



Ogden Preparatory Academy

OPA Board of Directors Meeting

Published on January 10, 2024 at 3:52 PM MST

Date and Time

Thursday January 11, 2024 at 4:30 PM MST

Location

1487 Lincoln Avenue
Ogden UT 84404

Board Room (upstairs)

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Call the Meeting to Order		Sara Mejeur	
B. Record Attendance		Sara Mejeur	1 m
C. Approve Minutes	Approve Minutes	Sara Mejeur	1 m
Approve minutes for OPA Board of Directors Meeting on December 14, 2023			

	Purpose	Presenter	Time
D. Opportunity for Public Input including input on Fee Schedule		Sara Mejeur	5 m
<p>The proposed FY25 Fee Schedule has only one edition. The West Coast Science Field Trip's maximum cost has increased to \$350 from \$300.</p>			
II. Finance			4:37 PM
A. Financial Review	FYI	Spencer Adams	5 m
III. Administrative Business			4:42 PM
A. Administrative Board Report	FYI	Principals	5 m
IV. Policy Updates			4:47 PM
A. Policy Updates	Vote	Stephanie Mathers	5 m
<ol style="list-style-type: none"> 1. Enrollment and Lottery Policy-Revisions <ol style="list-style-type: none"> 1. It is proposed that we do not pull 9th grade students for second semester unless they are a child of an employee or founder, or if they are transferring with their younger siblings. 2. Since 9th grade is our final year, any benefit to the student to transfer for 1 semester is negligible. 2. Fee and Fee Waiver Policy - State required updates 3. Early Childhood Center Fees - new policy 4. Early Childhood DWS Subsidy Waiver - new Template <ol style="list-style-type: none"> 1. Applying for DWS subsidies has been difficult and tedious. We used the DWS eligibility chart to create a waiver that employees can use in lieu of DWS subsidy denial. 			
V. Other Discussion			4:52 PM
A. Discussion	Discuss	Sara Mejeur	5 m
<ol style="list-style-type: none"> 1. Possible fundraiser, sponsor, or grant ideas for preschool and afterschool funding. So many families need it, but it is cost prohibitive. 			
VI. Closing Items			4:57 PM

	Purpose	Presenter	Time
A. Adjourn Meeting	Vote	Sara Mejeur	

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for OPA Board of Directors Meeting on December 14, 2023

APPROVED



OGDEN PREPARATORY
ACADEMY

Ogden Preparatory Academy

Minutes

OPA Board of Directors Meeting

Date and Time

Thursday December 14, 2023 at 4:30 PM

Location

1487 Lincoln Avenue
Ogden UT 84404
Board Room

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. Lucas, J. Howell, S. Mejeur, S. Zwycart

Directors Absent

B. Gerena

Ex Officio Members Present

D. Deem, K. Kennington, S. Lopez

Non Voting Members Present

D. Deem, K. Kennington, S. Lopez

Guests Present

S. Adams, S. Wright, T. Young

I. Opening Items

A. Call the Meeting to Order

S. Mejeur called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Dec 14, 2023 at 4:37 PM.

B. Record Attendance

C. Approve Minutes

J. Howell made a motion to approve the minutes from OPA Board of Directors Meeting on 11-09-23.

S. Zwycart seconded the motion.

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

D. Opportunity for Public Input

No public or input.

E. Approval of new Board member

J. Howell made a motion to approve a new Board Member Brittany Lucas.

S. Zwycart seconded the motion.

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

II. Finance

A. Financial Review

Presented by Spencer Adams.

- Revenue Discussion
 - Majority of State revenue has been trued up.
 - 63% at the Forecast already, will probably
 - Discussed monthly interest
- Expenses Discussion
- Ratios and Operating Margin

Questions

- Why are the Unrestricted Funds yellow in the data sheet
- Push over to the PTIF - none this time.

B. ECC Playground Expansion

J. Howell made a motion to approve the purchases of turf for \$41,632 and the cement for \$33,120.

S. Zwygart seconded the motion.

Expansion plan for the playground. Discussed the landscaping issues that have been occurring.

- Cement and Turf added
- Bike Path with Turf added

Discussion of bids that came in to do the turf. The recommendation was from Purchase Green, because it is cheaper and they did our other turf.

For the cement, we had a hard time finding a cement bid, only got one for that. Comparing the price to when we did the cement in the pavillion it is a great deal. (J&J). The board **VOTED** to approve the motion.

C. Elementary Stage Curtains

J. Howell made a motion to approve the purchase of Elementary Stage Curtains at \$29,990 from Huish's.

S. Zwygart seconded the motion.

Discussion of adding curtains onto the Elementary Stage. Discussed and reviewed the different bids received. The recommendation is to go with Huish's.

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

D. Cabinets for the ECC Kitchen

FYI, putting in cabinets to the ECC (\$5,000). The kitchen manager needs more storage space.

E. Google Suite Licensing

S. Zwygart made a motion to Google Suite for the amount under \$7,000.

J. Howell seconded the motion.

Discussed the need for these. There was a bid, but we found a cheaper price that we will be using.

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

III. Executive Session

A. Enter Executive Session

S. Zwygart made a motion to enter into closed session to protect the privacy of an individual.

J. Howell seconded the motion.

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

Roll Call

B. Lucas Aye

S. Zwygart Aye

Roll Call

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

B. Exit Executive session

J. Howell made a motion to exit closed session.
B. Lucas seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Student Discipline Decision

S. Zwygart made a motion to approve the decision made regarding the individual in closed session.
J. Howell seconded the motion.
The board **VOTED** to approve the motion.

IV. Administrative Business

A. Administrative Board Report

Reviewed the Administration Board Report.

- ECC
- Elementary
- Junior High
- Teaching & Learning; TSI Updates
- Operations; Board Surveys; Business; Data
 - Discussed ways of getting better rate of parents idea.

