lines, plumbing, water lines, hardware, blinds or appliances. CUSTOMER will provide WATER, ELECTRICITY and HVAC during painting project. PLEASE NOTE: PAINT DUST DOES OCCUR. We will do our best to keep it limited, but no matter how careful we are, dust will find its way outside of the work areas. BRUSH BROTHERS will not be responsible for deep cleaning of the area. This includes but is not limited to; furniture, duct work, fabrics, etc. It could help to turn off the HVAC during the paint spraying process, in order to lessen dust.

5) LIFTS: Customer releases Brush Brothers Painting, Inc., from any liability for property damage resulting from the operating, parking, loading or unloading of any lift or boom equipment used at the job location described above. This includes but not limited to: concrete curbs, sidewalks, other concrete work, asphalt, fences, landscaping, sprinkler systems, grass, trees, bushes or any other item. Brush Brothers Painting will take the utmost precautions not to incur damages, but customer is aware there are no guarantees.

6) PERSONAL GUARANTEE: The person who signs this contract as CUSTOMER agrees to become individually and personally liable for payment, as detailed in this contract. (Exceptions apply for Commercial Work)

7) PREVIOUS WORKMANSHIP: BRUSH BROTHERS is not responsible to correct or cover defects or problem areas due to CUSTOMERS or another contractor's previous workmanship, including but not limited to; paint lines, drips, drywall defects, etc. These may be visible after our work is complete and extra charges may apply if CUSTOMER wants them fixed.

8) TOUCH UPS: Touch ups are defined as the re-coating of very small localized areas of a newly painted surface done by Brush Brothers. Client is responsible to notify Brush Brothers of any touch ups needed within 5 business days of substantial completion. Client will need to 'Mark' areas to be touched up OR meet our painter on site to go over what needs to be done. Brush Brothers does not consider defects by other

contractors (drywallers, carpenters, flooring contractors, etc) touch ups. If the client wants those areas to be fixed there will be an hourly charge plus the cost of materials.

9) TRIP CHARGES: A trip charge may be applied if the project is outside of a 30 mile radius of Brush Brothers shop, or we have to make multiple trips due to no fault of Brush Brothers. (No one home, not able to access property, project not ready, etc).

10) STANDARD OF WORK: We will perform work to industry standards as set forth by the Trade Association Painting and Decorating Contractors of America.

11) By signing you agree to allow the display, distributions, publications, transmissions or otherwise use of photographs, images and/or videos taken for use in advertising materials that include social media.

12) All product is subject to change. BRUSH BROTHERS reserves the right to make adjustments to products for reasons including, but not limited to, changing market conditions, product discontinuation, product unavailability. Therefore, we cannot guarantee specific products will be available at time of order.

13) This document contains the entire agreement of the parties for the work described above and shall not be altered or amended except by written agreement.

ESTIMATOR SIGNATURE

DATE

CUSTOMER SIGNATURE

DATE

Estimate #221227 for Wyatt Dangel
Total value: \$29,943.00



Quote #502
May 8, 2024

P1 Interior #502

Estimator:
Helaman Coraza
Cell: (385) 230-0448
Email: Helaman@painter1.com

Client:
Wyatt Dangel
1435 Lincoln Ave Ogden
UT 84404
(801) 675-7823
Wdangel@ogdenprep.org

PAINTER 1 PROCESS

Painter1 will only fill in small nail holes and other drywall dings and issues

Lightly hand sand areas as needed to reduce any rough surfaces (no power sanding).

The client will move furniture and other items away from the areas to be painted.

Mask areas off to eliminate paint on items that will not be painted.

Painter1 will clean up at the end of each day, and a thorough clean will take place upon completion of the project.

At the end of the project, a walk around with the customer will be done, and a Punch List will be created.

If there is any deviation from this agreement, a Change Order will be created to reflect the desired changes.

Touch ups on Stairways will be done on a time basis of \$70/hour - It is estimated that it will take 1-2 hours per stairway.

JOB DETAILS

ROOM NAME	WALLS	BASEBOARDS	CHAIR RAIL	CROWN	CEILING	COST
Jr High Main Level Hallway	P1					\$2,513.58
Jr High 2nd Level Hallway	P1					\$2,780.84
Room 101	P1					\$793.82
Room 111	P1					\$840.3
Room 112	P1					\$724.1
Total Job Materials Cost						\$3,554.5
						\$11,207.14

COLORS

P1 MATCH

CLIENTS NOTES

Interior Project.

All areas will be prepped to industry standards, including filling nail holes and masking.

Paint will be from Sherwin Williams, colors to be chosen by the customer.

Generally 2 coats of paint are anticipated, and could be more or less depending on the area being painted and the method used.

The project is anticipated to take about 6-7 days to complete.

EXCLUSIONS

Anything else not listed.

Quote Total

\$11,207.14

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum stated above. Any alteration or deviation from the specifications will necessitate a Change Order to be filled out and signed. All accounts are due upon completion of work as described above. Finance charge of 2% per month will be applied to all past due accounts after 30 days of completion. In the event a law suit is brought, the prevailing party shall recover its attorney fees and costs. All material is guaranteed as per manufacturers specs. All work to be completed in a workmanlike manner according to standard practices. Painter1 of Northern Utah will not be responsible for paint that does not reflect the desired color when matching a previously used color. Price quoted is for cash or check ONLY. There will be a 3.5% surcharge on all credit card payments (what we get charged from the credit card companies). Job deposits to get on our schedule are excluded from this surcharge. This proposal may be withdrawn if not accepted within 30 days. There will be no retention for this project. A 15% nonrefundable deposit will be required and to our discretion to schedule the project. For projects lasting longer than 7 days, we may ask that a progress payment be made at the end of each week in \$1000 increments. Each payment will be immediately credited to your account. We may use the before/after pictures taken on this project and use them for our marketing purposes. I agree to the payment terms and contract as stated above:

AUTHORIZATION TO BEGIN WORK:

COMPLETED TO MY SATISFACTION:

Painter1 of Northern Utah

Business: (385) 519-0554

<https://painter1.com/davis-weber-county>

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Quote #504
May 8, 2024

P1 Interior #504

Estimator:
Helaman Coraza
Cell: (385) 230-0448
Email: Helaman@painter1.com

Client:
Wyatt Dangel
1435 Lincoln Ave Ogden
UT 84404
(801) 675-7823
Wdangel@ogdenprep.org

PAINTER 1 PROCESS

Painter1 will only fill in small nail holes and other drywall dings and issues

Lightly hand sand areas as needed to reduce any rough surfaces (no power sanding).

The client will move furniture and other items away from the areas to be painted.

Mask areas off to eliminate paint on items that will not be painted.

Painter1 will clean up at the end of each day, and a thorough clean will take place upon completion of the project.

At the end of the project, a walk around with the customer will be done, and a Punch List will be created.

If there is any deviation from this agreement, a Change Order will be created to reflect the desired changes.

Touch ups on Stairways will be done on a time basis of \$70/hour - It is estimated that it will take 1-2 hours per stairway.

JOB DETAILS

ROOM NAME	WALLS	BASEBOARDS	CHAIR RAIL	CROWN	CEILING	COST
Elementary Main Level Hallway	P1					\$5,532.7
Elementary Upstairs Hallway	P1					\$4,631.8
Room 107 Includes Sanding Down Drywall Patches & Pink Accent Wall	P1					\$750.72
Room 109	P1					\$739.1
Room 211	P1					\$727.48
Room 212	P1					\$715.86
Total Job Materials Cost						\$6,260
						\$19,357.66

COLORS

P1 MATCH

CLIENTS NOTES

Interior Project.

All areas will be prepped to industry standards, including filling nail holes and masking.

Paint will be from Sherwin Williams, colors to be chosen by the customer.

Generally 2 coats of paint are anticipated, and could be more or less depending on the area being painted and the method used.

The project is anticipated to take about 9-10 days to complete.

EXCLUSIONS

Anything else not listed.

Quote Total

\$19,357.66

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum stated above. Any alteration or deviation from the specifications will necessitate a Change Order to be filled out and signed. All accounts are due upon completion of work as described above. Finance charge of 2% per month will be applied to all past due accounts after 30 days of completion. In the event a law suit is brought, the prevailing party shall recover its attorney fees and costs. All material is guaranteed as per manufacturers specs. All work to be completed in a workmanlike manner according to standard practices. Painter1 of Northern Utah will not be responsible for paint that does not reflect the desired color when matching a previously used color. Price quoted is for cash or check ONLY. There will be a 3.5% surcharge on all credit card payments (what we get charged from the credit card companies). Job deposits to get on our schedule are excluded from this surcharge. This proposal may be withdrawn if not accepted within 30 days. There will be no retention for this project. A 15% nonrefundable deposit will be required and to our discretion to schedule the project. For projects lasting longer than 7 days, we may ask that a progress payment be made at the end of each week in \$1000 increments. Each payment will be immediately credited to your account. We may use the before/after pictures taken on this project and use them for our marketing purposes. I agree to the payment terms and contract as stated above:

AUTHORIZATION TO BEGIN WORK:

COMPLETED TO MY SATISFACTION:

Painter1 of Northern Utah

Business: (385) 519-0554

<https://painter1.com/davis-weber-county>

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COMMERCIAL FLOORING

April 10, 2024

WYATT DANGEL
 OGDEN PREP ACADEMY
 1415 LINCOLN AVE
 OGDEN, UT 84404

Re: CLASSROOM CARPET – SUMMER 24
 Bid # 400113

Dear WYATT:

Thank you for the opportunity to submit the following proposal for the above referenced project.

Scope of Work:

CLASSROOMS	PROVIDE AND INSTALL 421 SY PATCRAFT – BIG SPLASH CARPET TILE, BASIC FLOOR PREP TOTAL PRICE PER SF: \$47.86	\$20,147.00
------------	--	-------------

CLASSROOMS	TEAR OUT AND DISPOSE OF EXISTING CLASSROOM CARPETS AND BASE PRIOR TO INSTALL	\$1,750.00
------------	--	------------

CLASSROOMS	PROVIDE AND INSTALL 460 LF PATCRAFT CARPET 4" CARPET BASE – BIG SPLASH	\$2,036.00
------------	--	------------

OPTION: SAVE/DEDUCT \$505.00
 USE ROPPE 700 SERIES 4.5" RUBBER BASE WITH TOE – STEEL BLUE (INSTEAD OF CARPET BASE)

LIBRARY	PROVIDE AND INSTALL 287 SY PATCRAFT – BIG SPLASH CARPET TILE, BASIC FLOOR PREP, 18 SY BL CPT (FOR STEP SEATS) TOTAL PRICE PER SF: \$47.86	\$14,597.00
---------	---	-------------

LIBRARY	TEAR OUT AND DISPOSE OF EXISTING CLASSROOM CARPETS AND BASE PRIOR TO INSTALL	\$1,320.00
---------	--	------------

LIBRARY	PROVIDE AND INSTALL 400 LF PATCRAFT CARPET 4" CARPET BASE – BIG SPLASH AND RUBBER BASE IN THE TEACHER'S LOUNGE	\$1,919.00
---------	--	------------

OPTION: SAVE/DEDUCT \$388.00
 USE ROPPE 700 SERIES 4.5" RUBBER BASE WITH TOE – STEEL BLUE (INSTEAD OF CARPET BASE) INCLUDES TEACHERS LOUNGE

	Total Price	\$44,831.00
--	--------------------	--------------------



Re: CLASSROOM CARPET – SUMMER 24
Bid # 400113

THERE IS AN OPTION FOR A TOTAL SAVINGS OF \$893.00 FOR SWITCHING THE CARPET BASE TO RUBBER BASE (USED LAST YEAR).
PRICE DOES NOT INCLUDE FURNITURE MOVING, NIGHT OR WEEKEND WORK
PRICE IS VALID FOR 60 DAYS

CLASSROOM AREA: ROOMS 206, 116, 117, 212, 207 – PLEASE VERIFY
LIBRARY INCLUDES ALL CARPETED AREAS IN THE MEDIA CENTER, THE TEACHER'S LONGE AND THE RESOURCE ROOM. IT ALSO INCLUDES REPLACING CARPET BASE ON A TEACHERS LOUNGE CABINET WITH RUBBER BASE.

ASSUMES FLOORS WILL ONLY REQUIRE NORMAL FLOOR PREP AND NO MOISTURE IS PRESENT.

We appreciate the opportunity.

Thank you,

Christal Stephens
Contract Sales
Wall 2 Wall Commercial Flooring – Ogden
christal@w2wcommercial.com 385-279-0888

* * *

I hope you find this proposal complete and to your satisfaction.
Please sign below to accept this proposal.

Authorized Signature

Date

Coversheet

Administrative Board Report

Section: IV. Administrative Business
Item: A. Administrative Board Report
Purpose: Discuss
Submitted by:
Related Material: Administrative Board Report May 2024.pdf

ADMINISTRATIVE BOARD REPORT

May 2024



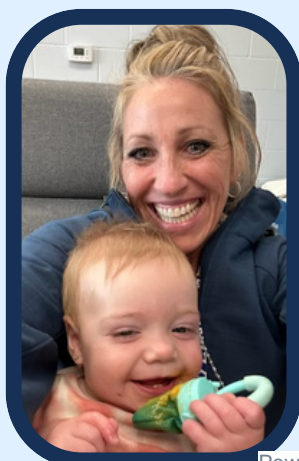
OGDEN PREPARATORY
ACADEMY

Early Childhood Center

- Kindergarten went to the ZOO!
- Pre-K visited kindergarten

Upcoming:

- May 15-Fox News “Cool School segment”
- May 16-Kindergarten Graduation
- May 17-Pre-K Graduation



ADMINISTRATIVE BOARD REPORT

May 2024



OGDEN PREPARATORY ACADEMY



Elementary Events & Celebrations

- Fox 13 Cool School of the Week
- New teacher hires
 - Krista Penrod - 1st grade
 - Kenya Garcia - 2nd grade
 - Henry DeMars - 3rd grade
 - Kathleen Ashe - 3rd grade
 - Brenda Hess - 4th grade
 - Cami Walker - 6th grade



ADMINISTRATIVE BOARD REPORT



OGDEN PREPARATORY
ACADEMY

May 2024

Junior High

- We have lots going on for the last week of school including a student vs. staff basketball game, a celebration for those who met their “individual growth” target, and awards assembly, Lagoon Day, LIA/AVID 9 graduation, yearbooks and a dance!
- The Spain trip is going well!
- Classes who demonstrate the foundation “Be Responsible” are awarded with a free dress day.