B. Something To Talk About amendment

S. Zwygart made a motion to approve the final portion of \$28,232 for Speech.
J. Howell seconded the motion.
Speech Caseload - has gone up. Much more than originally thought, so the price has increased again. We have more that needs to be added.
The board **VOTED** to approve the motion.

V. Policy Updates

A.

Policy Updates

J. Howell made a motion to approve the changes in the Child Abuse and Neglect Prevention Reporting policy.

S. Zwycart seconded the motion.

- Discussed the updates to this policy.

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

VI. Other Discussion

A. Discussion

- Discussed the Investigation from the State

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 5:36 PM.

Respectfully Submitted,
S. Zwycart

Coversheet

Opportunity for Public Input including input on Fee Schedule

Section: I. Opening Items
Item: D. Opportunity for Public Input including input on Fee Schedule
Purpose: FYI
Submitted by:
Related Material: 7.16.POL Fee Schedule (EN).pdf



OGDEN PREPARATORY ACADEMY

Official Policy

7. Students

7.16.POL Fee Schedule

Effective/Revision Date: 09/18/2023

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 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-\$55
Uniform Free Day	\$1
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>	\$350.00 300.00
Southern Utah Science Expedition** <i>Fuel expenses; entrance fees; lodging fees; supplies; tours</i>	\$100.00

**Work alternatives to payment are available.*

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

Fee Limits

Curricular Fees

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

Personal Discretionary Expenses

No Limits

Expeditionary Learning Opportunities

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

7.16.POL Fee Schedule	
Effective/Revision Date: 09/18/2023	Page 2 of 4

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

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.*

7.16.POL Fee Schedule	
Effective/Revision Date: 09/18/2023	Page 3 of 4

- Added Student and Family maximums.
Added additional fees to make the schedule more inclusive.*
- 08/15/2019** *Reduced the cost of Junior High Yearbook to reflect actual costs.
Added replacement earbud costs.*
- 03/19/2020** *Removed course specific charges except Endurance Training and Weight training facility fees. Added one grade level fee. Added spend plan information, and service and fundraising requirements for trips.*
- 05/21/2020** *Increased grade level fee to account for chromebook check out. Increased individual and family maximums to correspond to grade level fee increase.*
- 03/11/2021** *Added Chromebook repair costs, adjusted some fees as needed, and corrected trip descriptions.*
- 07/14/2021** *Removed class fees and sports fees.*
- 03/10/2021** *Updated category names to reflect reporting language; adjusted some fees due to changes in costs.*
- 03/09/2023** *Vasa membership charges removed. Replacement planner removed.*
- 09/14/2023** *Raised yearbook prices due to increased costs. Effective October 19, 2023.*

Legal References

7.16.POL Fee Schedule	
Effective/Revision Date: 09/18/2023	Page 4 of 4

Coversheet

Financial Review

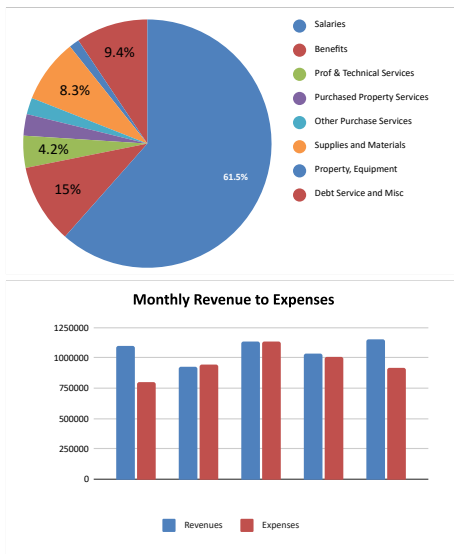
Section: II. Finance
Item: A. Financial Review
Purpose: FYI
Submitted by:
Related Material: December 2023 Budget Summary.pdf
December 2023 Budget Detail.pdf



Financial Summary *as of December 31, 2023*

50.0% through the Year BUDGET REPORT EXPENSES RATIOS

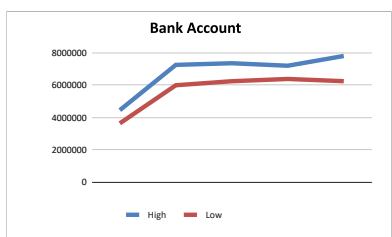
	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	1020	1020	1020	
Revenue				
1000 Local	\$ 423,119	\$ 1,113,000	\$ 772,557	55%
3000 State	\$ 5,529,242	\$ 10,643,721	\$ 11,163,205	50%
4000 Federal	\$ 252,463	\$ 1,441,211	\$ 1,524,489	17%
Total Revenue	\$ 6,204,824	\$ 13,197,932	\$ 13,460,251	46%
Expenses				
100 Salaries	\$ 3,767,292	\$ 7,799,099	\$ 7,983,408	47%
200 Benefits	\$ 668,269	\$ 1,339,031	\$ 1,339,031	50%
300 Prof & Technical Services	\$ 288,044	\$ 574,464	\$ 540,696	53%
400 Purchased Property Services	\$ 209,233	\$ 343,080	\$ 363,080	58%
500 Other Purchase Services	\$ 97,033	\$ 240,842	\$ 279,653	35%
600 Supplies and Materials	\$ 589,245	\$ 921,000	\$ 1,078,047	55%
700 Property, Equipment	\$ 456,535	\$ 130,517	\$ 171,804	266%
800 Debt Service and Misc	\$ 602,408	\$ 1,218,098	\$ 1,218,198	49%
Total Expenses	\$ 6,678,059	\$ 12,566,131	\$ 12,973,917	51%
Net Income from Operations	\$ (473,235)	\$ 631,801	\$ 486,334	
Operating Margin	-7.6%	4.8%	3.6%	