ADMINISTRATIVE BOARD REPORT

May 2024



OGDEN PREPARATORY ACADEMY

Teaching & Learning

...

April Employee of the Month

Cameron Daley
5th Grade Classroom Teacher

“Mr. Daley’s students have been such a pleasure to teach this year. The class participates and cooperates well. He has a good connection with all his students and they all speak well of him.”

Edith Prado
ECC Front Office Secretary

“She has learned a new job, come to a new building, and takes on new responsibilities every single day. You name it- she’s ready to jump in and help! I want her to know how much she is loved and appreciated!!!”

Allie Wilson
Elementary Teaching Assistant

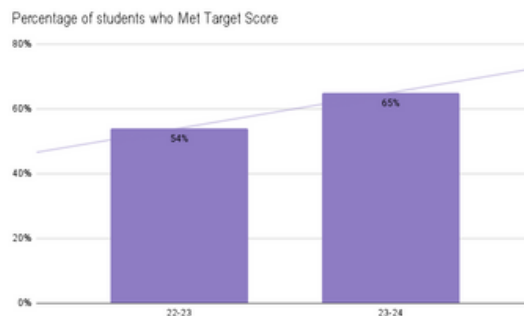
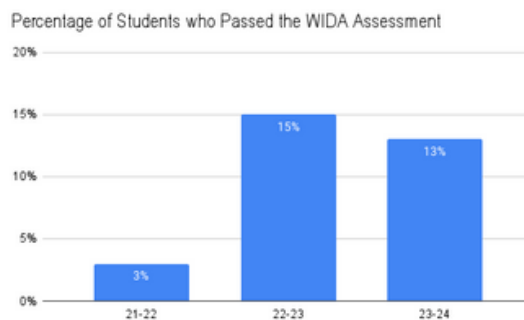
“Allie is so effective with all kinds of kids. She has amazing patience. The kids know that she genuinely likes them, even if their current behavior is less than ideal. She sees the best in every student, and inspires them to see the best in themselves.”

Assessment Updates

End of Year Testing

- Finishing up the last of test makeups
- Window closes - May 17th

WIDA 23-24 Test Data



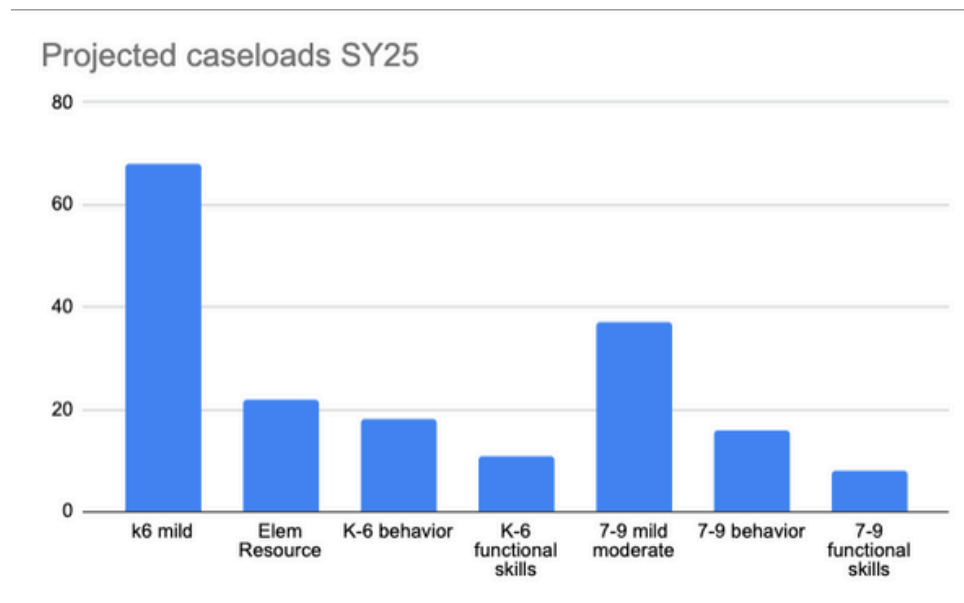
ADMINISTRATIVE BOARD REPORT

May 2024



OGDEN PREPARATORY ACADEMY

Special Education



Next year's structure

Aimee Melton- Director

Natalie Goeckeritz- Secretary

Beth Callison- Ed evaluator (part time)

Elementary

k-3- Natalie Garcia

4-6- HIRING!

Resource (new position)- Gina Allen

Behavior- Rylee Kiernan

Functional Skills- Misty Herrick

504- Kasey Kennington

Jr High

Sped ELA- Darby Evans

Sped Math- Amanda Sanchez

Behavior- Nathaniel Vaughan

Functional Skills- Kristen Weston

504- Kristen Weston

THANK

YOU



OGDEN PREPARATORY
ACADEMY

ADMINISTRATIVE BOARD REPORT

May 2024

Operations

Business and Human Resources

- Almost all positions for FY25 have been filled.
- Working through all the 2025 Legislature bills that were passed and the new requirements they bring.
- FY25 agreements are being sent to employees. Almost complete.

Facilities and Other Purchases

- Turf expansion at the ECC is complete
- Sod: remaining sod around the pavillion is in progress.
- Cameras for classrooms have been installed.
- Landscaping equipment purchased. Working out the kinks with the lawn maintenance.
- Shed expansion complete.

PTIF (Public Treasurer's Interest Fund)

March 2024

- Ending Balance: \$5,547,798.60
- Deposit: 0
- Interest deposited: \$25,532.20



OGDEN PREPARATORY
ACADEMY

ADMINISTRATIVE BOARD REPORT

May 2024

Data Enrollment

Grade	PreK	K	1	2	3	4	5	6	7	8	9	All
FY24 May	38	94	98	94	95	101	106	87	103	102	92	1010
FY23 May	0	100	100	98	101	99	90	101	111	99	98	997
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
FY25 Enrolled	21 + daycare	91	98	105	97	97	105	112	96	102	101	1025
Lottery Pull target	69	110	110	110	110	110	115	115	120	120	120	1140

Waitlist- 2023-2024 Waitlist- 2024-2025

Grade	OGDEN PREPARATORY ACADEMY					
	I	A	GWL	SWL	TWL	FWL
PS	2	0	2	0	0	0
K	0	137	0	0	0	0
1	0	42	0	0	0	0
2	0	30	0	0	0	0
3	0	29	0	0	0	0
4	1	27	1	0	0	0
5	5	39	3	2	0	0
6	1	36	1	0	0	0
7	0	38	0	0	0	0
8	1	33	1	0	0	0
9	3	17	0	3	0	0
Totals:	13	428	8	5	0	0

Grade	OGDEN PREPARATORY ACADEMY					
	I	A	GWL	SWL	TWL	FWL
PS	1	44	1	0	0	0
K	1	98	1	0	0	0
1	1	26	1	0	0	0
2	1	17	1	0	0	0
3	0	11	0	0	0	0
4	0	14	0	0	0	0
5	2	15	2	0	0	0
6	0	18	0	0	0	0
7	0	20	0	0	0	0
8	0	7	0	0	0	0
9	0	8	0	0	0	0
Totals:	6	278	6	0	0	0

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:

7.14.POL Enrollment and Lottery Policy - Google Docs.pdf

7.22.POL Student-Parent Handbook FY25 - Google Docs.pdf

6.08.POL Background Check Policy - Google Docs.pdf

7.11.POL Service and Emotional Support Animal Policy - Google Docs.pdf

8.07.POL OPA Unpaid Meal Charges Policy (EN) - Google Docs.pdf

7.33.POL Gender Identity and Inclusion Policy - Google Docs.pdf



OGDEN PREPARATORY ACADEMY

Official Policy

7. Students

7.14.POL Enrollment and Lottery Policy

Effective/Revision Date: 1/26/2024

Page 1 of 3

PURPOSE

To provide guidelines on appropriate procedures ~~for~~ the enrollment and lottery process.