	Actual	Goal	Covenants
Operating Margin	3.6%	3.55%	
MADS (Modified Acc)	1.42	1.41	1.10
Days Cash on Hand	220	100	30
Unrestricted DCOH	217	100	30
Building Payment %	9%	20%	

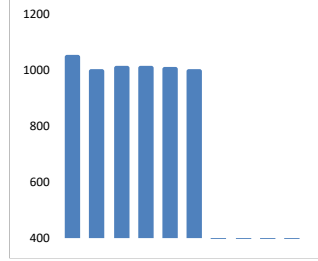
CASH RESERVES ENROLLMENT

Ending Cash Balance	\$ 7,819,777
Ending Unrestricted Cash Balance	\$ 7,713,137
Days Cash on Hand	220



	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 2,398,744	\$ 2,398,744
Reserves Added this Year	\$ (473,235)	\$ -
Early Childhood Center	\$ 410,465	\$ 410,465
Expenses from Reserves		
Early Childhood Center	\$ 1,210,058	\$ 1,210,058
Bond Issuance & Related C	\$ -	\$ -
	\$ -	\$ -
New Reserve Balance	\$ 3,546,032	\$ 4,019,267

	A	S	O	N	D	J	F	M	A	M
Daycare	19	19	19	19	19	19				
Pre-K	12	19	21	21	21	21	0	0	0	0
1	91	96	98	99	96	97	0	0	0	0
2	108	101	101	101	100	100	0	0	0	0
3	97	92	95	96	96	94	0	0	0	0
4	105	98	98	97	99	98	0	0	0	0
5	108	104	106	106	104	104	0	0	0	0
6	114	107	111	109	110	109	0	0	0	0
7	98	92	93	93	91	91	0	0	0	0
8	116	111	108	110	111	109	0	0	0	0
9	116	106	106	106	105	104	0	0	0	0
Total	1056	1003	1035	1015	1011	1004	0	0	0	0