POLICY

In regards to applications, enrollment, and lottery procedures, Ogden Preparatory Academy (OPA) will follow all state and federal laws.

The lottery shall be administered using preferences as set forth in the Ogden Preparatory Academy Exhibit A and Bylaws.

KINDERGARTEN

- OPA provides full-day Kindergarten for students who are at least age 5 by September 1 of the enrolling school year.
 - Parents and/or guardians of kindergarten students who enroll shall have the option of a half-day schedule.
 - In accordance with Utah Law, OPA will offer a half-day Kindergarten class given an adequate number of half-day selections.
- Toilet Training
 - “Toilet trained” means that a student can
 - communicate the need to use the bathroom to an adult;
 - sit down on a toilet independently;
 - use the toilet without assistance;
 - undress and dress as necessary; and
 - tend to personal hygienic needs after toileting.
 - If an accident occurs a “toilet trained” child can independently tend to hygienic needs and change clothes.
 - A student is not “toilet trained” if the student has accidents in excess of 2 times/week.
 - Parents shall submit assurances during enrollment that the student is or will be toilet trained prior to starting school.

- Enrolling students who are not Toilet Trained.
 - Documented Disability:
 - A student who is not toilet trained may enroll if the student’s developmental delay results from a condition addressed by an IEP or Section 504 plan.
 - Prior to the start of the school year, the IEP or 504 team shall meet and ensure appropriate supports are in place, and amend the plan as necessary.
 - No Documented Disability or Suspected Disability
 - Until the child is toilet trained, or there is supporting documentation for an IEP or 504 plan, the parent or parent designee shall keep the student at home.
 - OPA will provide parents and guardians with support through the school counselors and social workers.
 - OPA will provide Special Education evaluation if deemed necessary.
 - Once a student is toilet trained, the student may return to class per normal.
 - Retention shall be explored for students who miss in excess of 90 school days.

SAFE SCHOOL DISCLOSURES AND CONSIDERATIONS FOR ENROLLMENT

When a child is chosen through the lottery process, parents are responsible for giving OPA any and all safe school records in order for the child to attend OPA. **This includes information about any leveraged or pending disciplinary considerations for the incoming student.**

Any misrepresentation or lack of information on the **Safe School Disclosure Form** ~~discipline records form~~ included in the registration **packet** will result in loss of school membership until such time the child re-enters the lottery process with full disclosure.

If a student is accepted through the lottery who has engaged in a safe school violation and is facing a disciplinary proceeding that could potentially result in expulsion, enrollment will be delayed until the student completes the disciplinary proceeding at the previous school.

If the student unenrolls in the previous school before the disciplinary proceeding is complete, they must reenroll with the previous school and complete the proceedings before acceptance will be considered.

DENIAL OF ADMISSION BASED ON PRIOR EXPULSION U.C.A. §53A-11-904(3)

As articulated in OPA’s Safe School Policy, a student may be denied admission to the School if he or she was expelled from that or any other school, during the preceding 12 months.

7.14.POL Enrollment and Lottery Policy	
Effective/Revision Date: 1/26/2024	Page 2 of 3

LOTTERY AND ENROLLMENT TIMELINES

Once the initial lottery and registration process has occurred for a school year, the lottery will continue to be run as needed to fill available seats.

During the second semester of each academic year, enrollment for new 9th grade students will be limited. Only ~~siblings of current students~~ **belonging to other** groups with prioritized enrollment as set forth in the Ogden Preparatory Academy Exhibit A and Bylaws will be accepted as 9th graders during the second semester.

Students enrolling after September 1 of each year shall provide attendance and discipline records prior to starting school.

Document History

Approved: 02/18/2009

Revised: *Added preferences language.*

Revised: *Added language specific to Exhibit A.*

Revised: 1/26/2024 *Updated 9th grade mid-year enrollment deadlines*

Revised: 5/15/2024 *Added safe school violation stipulations and Kindergarten section,*

Legal References

U.C.A. §53A-11-904(3)

R277-631

HB331

HB517

7.14.POL Enrollment and Lottery Policy	
Effective/Revision Date: 1/26/2024	Page 3 of 3



Ogden Preparatory Academy

2024-2025 Parent and Student Handbook

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

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Approved by OPA Board of Directors 05/18/2023



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Ogden Preparatory Academy

2024-2025 Parent and Student Handbook

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www.ogdenprep.org

Message from the Principals

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

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

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

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

About Ogden Preparatory Academy

Vision

The Vision of Ogden Preparatory Academy is to provide all students with quality academic growth while inspiring lifelong learning, service, and leadership.

Mission

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



Ogden Preparatory Academy

2024-2025 Parent and Student Handbook

This handbook, as well as additional information, can be found on the school’s website.
www.ogdenprep.org

School Foundations

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

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

Honor Code

Integrity is an individual’s most important asset. Honesty and respect for one another are important traits to develop and maintain not only for a successful school year but for the experiences of life. Therefore, this school will not tolerate lying, cheating or stealing.

Location and Contact Information

OPA Phone: 801-627-2066

OPA Fax: 801-833-0699

Early Childhood Center 1487 Lincoln Avenue Ogden UT 84404 Pre-K, Kindergarten, Administrative Offices	Elementary 1415 Lincoln Avenue Ogden UT 84404 Grades 1-6	Junior High 1435 Lincoln Avenue Ogden UT 84404 Grades 7-9
---	---	--

Website: www.ogdenprep.org

Facebook: facebook.com/ogdenpreparatoryacademy

Instagram: www.instagram.com/ogdenprep

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



Ogden Preparatory Academy

2024-2025 Parent and Student Handbook

This handbook, as well as additional information, can be found on the school’s website.
www.ogdenprep.org

Board of Directors

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

Administration

Position	Contact Information
Elementary Principal <i>Students and Families</i>	Kasey Kennington kkennington@ogdenprep.org
Elementary Principal <i>Teaching and Learning</i>	Angela McPhee amcphee@ogdenprep.org
Junior High Principal	Shevon Lopez slopez@ogdenprep.org
Early Childhood Center Director	Teryl Young tyoung@ogdenprep.org
Executive LEA Director	Debbie Deem ddeem@ogdenprep.org
Elementary Assistant Principal	Angela McPhee amcphee@ogdenprep.org



Ogden Preparatory Academy 2024-2025 Parent and Student Handbook

This handbook, as well as additional information, can be found on the school’s website.
www.ogdenprep.org

Junior High Dean of Students	Ari Romero aromero@ogdenprep.org
Special Education Director	Aimee Melton Elizabeth Callison amelton ecallison @ogdenprep.org
Curriculum and Compliance Director	Stephanie Mathers smathers@ogdenprep.org
Teaching and Learning Director	Stephanie Wright swright@ogdenprep.org

Secretarial Staff

Early Childhood Center	Elementary	Junior High	Administrative Assistant & Finance	Special Education
Edith Prado	Lupe Rocha Yanet Quiroz	Brittany Ladley Jenny Westbroek	Beckie Reisen Brittany Ladley	Natalie Goeckeritz

Staffing Qualifications

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



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www.ogdenprep.org

Daily Schedule

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

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

Policies and Procedures

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

Lottery for Enrollment

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

(See Student Enrollment Procedure)

(See Dual Enrollment Policy)

(See Enrollment and Lottery Policy)



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Students

Attendance

Utah Code requires 95% attendance for students in K-12 education. 95% attendance equals no more than 9 absences during the year.

Utah Code requires schools to drop students from enrollment after 10 days of unexcused absences. Excessive absenteeism, even if excused, may be deemed a reason for an enrollment drop. To avoid having the enrollment dropped, please do the following:

- For extended absences, submit a long-term absence form to your building administrator prior to the expected absence. These are available on the website and in the front offices.
- Communicate with the school for all absences. The building secretaries will happily take your call to excuse your child(ren).
- If additional support is needed, set up a meeting with your building administrator. ¶

See Attendance Policy

See Attendance Administrative Procedures

Legal Parameters

Parents/guardians are required by state law to see that their students attend school regularly. Students are expected to attend classes on time every school day. All students are expected to be in school with a 95% attendance rate. All parents have signed a contract to have their children in school at least 95% of the time. The following suggestions can assist with meeting these attendance requirements:

- Please plan your vacation schedule around the student's vacation time. P
- Please access our website for the school calendar.
- Do not use children for babysitting during the school day.
- Health appointments should need to take place outside the school day whenever, if possible.

Check-in/Check-out

During regular school hours, a parent/guardian must sign students out in the office. If a student is late to school, the parent must come in with the student and sign the student in. School personnel must make personal contact with the parent/guardian before the child can leave.



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Students will only be released to the legal guardian or parent/guardian's designee. Release information is updated in the student information system (ASPIRE), please ensure this information is accurate.

Excusing Absences

For educational and safety reasons, parent/guardian notice is required for any absence. An oral or written communication documenting a valid excuse must be received from the student's parent/guardian within two business days of the absence in order for the absence to be excused.

The School should be informed as soon as possible in cases of emergency. If a pattern of any type of absence is noted (excused or unexcused), the OPA Attendance Administrative Procedures will be followed.

Tardiness

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

Students arriving to school after 11:00 will be marked absent for the day.

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

- ~~7+ Tardies~~ ~~3-5 Tardies: Phone Call Home Meeting with Office Staff or Administrator to develop a plan + call home~~
- ~~11-15 Tardies~~ ~~8 Total~~ Tardies: Lunch detention in the cafeteria (or other similar consequence as determined by student) + call home
- ~~16-24~~ ~~11 Total~~ Tardies: Afterschool Lunch detention (or other similar consequence as determined by student) + call home
- ~~25+ Tardies: Tardy Tracker Placement. If tardiness continues, student will serve a lunch detention in the Aguilas Reflection Center for one week.~~

Truancies (Sluffing)

Students are considered truant when they are out of class or school without an official excuse. ~~The law requires parents to see that their students attend school regularly.~~ Discipline for truancy will be handled by the administration. Teachers are not obligated to allow students to make-up assignments or tests that have been missed due to truancy. Parent conferences will be required if



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students are continually absent or truant. Parents are welcome to request assistance. If reasonable efforts and interventions do not remedy the problem sufficiently, the Attendance Administrative Procedures will be followed.

Arrival and Dismissal

Arrival

Students will not be permitted in the school buildings prior to 7:45 am (7:40 am for breakfast). If staff is available for supervision, students may be permitted to wait in the lobby of each building until 7:45 am.

Dismissal

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

K-6 Dismissal Procedures

- Students will be lined up with their classes at dismissal.
- Parents and guardians may pick up students by waiting in the car line or parking and walking to the student's class area.
- Students who walk or take daycare transportation must inform teachers and office staff. Parents/Guardians shall notify the school via written notification for students who walk off campus as a standing procedure. Standard procedures can be altered through notification on individual days via calling into the office or sending a signed note to school with the student.

Kindergarten Specific Dismissal Procedures

- Kindergarten students will line up with their teachers behind the fence to the West of the Early Childhood Center.
- 15 minutes past dismissal, all teachers return to the building along with any Kindergarten students who are remaining.

1-6 Specific Dismissal Procedures

- Parents are encouraged to create designated off campus pick up areas with their



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students.

- 1-4 students line up with classes in front of the building.
- 5-6 students walk with their teacher to the southeast portion of the Elementary and are released.
- 15 minutes past dismissal, all teachers return to the building along with any 1-4 students who are remaining.

7-9 Dismissal Procedures

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

Indoor Dismissal/Pick-Up

Administration will determine if indoor dismissal is required in cases of extreme weather. Emergency notification will be sent out at least 30 minutes prior to dismissal. All afterschool activities will be canceled.

K-6 Indoor Dismissal Procedures

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

7-9 Indoor Dismissal Procedures

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



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

Reunification

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

Parking Lot and Road Safety

Students must remain on the sidewalk areas during pick-up. To reduce congestion, parents/guardians ~~must~~^{should} avoid parking in driving areas. Parents are encouraged to park in designated parking areas. Individuals conducting themselves or operating vehicles in an unsafe manner may be referred to law enforcement.

(See Student Dismissal/Pick-Up Procedures)

Closed Campus

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

Schedule Changes

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

Athletics

Students have the opportunity to participate in various athletic teams. Team sports are for boys and girls in the 7th thru 9th grades, unless otherwise specified. Teams are selected by way of a tryout at the beginning of each sports season. Students selected to participate in each team will take on the role of student-athlete. They must agree to and follow the school's Athletic Contract and will be subject to the Athletic Eligibility Procedures. The contract will be given to each athlete. Any student who wishes to participate in school athletics, including the Weight Training and ~~Endurance Training~~^{Triathlon} classes, must have a current sports physical completed by a licensed doctor. Sports physicals expire after one year.



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Assembly Behavior

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

Backpacks/Book Bags/Purses

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

Prepared for Class

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

Books

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

Citizenship

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

Computer Usage

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

(See Internet Safety Policy)



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Dress Code

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

General appearance, clothing, hygiene, etc.

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

Tops: Collared Shirts

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



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Tops: Additional layering

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

Pants/Bottoms:

- Must be khaki or navy blue, corduroys or Docker-type. No denim pants of any color may be worn.
- May be no larger than one size from a student's fitted size.
- Must stay fitted around the waist. Belts are required if pants do not stay at the waistline.
- Length must be no higher than two inches above the top of the kneecap. Skirt, dress, and short length will be determined with the waistband at the waist.
- Leggings may not be worn without additional "bottoms" and must be one of the following school colors: white, khaki/tan, or navy; leggings must be free from additional designs and patterns.
- Socks must be non-distracting and school appropriate.