Actuals as of: December 31, 2023 Percentage of Year: 50.0%

Budget Detail Report	(1,040 Students)	(1,020 Students)	1020	(-0 Students)	1020	FY24 Capitalization Forecast	% of Forecast	Debbie's Changes
	FY23 Actuals	FY24 Actuals	FY24 Budget	Changes	FY24 Forecast			
Revenue								
1000 Local								
1340 Preschool Revenue	\$ -	\$ 65,621	\$ 420,000	\$ (228,372)	\$ 191,628		34.2%	
Afterschool Revenue (Daycare)		\$ 29,241	\$ 200,000	\$ (128,000)	\$ 72,000		40.6%	
1510 Interest on Investments	\$ 297,551	\$ 180,478	\$ 250,000	\$ 17,000	\$ 267,000		67.6%	
1600 Lunch Program (Students & Adults)	\$ 81,717	\$ 27,268	\$ 60,000	\$ -	\$ 60,000		45.4%	
1710 Student Sales	\$ 20,173	\$ 21,111	\$ 13,000	\$ 8,111	\$ 21,111		100.0%	
1710 Art Expo	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000		0.0%	
1740 Student Fees	\$ 12,191	\$ 2,518	\$ -	\$ 2,518	\$ 2,518		100.0%	
1760 Fines		\$ 655	\$ 3,000	\$ (1,700)	\$ 1,300		50.4%	
1741 Trips (Co-Curricular Fees)	\$ 64,382	\$ 25,641	\$ 80,000	\$ -	\$ 80,000		32.1%	
1910 Rental of Facility	\$ 10,760	\$ 7,390	\$ 10,000	\$ -	\$ 10,000		73.9%	
1920 Contributions & Donations	\$ 47,486	\$ 5,994	\$ 40,000	\$ (10,000)	\$ 30,000		28.0%	
1990 Medicaid	\$ 13,334	\$ 22,043	\$ 25,000	\$ -	\$ 25,000		88.2%	
1990 Miscellaneous	\$ 13,275	\$ 35,159	\$ 10,000	\$ -	\$ 10,000		351.6%	
Total 1000:	\$ 560,869	\$ 423,119	\$ 1,113,000	\$ (340,443)	\$ 772,557		54.8%	
3000 State								
0.3005 Regular School Prgm K	\$ 207,641	\$ 188,500	\$ 380,492	\$ (4,059)	\$ 376,433		50.1%	
0.3010 Regular School Prgm 1-12	\$ 3,237,015	\$ 1,854,063	\$ 3,706,110	\$ (73,242)	\$ 3,706,868		50.0%	
0.3020 Professional Staff	\$ 271,735	\$ 147,505	\$ 295,392	\$ (763)	\$ 294,629		50.1%	
31.1205 Special Education -- Add-On	\$ 571,134	\$ 368,421	\$ 620,936	\$ 115,906	\$ 736,842		50.0%	
31.1210 Special Education -- Self-Contained	\$ 42,526	\$ 15,479	\$ 46,392	\$ (15,433)	\$ 30,959		50.0%	
31.1220 Special Education -- Extended Year	\$ 4,130	\$ 2,398	\$ 4,505	\$ 291	\$ 4,796		50.0%	
31.1225 Special Education - Impact Aid	\$ 10,360	\$ 6,359	\$ 11,302	\$ 1,416	\$ 12,718		50.0%	
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	\$ 181,243	\$ 344,504	\$ 17,982	\$ 362,486		50.0%	
31.5344 Enhancement for At-risk students	\$ 233,591	\$ 185,538	\$ 254,737	\$ 116,339	\$ 371,076		50.0%	
31.5901 CTE College & Career Awareness	\$ 5,616	\$ 3,273	\$ 5,914	\$ 328	\$ 6,242		52.4%	
32.0500 Charter School Base Amount	\$ 88,610	\$ 58,449	\$ 117,300	\$ (575)	\$ 116,725		50.1%	
32.5310 Flexible Allocation	\$ -	\$ 1,301	\$ -	\$ 2,600	\$ 2,600		50.0%	
32.5619 Charter School Local Replacement	\$ 2,766,655	\$ 1,588,011	\$ 3,135,480	\$ 35,493	\$ 3,170,973		50.1%	
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	\$ -	\$ 7,121	\$ -	\$ 7,121		0.0%	
33.5641 Early Intervention	\$ 110,000	\$ -	\$ -	\$ -	\$ -		0.0%	
33.5805 Early Literacy (K-3)	\$ 48,630	\$ 32,975	\$ 50,541	\$ 14,185	\$ 64,726		50.9%	
34.5662 Outdoor Recreation Grant	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%	
34.5807 TSSP (Teacher Salary Supplement Prgm)	\$ 8,034	\$ -	\$ -	\$ -	\$ -		0.0%	
34.5868 Teacher Materials and Supplies	\$ 9,677	\$ 10,942	\$ 9,677	\$ 1,265	\$ 10,942		100.0%	
34.5876 Educator Salary Adjustment	\$ 296,853	\$ 388,090	\$ 630,000	\$ 146,181	\$ 776,181		50.0%	
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	\$ 3,596	\$ 7,126	\$ 66	\$ 7,192		50.0%	
35.5678 TSSA	\$ 211,153	\$ 132,204	\$ 264,409	\$ -	\$ 264,409		50.0%	
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 Rcd 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	\$ -	\$ -	\$ -	\$ -		0.0%	
38.5672 Substance Abuse	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ 4,000		100.0%	
38.5674 Suicide Prevention	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000		100.0%	
38.5697 LETRS Professional Development	\$ 5,764	\$ -	\$ -	\$ -	\$ -		0.0%	
38.5914 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	\$ 76,004	\$ 90,000	\$ -	\$ 90,000		84.4%	
Stronger Connections (PD)	\$ -	\$ -	\$ 100,000	\$ (100,000)	\$ -		0.0%	
Early Interactive Software Program (EISP)	\$ -	\$ -	\$ 25,525	\$ -	\$ 25,525		0.0%	
Employer Childcare Startup Grant	\$ -	\$ -	\$ -	\$ 82,574	\$ 82,574		0.0%	
Total 3000:	\$ 9,068,312	\$ 5,529,242	\$10,643,721	\$ 375,038	\$ 11,163,205		49.5%	
4000 Federal								
42.7225 ESSER III ARP	\$ -	\$ -	\$ 494,767	\$ -	\$ 494,767		0.0%	
45-4522 IDEA Preschool	\$ -	\$ -	\$ 3,487	\$ 28	\$ 3,515		0.0%	
45-4524 IDEA	\$ -	\$ -	\$ 158,618	\$ 22,791	\$ 181,409		0.0%	
45.4524 PIP	\$ -	\$ -	\$ -	\$ 27,000	\$ 27,000		0.0%	
45-8071 National School Lunch Program	\$ 103,700	\$ 25,704	\$ 75,000	\$ -	\$ 75,000		34.3%	
45-8072 NSLP - Free & Reduced	\$ 306,992	\$ 147,164	\$ 300,000	\$ -	\$ 300,000		49.1%	
45-8074 NSLP - Breakfast	\$ 52,046	\$ 28,411	\$ 75,000	\$ -	\$ 75,000		37.9%	
45-8075 Kitchen Equipment Grant	\$ -	\$ -	\$ 30,517	\$ -	\$ 30,517		0.0%	
45-8076 Supply Chain Assistance	\$ -	\$ 23,153	\$ -	\$ -	\$ -		0.0%	
45-8078 Fresh Fruits and Vegetables	\$ -	\$ 17,380	\$ -	\$ 17,380	\$ 17,380		100.0%	
45-8079 After School Program	\$ 11,990	\$ 9,998	\$ 5,284	\$ 4,714	\$ 9,998		100.0%	
45-8080 Pandemic EBT	\$ -	\$ 653	\$ -	\$ 653	\$ 653		100.0%	
48.7801 Title I - Remedial Services	\$ -	\$ -	\$ 225,247	\$ -	\$ 225,247		0.0%	
48.7860 Title II - MAPP	\$ -	\$ -	\$ 9,050	\$ -	\$ 9,050		0.0%	
48.7860 Title II	\$ -	\$ -	\$ 30,958	\$ -	\$ 30,958		0.0%	
48.7880 Title III A - English Lang Acq	\$ 26,262	\$ -	\$ 24,311	\$ 727	\$ 25,038		0.0%	
48.7905 Title IV Supporting Effective Instruction	\$ 8,972	\$ -	\$ 8,972	\$ 9,985	\$ 18,957		0.0%	
Total 4000:	\$ 509,962	\$ 252,463	\$ 1,441,211	\$ 83,278	\$ 1,524,489		16.6%	
Total Revenue:	\$10,139,143	\$ 6,204,824	\$13,197,932	\$ 117,873	\$ 13,460,251		46.1%	