Shoes:

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

Game Day Dress:

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



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Uniform-Free Dress Day Standards

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

Physical Education Uniforms

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

(See Dress Code Policy)

Personal Electronic Devices (including cell phones)

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

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



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Consequences for Personal Electronic Device Use

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

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

Images and Video

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

Grades and Progress Reports

Parents/guardians may access student grades and progress reports through ASPIRE (the student information system: ogdenprep.usoe-dsc.org). Each student will have his/her own account and password. These will be issued at the beginning of the year. Parents may obtain a password to access their student's information.



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Report Cards.

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

Grading Scale for grades 4-9

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

Grading Scale for grades K-3

Outstanding		Satisfactory		Needs Improvement	
O	95-100%	S+	90-94%	N+	60-69%
		S	80-89%	N	0-59%
		S-	70-79%		

Citizenship

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



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Hall Passes

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

Lockers

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

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

Medication

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

(See Administration of Medication Policy)

Name Badges

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



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

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

Personal Property

Students are responsible for personal items brought to school such as games, toys, and approved electronic devices. If any personal item is used, seen, or heard during class it will be confiscated. If any personal item is used in a way which compromises the safety of the other students, it will be confiscated. Inappropriate behavior regarding such items may warrant disciplinary action at the discretion of administration.

Physical Education & Outdoor Recess

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

Student Activities

Dances

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

Dance Rules:

- Once students have been admitted to the dance they can only leave if they do not plan to return to the dance. Students will not be let in and out for any reason.
- Students must maintain appropriate behavior while attending student activities. Any student who deviates from policies and procedures as outlined in the student handbook will be removed from the activity and appropriate action taken.



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- Any dancing deemed inappropriate by the person in charge is prohibited and violators will be asked to leave the dance.
- Only students enrolled at our school are allowed to attend dances.
- Students with active suspensions are not permitted to attend dances.

Extracurricular Activities

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

Field Trips

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

(See Field Trip Policy)

(See Field Trip Procedures)

National Junior Honor Society

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



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Elementary Eagle Leadership Teams

The Eagle Leadership Teams at Ogden Preparatory Academy consist of students who apply and interview for one of the leadership teams. Leadership teams consist of various responsibilities such as planning and leading assemblies, providing tours and mini lessons, creating the Eagle News, giving morning announcements, and organizing school recycling efforts. Students selected for leadership teams are expected to meet high academic and citizenship standards throughout the school year.

~~The Eagle Leadership Team at Ogden Preparatory Academy consists of students in grades 5-6 who are elected by their peers. Throughout the year, Eagle leaders who consistently exhibit the quality of a leader are selected. Leadership qualities that the students and teachers look for in a leader include being an honest person, being able to communicate with classmates and teachers, having the confidence to stand in front of a crowd, having a general commitment to the school and the 7 Habits, and having a positive attitude. The Eagle Team works with the Eagle Coordinator to facilitate recycling in the school and assist with assemblies and other activities in the school. The Eagle leaders also hold jobs in their individual classrooms to help the teachers.~~

Student Council

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

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

School Operations

Core/Curriculum

The Utah State Core will serve as the minimum basis for academic requirements for advancement and graduation. The school's curriculum and student expectations will meet or



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exceed the standards of the Utah State Core. Throughout the year, teachers will assess proficiency in all subject areas and adjust instruction based on assessment results. We participate in all USBE required assessments.

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

Fees

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

(See Fee Schedule)

Fee Waivers, **Annual**

Families must submit a fee waiver application **each year** in addition to a Free/Reduced Lunch Application. Fee waivers do not apply to optional activities and projects. **Fee waivers do not apply to fines.** A written copy of the fee schedule will be provided with registration papers. To apply for fee waivers, please speak with one of the school secretaries.

(See Fee Waiver Policy)

Emergency Lockdown Procedures

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

(See OPA Security and Crisis Management Plan)

Fire Alarms and Evacuation

All individuals in the school building must exit the Building immediately under adult supervision when the Alarm sounds. Evacuation maps and procedures are posted in each classroom. If the alarm sounds at times other than during class, each student must assemble



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where her/his homeroom teacher has designated as their meeting area. In case of long-term evacuation, students will go with their classroom teachers to a designated area.

(See OPA Security and Crisis Management Plan)

Food Services

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

Payment for food services can be made at the front office or through the School website. Payment is expected to be paid before meals are given. Please be sure to retain your receipts until the end of the year. Reminder notices for unpaid balances will be mailed monthly. ~~Students with unpaid balances may be offered a minimal lunch.~~ Excessive unpaid balances may result in ~~meal refusal and~~ collection referral. Free/Reduced lunch applications are available through the student information system (ASPIRE). ~~Free/Reduced lunch applications must be completed annually. Charges incurred before the application has been approved may not be waived.~~

Meal Prices

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

(See OPA Food Service Program and Safety Plan)

Library

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

(See Library Collections Policy)



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

Lost and Found

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

School Closing – Weather

School will close at the discretion of the administrative team. ~~Please listen to the radio station KSL 1160 and/or watch Channel 5 morning news for school closure announcements. The school will notify the closure or delay via the following channels:~~

- An automated phone message will be sent to all student contacts
- Information will be posted on the school website and social media platforms
- Information will be sent through the OPA App by the “One Call” system.

In the event of a school closure, parents and students will be informed of any assignments necessary to satisfy Utah “Snow Day” requirements.

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

Safe School

For an inclusive explanation of OPA's policies, the Safe School policy is posted on the website.

Bullying

Definitions of Bullying:

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

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



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

Discipline

OPA follows the Responsibility Centered Discipline (RCD) framework. This framework is based on OPA's four school foundations: Be Safe, Be Prepared, Be Respectful, Be Responsible. Students are expected to behave in a way that honors and respects these foundations at all times. Training and education on the foundations will take place throughout the year in both classroom and whole-school settings. When students are unable to meet these expectations and/or unwilling to take responsibility for their actions, they will work with a teacher and/or administrator. The program encourages students to work with administrators to develop plans that will facilitate a change in behavior as opposed to focusing only on consequences. Behavior plans, detention, in school suspension, and out of school suspension are all disciplinary tools that can be employed when implementing the RCD program.

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

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

(See Safe School Policy)



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www.ogdenprep.org

Safe School Policies

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

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

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

Expulsion or Placement Change

If the behavior contract is not adhered to or there are repeated problems with a student's behavior, suspension, expulsion, or placement change from school will be considered. Policies



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and procedures related to discipline are detailed in the Safe School Policy. Behaviors that could lead to significant disciplinary action include, but are not limited, to the following:

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



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www.ogdenprep.org

(See Safe School Policy)

Fighting

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

(See 7.07.POL Safe School Policy)

Harassment, Hazing, and Initiations

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

(See Bullying and Hazing Policy)

Immunizations

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

Personal Conduct

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



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www.ogdenprep.org

Gum

Gum chewing is not allowed in the Elementary. Gum chewing in the Junior High classrooms shall be according to teacher classroom procedures. Disciplinary actions may be assigned for **inappropriate gum chewing or handling**.

Cheating and Plagiarism

Cheating and Plagiarism violations will result in a grade of 0 on the assignment or test **in addition to other disciplinary actions and detention**. Continued violations may result in a letter grade of "F" for the quarter and suspension. Students and parents agree to accept the responsibility of the honor code by the act of enrollment at Ogden Preparatory Academy.