Actuals as of: **December 31, 2023** Percentage of Year: 50.0%

Budget Detail Report	(1,040 Students)	(1,020 Students)	1020	(-0 Students)	1020	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	\$ 365,303	\$ 779,951	\$ -	\$ 779,951		46.8%	
131 Teachers	\$ 3,333,530	\$ 1,862,283	\$ 3,540,599	\$ 62,844	\$ 3,603,443		51.7%	
132 PTO Cash out	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000		0.0%	
132 Substitute Teachers	\$ 67,456	\$ 22,882	\$ 65,818	\$ -	\$ 65,818		34.8%	
133 Special Education Director & Teachers	\$ 436,594	\$ 286,050	\$ 753,589	\$ (44,000)	\$ 709,589		40.3%	
134 Stipends (Sports, other)	\$ 124,114	\$ 7,617	\$ 30,000	\$ -	\$ 30,000		25.4%	
134 Stipends (flow through: ESY, TSSP, School Saf	\$ -	\$ 2,400	\$ -	\$ 4,511	\$ 4,511		53.2%	
134 Stipends (Greensheets)	\$ -	\$ 4,523	\$ 5,000	\$ -	\$ 5,000		90.5%	
134 HB 396 Educator Professional Time Stipend	\$ 57,726	\$ -	\$ 50,000	\$ 38,336	\$ 88,336		0.0%	
134 End of Year Bonus / Returning Bonus	\$ 43,066	\$ 28,375	\$ 44,000	\$ -	\$ 44,000		64.5%	
134 Christmas Bonus	\$ 61,082	\$ 71,758	\$ 60,000	\$ 11,758	\$ 71,758		100.0%	
142 Counselor & Social Worker	\$ 132,160	\$ 114,695	\$ 242,750	\$ -	\$ 242,750		47.2%	
143 Nurse	\$ 668	\$ -	\$ 1,246	\$ -	\$ 1,246		0.0%	
SRO					\$ 144,446			
145 Librarian	\$ 151,804	\$ 81,011	\$ 165,500	\$ -	\$ 165,500		48.9%	
152 Secretarial & Clerical	\$ 204,534	\$ 112,314	\$ 214,879	\$ -	\$ 214,879		52.3%	
161 General Ed TA	\$ 5,590	\$ -	\$ -	\$ -	\$ -		0.0%	
After School Program (ESSER III)		\$ 34,535	\$ 181,976	\$ (41,847)	\$ 140,129		24.6%	
162 Special Education TA	\$ 389,735	\$ 206,869	\$ 325,858	\$ 33,851	\$ 359,709		57.5%	
163 Title I TA	\$ 213,361	\$ 156,680	\$ 270,253	\$ 42,853	\$ 313,106		50.0%	
164 Early Literacy (K-3) TA	\$ 63,523	\$ 36,216	\$ 64,498	\$ -	\$ 64,498		56.2%	
165 Land Trust TA	\$ 46,160	\$ 16,819	\$ 44,436	\$ 4,825	\$ 49,261		34.1%	
166 Early Intervention TA	\$ 12,878	\$ 4,921	\$ 16,520	\$ -	\$ 16,520		29.8%	
167 ESSER III TA (Put with AfterSchool)	\$ 78,786	\$ -	\$ -	\$ -	\$ -		0.0%	
182 Facility Support	\$ 42,455	\$ 41,844	\$ 61,255	\$ 12,809	\$ 74,064		56.5%	
184 IT Support	\$ 68,917	\$ 60,428	\$ 120,241	\$ 8,192	\$ 128,433		47.1%	
190 Preschool Teachers	\$ -	\$ 64,524	\$ 353,035	\$ (102,041)	\$ 250,994		25.7%	
191 Food Service	\$ 318,945	\$ 185,245	\$ 392,695	\$ 7,772	\$ 400,467		46.3%	
Total 100:	\$ 6,546,340	\$ 3,767,292	\$ 7,799,099	\$ 39,863	\$ 7,983,408		48.3%	
200 Benefits								
220 Social Security	\$ 495,633	\$ 285,509	\$ 596,631	\$ -	\$ 596,631		47.9%	
230 Retirement	\$ 146,277	\$ 81,413	\$ 160,000	\$ -	\$ 160,000		50.9%	
241 Group Insurance	\$ 340,904	\$ 216,584	\$ 400,000	\$ -	\$ 400,000		54.1%	
242 Waiver Benefit	\$ 159,875	\$ 72,625	\$ 150,000	\$ -	\$ 150,000		48.4%	
270 Worker's Compensation Fund	\$ 17,479	\$ 7,813	\$ 17,400	\$ -	\$ 17,400		44.9%	
280 Unemployment Insurance	\$ 11,345	\$ 4,325	\$ 15,000	\$ -	\$ 15,000		28.8%	
Total 200:	\$ 1,171,513	\$ 668,269	\$ 1,339,031	\$ -	\$ 1,339,031		49.9%	
300 Prof & Technical Services								
320 Substitute Services	\$ 7,546	\$ 1,843	\$ 8,000	\$ -	\$ 8,000		23.0%	
320 Mental Health (Weber Health Services)	\$ 13,235	\$ 2,691	\$ 15,000	\$ -	\$ 15,000		17.9%	
323 Speech Therapy	\$ 157,014	\$ 102,384	\$ 204,768	\$ 28,232	\$ 233,000		43.9%	
323 Psychology / Behavior	\$ 9,203	\$ 5,151	\$ 10,000	\$ -	\$ 10,000		51.5%	
330 Employee Training & Development	\$ 80,329	\$ 63,298	\$ 132,000	\$ (62,000)	\$ 70,000		90.4%	
352 Audit Services	\$ 22,150	\$ 10,000	\$ 22,300	\$ -	\$ 22,300		44.8%	
345 Business Manager Services	\$ 85,680	\$ 43,698	\$ 87,396	\$ -	\$ 87,396		50.0%	
349 Legal	\$ 35,958	\$ 60	\$ 10,000	\$ -	\$ 10,000		0.6%	
355 IT Services	\$ 52,873	\$ 58,919	\$ 85,000	\$ -	\$ 85,000		69.3%	
Total 300:	\$ 463,988	\$ 288,044	\$ 574,464	\$ (33,768)	\$ 540,696		53.3%	
400 Purchased Property Services								
410 Garbage / Sewer / Water	\$ 34,452	\$ 31,029	\$ 60,000	\$ -	\$ 60,000		51.7%	
430 Repairs / Maintenance / Monitoring	\$ 183,047	\$ 89,826	\$ 120,000	\$ 20,000	\$ 140,000		64.2%	
433 Cleaning & Custodial Services	\$ 71,244	\$ 60,937	\$ 132,000	\$ -	\$ 132,000		46.2%	
435 Lawn Care & Snow Removal	\$ 63,077	\$ 26,887	\$ 30,240	\$ -	\$ 30,240		88.9%	
443 Lease of Copy Machines	\$ 4,391	\$ 554	\$ 840	\$ -	\$ 840		66.0%	
450 Construction Services	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%	
Total 400:	\$ 356,211	\$ 209,233	\$ 343,080	\$ 20,000	\$ 363,080		57.6%	
500 Other Purchase Services								
520 Property & Liability Insurances	\$ 40,680	\$ 30,093	\$ 44,142	\$ -	\$ 44,142		68.2%	
530 Communication (Phone & Internet)	\$ 18,290	\$ 19,688	\$ 3,000	\$ 27,811	\$ 30,811		63.9%	
540 Marketing	\$ 1,667	\$ 1,665	\$ 5,000	\$ -	\$ 5,000		33.3%	
542 Board Expenses	\$ 2,591	\$ -	\$ 3,500	\$ -	\$ 3,500		0.0%	
580 Travel / Per Diem	\$ 19,377	\$ 6,807	\$ 5,000	\$ 11,000	\$ 16,000		42.5%	
590 Field Trips (Bussing & Entrance Fees)	\$ 18,737	\$ 2,354	\$ 30,000	\$ -	\$ 30,000		7.8%	
590 Student Activities - Aguilas Bussing	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200		0.0%	
591 Sports (Bussing, Fees, Tri, Weight Training)	\$ 21,247	\$ 12,549	\$ 25,000	\$ -	\$ 25,000		50.2%	
592 Trips	\$ 104,670	\$ 22,480	\$ 120,000	\$ -	\$ 120,000		18.7%	
593 Clubs	\$ 3,720	\$ 1,397	\$ 4,000	\$ -	\$ 4,000		34.9%	
Total 500:	\$ 230,979	\$ 97,033	\$ 240,842	\$ 38,811	\$ 279,653		34.7%	