Inappropriate Gestures/Language

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

Public Displays of Affection

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

Search and Seizure

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

Substance Abuse

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

(See 7.07.POL Safe School Policy)



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www.ogdenprep.org

Suspension

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

Reasons for suspension include but are not limited to:

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

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

(See 7.07.POL Safe School Policy)

Theft, Extortion, Vandalism and Arson

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

(See 7.07.POL Safe School Policy)



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www.ogdenprep.org

Weapons

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

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

(See 7.07.POL Safe School Policy)

Parents and Guardians

Background Checks

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

(See Background Check Procedures)

(See Background Check Policy)

Communication

The parent/guardian email in Aspire will be used for communication purposes. Information is posted on teacher blogs and websites, the school website, [the OPA App](#), and the electronic sign on the ~~30~~ elementary building for parent and student convenience. The Principals email a newsletter home each week ~~which~~ is available on the school website.



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www.ogdenprep.org

Family-Teacher Conferences

OPA holds two (2) Family-Teacher Conferences each year. Conferences are spread over a 2 day period. Elementary teachers will send sign up schedules to parents prior to conferences. Junior High conferences are

- First Conference Day:
 - Minimum learning day for students
 - Conferences held from 1 pm to 7 pm, with a lunch break for teachers from 4:30-5:30 pm
- Second Conference Day:
 - No school for students
 - Conferences are held 8 am to 12 pm

Parents are welcome and encouraged to contact their child(ren)'s teacher(s) any time during the school year when questions or concerns arise. Teachers and administrators are happy to meet with parents to discuss their child's educational success and support. Appointments may be arranged with the teacher or one of the secretaries.

Fundraising and Donations

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

(See 8.02.POL Donations and Fundraising Policy)

Grievance

Parents who have grievances with an employee or employees of the school ~~should~~^{must} first approach the individual(s). If it is ~~not felt that~~ the issue ~~is~~^{was} not satisfactorily resolved, the following steps may be taken in order: ~~adequately dealt with,~~

1. Bring the issue to the building administrator.
2. Bring the issue to the Executive Director.
3. Email the Board of Directors, board@ogdenprep.org ~~then it must move to ff~~



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~~administration. If the issue remains unresolved, an email can also be sent to the Board of Directors through board@ogdenprep.org. If a policy or procedure is an issue, please discuss it the problem can be discussed with a member of the administration. As always, a written complaint can be submitted. Written complaints shall specify the individual(s) involved, details of the incident(s) spurring the complaint, including dates and approximate times, and details of an attempt to rectify the situation.~~

(See 8.06.POL Grievance Policy)

Parental Exclusions

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

Treats and Parties

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

Visitors

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



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www.ogdenprep.org

Volunteer Hours

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

Family members are encouraged to join the Family Engagement Team to provide support and feedback for OPA. This team meets monthly to support OPA's overall well-being in a way that meets the needs of school and community stakeholders. Contact the Family Engagement Coordinator, or check the website for more information. ¶



OGDEN PREPARATORY ACADEMY

Official Policy

6. Human Resources

6.08.POL Background Check Policy

Effective/Revision Date: 2/10/2023

Page 1 of 2

PURPOSE

The purpose of this policy is to protect the safety, health and security of Ogden Preparatory Academy (the School) students, employees and property.

POLICY

The School will comply with the provisions of Utah Administrative Code R277-516 regarding employee background checks. In order to protect the health and safety of all students and protect the property of the School, the School requires all of the following individuals to submit to a background check as a condition for employment or appointment.

1. All potential employees,
2. All Board members,
3. Chaperones of all field trips, and
4. Any volunteers, who will be given significant, unsupervised access to a student in connection with the volunteer's assignment.

Board members must submit to a background check when initially appointed to the Board. The School will pay the cost of the background check and the fingerprinting fee. The Board will consider whether any convictions revealed on the background check should disqualify the Board member.

The Administrative Team will establish administrative procedures consistent with this policy and applicable law for employees and volunteers.

In compliance with Utah Code, the LEA or school shall not charge any individual a background check fee if they are filling the following positions:

- non-licensed employee
- substitute teacher
- contract employee

- volunteer

Document History

Approved: 12/12/2012

Revised: 2/23/2017 *Changes made to reflect continual background checks; obsolete need of renewals and allowance for the school to pay all fees.*

Revised: 2/10/2023 *Changes made to include field trip chaperones and volunteers.*

Legal References

Utah Administrative Code R277-516

H.B. 121 Educator Background Check Amendments

6.08.POL Background Check Policy	
Effective/Revision Date: 2/10/2023	Page 2 of 2



Official Policy of Ogden Preparatory Academy

7. Students

7.11.POL Service and Emotional Support Animal Policy

Effective/Revision Date: 01/19/2017

Page 1 of 4

PURPOSE

To establish a system by which service and emotional support animals will be allowed at Ogden Preparatory Academy (the School).

POLICY

1. Access to Services, Programs, and Activities.
 - a. The School has the goal of providing equal access to all services, activities, and programs it offers. Students, employees, or members of the public will not be denied access to services, programs or activities due to their legitimate use of a service animal.
 - b. School protocols for addressing the needs of those utilizing service animals are derived from 28 CFR Section 35, Utah Code Title 62A, Chapter 5b, and applicable published guidance from the U.S. Department of Justice.
 - c. The School may impose legitimate safety requirements necessary for the safe operation of its services, programs, or activities. Those requirements must be based upon actual risks, not on mere speculation, stereotypes, or generalizations about people with disabilities.
2. Definitions
 - a. "Direct Threat" – A significant risk to the health and safety of others that cannot be eliminated by a modification to policies, practices or procedures, or by the provision of auxiliary aids or services.
 - b. "Disability" – As defined in 42 U.S.C. 12102 of the Americans with Disabilities Act, as may be amended in the future, and 28 CFR Section 36 of the Code of Federal Regulations, as may be amended in the future.
 - c. "Emotional Support Animal" (ESA) – A domesticated animal that is individually necessary for the emotional support, well-being, comfort, or companionship of an individual with a disability. The tasks performed by an ESA must be directly related to the individual's disability. Non-human primates are specifically excluded from this definition.
 - d. "Service Animal" – Any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition. The work or tasks performed by

a service animal must be directly related to the individual's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition.

3. General Provisions

- a. Other than service animals as defined above, personally owned animals are not permitted at School facilities without the written consent of an official School representative.
- b. The School will reasonably modify its policies, practices or procedures to permit the use of a service animal by an individual with a disability.
- c. Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the School facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go.
- d. The School may ask an individual with a disability to remove a service animal from its facilities if the animal is out of control and the animal's handler does not take effective action to control it.
- e. The School may ask an individual with a disability to remove a service animal from its facilities if the animal is not housebroken.
- f. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a leash, harness, or other tether would interfere with the animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- g. The School may ask an individual with a disability to remove a service animal from its facilities if the animal poses a direct threat.
- h. Neither the School nor any of its employees are responsible for the care or supervision of a service animal, unless documentation exists specifically requiring such care or supervision by the School or its employees.
- i. If the need for a service animal is not readily apparent, the animal's owner may be required to affirm that the animal is required because of a disability. Additionally, the animal's owner may be required to articulate what work or task the animal has been trained to perform.
- j. A service animal's owner may be required to provide documentation indicating the service animal has been licensed in the jurisdiction(s) in which the owner resides.