Actuals as of: **December 31, 2023** Percentage of Year: 50.0%

Budget Detail Report	(1,040 Students)	(1,020 Students)	1020	(-0 Students)	1020	FY24 Capitalization Forecast	% of Forecast	Debbie's Changes
	FY23 Actuals	FY24 Actuals	FY24 Budget	Changes	FY24 Forecast			
600 Supplies and Materials								
611 Classroom/ Legislative Supplies	\$ 46,677	\$ 47,227	\$ 35,000	\$ 15,000	\$ 50,000		94.5%	
611 SpEd Supplies	\$ 10,528	\$ 12,928	\$ 10,000	\$ 10,000	\$ 20,000		64.6%	
611 Preschool Supplies	\$ -	\$ 26,627	\$ 1,000	\$ 41,287	\$ 42,287		63.0%	
611 Garden Grant	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%	
611 Event Supplies	\$ 3,164	\$ 9,517	\$ 30,000	\$ -	\$ 30,000		31.7%	
613 OPA Apparel / Concessions	\$ 15,632	\$ 23,636	\$ 20,000	\$ 5,000	\$ 25,000		94.5%	
619 Yearbooks	\$ 5,571	\$ 6,160	\$ 6,000	\$ 160	\$ 6,160		100.0%	
618 Art Expo	\$ -	\$ -	\$ 2,400	\$ (2,400)	\$ -		0.0%	
616 Aguilas & 7 Habits	\$ 2,402	\$ 560	\$ 3,000	\$ 3,000	\$ 6,000		9.3%	
614 Staff Meals / Appreciation / Prof Dev	\$ 44,198	\$ 11,945	\$ 20,000	\$ 18,000	\$ 38,000		31.4%	
615 Counseling / Cultural Supplies	\$ 44	\$ -	\$ -	\$ -	\$ -		0.0%	
612 Office Supplies	\$ 64,875	\$ 35,683	\$ 35,000	\$ 15,000	\$ 50,000		71.4%	
621 Natural Gas	\$ 39,565	\$ 8,293	\$ 50,000	\$ -	\$ 50,000		16.6%	
622 Electricity	\$ 75,416	\$ 40,870	\$ 85,000	\$ -	\$ 85,000		48.1%	
630 Lunch Program Food & Supplies	\$ 395,659	\$ 227,475	\$ 440,000	\$ -	\$ 440,000		51.7%	
641 Curriculum & Educational Software	\$ 147,434	\$ 78,344	\$ 110,000	\$ 30,000	\$ 140,000		56.0%	
644 Library	\$ 20,417	\$ 12,388	\$ 15,000	\$ -	\$ 15,000		82.6%	
650 Technology Related Supplies	\$ 711	\$ 14,642	\$ 8,000	\$ 12,000	\$ 20,000		73.2%	
680 Maintenance Supplies	\$ 45,490	\$ 14,489	\$ 35,000	\$ -	\$ 40,000		36.2%	
680 Cleaning Supplies (BEAR)	\$ -	\$ 18,461	\$ 15,600	\$ 5,000	\$20,600.00	\$5,241.00	89.6%	
Total 600:	\$ 917,783	\$ 589,245	\$ 921,000	\$ 152,047	\$ 1,078,047	\$5,241.00	54.7%	
700 Property, Equipment								
710 Land and Site Improvement	\$ 41,150	\$ 157,709	\$ 10,000	\$ -	\$ 10,000	\$150,197.00	98.4%	
733 Furniture and Fixtures	\$ 69,230	\$ 116,860	\$ 10,000	\$ -	\$ 10,000	\$115,173.00	93.4%	
733 ECC Furniture and Fixtures	\$ -	\$ 41,287	\$ -	\$ -	\$ 41,287		100.0%	
734 Technology-Related Hardware & Software	\$ 143,451	\$ 124,303	\$ 80,000	\$ -	\$ 80,000	\$49,360.00	96.1%	
738 Kitchen Equipment	\$ 72,755	\$ 16,376	\$ 30,517	\$ -	\$ 30,517		53.7%	
Total 700:	\$ 326,586	\$ 456,535	\$ 130,517	\$ -	\$ 171,804	\$314,730.00	265.7%	
800 Debt Service and Misc								
810 Dues and Fees	\$ 20,136	\$ 19,062	\$ 30,000	\$ -	\$ 30,000		63.5%	
812 Banking Fees	\$ 1,873	\$ 797	\$ 3,000	\$ -	\$ 3,000		26.6%	
850 Bond - Restricted Assets	\$ 1,114,842	\$ 582,549	\$ 1,165,098	\$ -	\$ 1,165,098		50.0%	
850 Bond Fees	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%	
850 Contingency	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000		0.0%	
890 Miscellaneous	\$ -	\$ -	\$ -	\$ 100	\$ 100		0.0%	
Total 800:	\$ 1,136,851	\$ 602,408	\$ 1,218,098	\$ 100	\$ 1,218,198		49.5%	
Total Expenses:	\$11,150,251	\$ 6,678,059	\$12,566,131	\$ 217,053	\$ 12,973,917	\$319,971.00	51.5%	\$ -
Net Income:	\$ (1,011,108)	\$ (473,235)	\$ 631,801	\$ (99,181)	\$ 486,334			
Reserve Funds Used in Year:					1.42			
Fund Reserve:					\$ 477,690	Diff:	\$ 8,643.65	

Coversheet

Administrative Board Report

Section: III. Administrative Business
Item: A. Administrative Board Report
Purpose: FYI
Submitted by:
Related Material: Administrative Board Report January 2024.pdf

ADMINISTRATIVE BOARD REPORT

January 2024



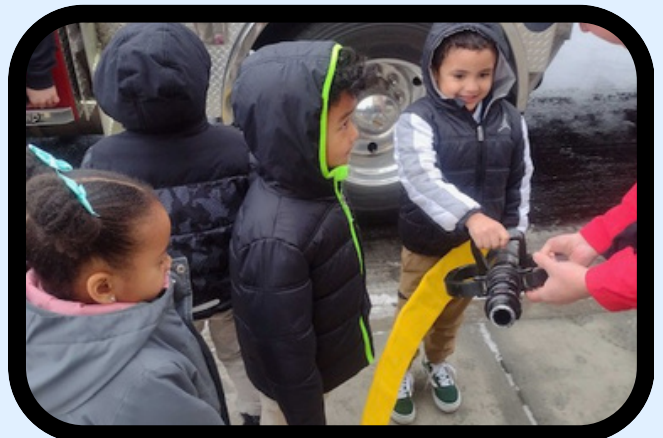
OGDEN PREPARATORY
ACADEMY

Early Childhood Center

- Celebrating Community helpers with OCFD!
- January has brought us so much sickness!

Upcoming:

- Attendance campaign
- Dance-a-thon
- 100 days of school is coming soon!



ADMINISTRATIVE BOARD REPORT

January 2024



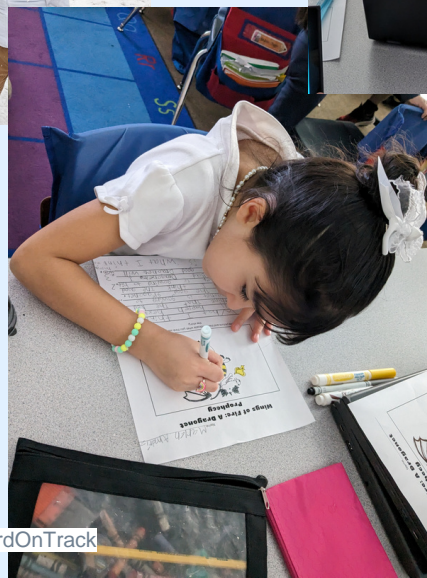
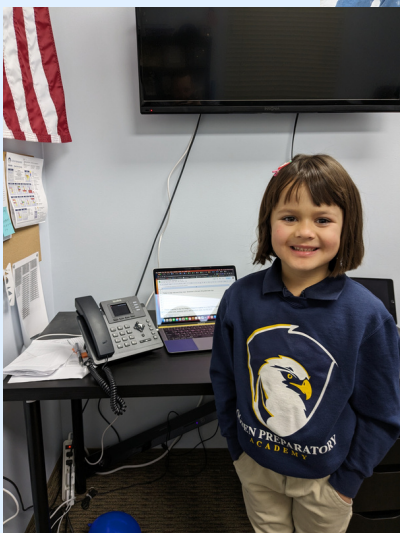
OGDEN PREPARATORY
ACADEMY



Elementary

Events & Celebrations

- 4th LIM Assembly - Jan 24
 - Think Win-Win
 - Spanish Christmas Concert
 - Spirit Day #2
- Family Nights
 - 3rd Grade - Jan 18 (Neon theme)
 - 2nd Grade - Feb 22
- MOY Assessments
 - Acadiance Math/Reading and iReady completed this week
 - WIDA begins January 22 and will last several weeks