4. ~~Miniature Horses ¶~~

- ~~a. The School shall make reasonable modification in its policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. ¶~~

7.11.POL Service and Emotional Support Animal Policy	
Effective/Revision Date: 01/19/2017	Page 2 of 4

- ~~b. In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the School may consider: ¶
 - ~~i. The type, size, and weight of the miniature horse and whether the facility can accommodate these features; ¶~~
 - ~~ii. Whether the handler has sufficient control of the miniature horse; ¶~~
 - ~~iii. Whether the miniature horse is housebroken; and ¶~~
 - ~~iv. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary safe operation. ¶~~~~
- ~~5. Paragraphs 3.a. through 3.j., above, which apply to service animals, shall also apply to miniature horses.~~
- 6. Service Animals in Training
 - a. As provided for in Utah law, service animals in training shall be granted access to School facilities, services, programs and activities.
 - b. Paragraphs 3.a. through 3.j., above, shall also apply to service animals in training.
- 7. Emotional Support Animals (ESA)
 - a. The use of an Emotional Support Animal (ESA) (sometimes referred to as a "comfort animal") is considered a request for a reasonable accommodation under the Americans with Disabilities Act (ADA).
 - b. A request for the use of an ESA must be supported by recent, reliable, objective medical documentation.
 - c. Only domesticated animals will be considered as an ESA.
 - d. The provisions of paragraphs 3.a. through 3.j., above, shall also apply to an ESA.
 - e. Documentation regarding an ESA may be required to address legitimate safety requirements necessary for the safe operations of the School's programs, services, or activities.
- 8. Unique Circumstances or Requests
 - a. Student requests for a Service and/or Emotional Support Animal at School facilities shall be processed by the School Administration through a 504 plan or an Individual Education Plan (IEP) depending on the disability of the student.
 - b. Circumstances or requests requiring special consideration shall be reviewed by the School Administration in consultation with other appropriate School personnel (e.g., Section 504 Coordinator, ADA Coordinator, etc.).
 - c. The School Administration shall coordinate with State Risk Management prior to denying a service animal, ~~a miniature horse~~, a service animal in training, or an ESA access to any School facility, service, program or activity.

Document History

7.11.POL Service and Emotional Support Animal Policy	
Effective/Revision Date: 01/19/2017	Page 3 of 4

Approved: 01/19/2017

Legal References

28 CFR Section 35, Utah Code Title 62A, Chapter 5b

This Policy for Service and Emotional Support Animals at Ogden Preparatory Academy (the School) Facilities was adapted from the Model Policy provided as a courtesy by the Utah Division of Risk Management. The Model Policy was developed following consultation with officials from the US Department of Justice, the Office of Civil Rights and the Equal Employment Opportunity Commission.

7.11.POL Service and Emotional Support Animal Policy	
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OGDEN PREPARATORY ACADEMY

Official Policy

8. Parents and Community

8.07.POL OPA Unpaid Meal Charges Policy

Effective/Revision Date: 12/14/2017

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Unpaid Meal Charges Policy

Purpose:

The National School Lunch Program is a ~~federally-assisted~~ ~~federally-assisted~~ meal program that provides students with a well-balanced meal each day. All student meals are partially reimbursed by the National School Lunch Program when the household does not qualify for a free meal. Parents of children who do not qualify for the free meal benefit are required to make payments to the student account only for the portion of the cost that is not reimbursed by the National School Lunch Program.

The Unpaid Meal Charges Policy is written to outline how Ogden Preparatory Academy will communicate to parents/guardians about the process for managing unpaid meal charges on student accounts, the procedure for collecting ~~negative balances~~ ~~balances that are negative~~, and to assure parents that no student should be embarrassed or confronted in collecting delinquent account balances.

Policy Information:

When a new student registers at Ogden Preparatory Academy, parents will receive the following information from the school:

- Prices of school meals
- Parent options to provide payment for school meals
- Application for free or reduced meal pricing benefits
- Information ~~on~~ collection procedures for delinquent lunch accounts

This information is available to all ~~stakeholders~~ ~~students~~.

Free/Reduced Benefit:

Applications for the free and reduced benefit for the federally assisted meal program are available electronically in English and Spanish through the Student Information System (SIS). Applications can be available in any language in the front offices.

Families may be eligible to receive benefits from Special Nutrition Assistance Program (SNAP), Utah TANF/FEP, or FDPIR. If the student is eligible, this benefit is automatically updated in the SIS system. OPA will send a letter to the household informing parents of the student's eligibility. Any family qualifying for these benefits does not need to submit a free/reduced application form.

Payment Options:

Parents have the option of paying student lunch accounts by ~~bringing cash, or check, or card to the school secretaries. to the front offices at the school.~~ Online payments can be made at www.ogdenprep.org.

Delinquent Accounts:

Prior notification:

- ~~OPA Food Services~~ will notify parents by e-mail or mail when the account balance is low.

Students leaving OPA:

- When students transfer to another school, or complete their 9th grade school year, payment of any negative balance is required. All negative lunch accounts must be paid at check-out.

Procedure for Collections:

- OPA will make attempts to collect the negative balance through parent notifications.
- ~~Collection proceedings can be stopped by making a payment on the account, or establishing a payment plan with the OPA finance secretary. -~~
- If payment is not received or a payment plan is not established within the specified time frame, and an individual student has a negative balance greater than \$50.00, the account will be referred to collections by the administration. Any family with an aggregate negative balance greater than \$100.00, will also be referred to collections by the administration.
- Parents/Guardians of OPA students agree to pay all amounts owed within 30 days of when amounts are incurred. In the event any amount is referred to a debt collection

8.07.POL OPA Unpaid Meal Charges Policy

Effective/Revision Date: 12/14/2017

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agency, the parents/guardians will be responsible for a collection fee of up to 33.33% of the principal amount owing as allowed by Utah Code.

Refund Procedure:

All balances in a student’s account will roll into the next year.

When a student leaves OPA, any balance will be transferred into a sibling’s account. If there is not a sibling in the school, a letter will be sent to the parent/guardian notifying them of the remaining balance, and a request may be made for any refund at the school. If the parent/guardian does not request a refund by the end of the same calendar year, the unclaimed balance will be donated to students in need.

Document History

Approved: 12/14/2017

Legal References

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OGDEN PREPARATORY ACADEMY

Official Policy

7. Students

7.33.POL Gender Identity and Inclusion Policy

Effective/Revision Date: 11/10/2022

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PURPOSE

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

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

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

POLICY

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

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

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

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

DEFINITIONS

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

SCHOOL RECORDS AND STUDENT PRIVACY

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

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

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

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

BATHROOM USE

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

STUDENT NAMES AND PRONOUNS

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

DRESS CODES

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

STAFF RESPONSIBILITIES

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

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

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

In accordance with R277-217, an educator may not “ invite, suggest, or encourage a student to reconsider or change the student’s sexual orientation or gender identity.”

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ACKNOWLEDGEMENT OF ONGOING UPDATES

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

Document History

Approved: 11/10/2022 Initial Creation

Legal References

Utah Code R277-717

34 C.F.R. § 99.31(a)(1)

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

Utah Code R277-217