ADMINISTRATIVE BOARD REPORT

January 2024



OGDEN PREPARATORY ACADEMY

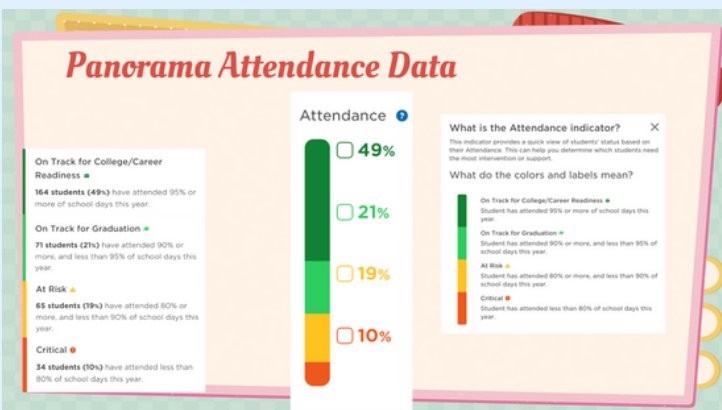
Junior High



Attendance Awareness Campaign Launch

- **Stop:** Solely using average attendance rates as an attendance indicator
- **Continue:** Meeting weekly as an Attendance Huddle to discuss data and applied tiered interventions to our students most in need
- **Continue:** Emphasizing the importance of classrooms being a safe space where students can be brave and take academic risks. We will ensure students are seen and their voices heard.
- **Start:** Using Eagle Family News, Principal Communication, Monday Video Announcements, and our social media platforms, we will build awareness around the importance of regular attendance by: 1) Defining what good attendance is (95% = 9 or fewer absences); 2) Defining what chronic absenteeism is and its negative impact; 3) Communicating OPA as a school that excels at “in-person instruction and engagement”; and 4) Being explicit about valid reasons for missing school
- We will positively engage students to improve their attendance through the use of positive recognition and class competitions.

Daily Average Attendance YTD (Jan 11)	
K	90.03%
1	91.73%
2	91.36%
3	91.03%
4	91.05%
5	95.60%
6	93.12%
7	90.45%
8	90.35%
9	87.53%
Overall	90.47%



January Challenge: Math Classes Compete

Class with best overall attendance percentage wins:

- Elmer the Eagle visits class
- Class donuts
- Class chooses Spirit Day theme for their grade level

ADMINISTRATIVE BOARD REPORT

January 2024



OGDEN PREPARATORY
ACADEMY

Event Updates

Dance-A-Thon

OPA is partnering with Booster Enterprises Inc to fundraise money for ALL three schools! OPA will host a Dance-A-Thon event February 9, 2024 that will take place in our physical education classes. Students will get to dance based on the donations obtained leading up to the event. More details to come on social media very soon!



What to watch for:

- Re-enrollment has opened and is starting for all current students.
- Lottery is open for all new students. Pre-K will use the same lottery process.
- 3rd Quarter starts 01/16/2024; report cards will be sent home or mailed later that week.
- WIDA (English Proficiency) Testing in January and February.
- FY25 Calendar survey will be sent to parents and staff in January.

- January 15: no school
- January 18: 3rd grade Family Night
- February 1: First Kindergarten Lottery pull for FY25.
- February 7: At Home Learning Day
- February 8: Board Meeting
- February 15-16: Parent Teacher Conferences

ADMINISTRATIVE BOARD REPORT

January 2024



OGDEN PREPARATORY
ACADEMY

Teaching & Learning

...

December Employee of the Month

Academic Excellence

Dalton Zundel - JH Math, Athletics Director

Dalton pushes for excellence in the classroom. He is constantly sharpening his practice to better impact his students, and he views feedback as a learning opportunity. Dalton is happy to adapt instruction and routines to benefit his students. He models that it is possible to simultaneously build relationships with students and hold high behavioral expectations.

Individual Growth

Emma Draper Bird - 2nd Grade Teacher

I visited Emma's class this month and her class was magical! The students were engaged, the routines were visible, her content knowledge was evident, procedures and routines were in place and being followed. The room was inviting, organized and there was evidence of the "joy factor". Students were demonstrating synergy, being proactive, and were respectful of the learning environment. Her doses of positive narration were right on target and student response was very high. Emma has been on a crazy learning adventure the last several years at OPA. I just want to give her a big "shout out" for implementing so many those things that she has been learning in her formal education classes, practicum experiences, school PD, coaching cycles and extra trainings like the LETRS teaching strategies. It is evident that she is putting in hours of preparations and planning, all while continuing to complete her teaching degree.

Academic Excellence

Nathaniel Vaughn - JH Behavior Specialist

Nathaniel has stepped into a new role with challenging students and has developed amazing ways to encourage cooperation and teamwork between them. His D&D game is getting them to work together, create a world for themselves, and study government, laws, currency, architecture, and many other aspects of society.

Assessment Updates

- [Latest Assessment Newsletter](#)
- [2023-2024 BOY Assessment Summary](#)
- [2023-2024 Assessment Calendar](#)
- Finishing up our Middle of Year (MOY) Testing Window this week.
 - Acadience Reading & Math
 - i-Ready Diagnostic
 - Star Reading
 - MAP Growth (New test, we started later in the year, so the window is extended until end of Jan).
- We are working on our WIDA Test Preparation. Testing begins on January 22nd!



OGDEN PREPARATORY
ACADEMY

ADMINISTRATIVE BOARD REPORT

January 2024

Operations

FY25 Calendar

- An FY25 Calendar has been drafted, and we are sending out a survey for parent and staff feedback on priorities.

Asset Management

- The Curriculum, IT, and Facilities departments have been working on inventorying all assets.
- We are working with Roger Simpson to create a database for asset management. We are hoping to have it operational by March, 2024.
- We explored other database options, and Roger's database will connect with our employee management database, so the costs will be minimal after implementation.

Business

- Audit was certified and submitted to the Federal Audit Clearinghouse.
- USBE is offering an Interpreter Certification Program. We have several employees who are interested in participating. We have asked Alexa Rodriguez, one of our Special Education Specialists, to become certified to support IEP translations.
- We applied and received a grant for purchasing local beef and bison. The Food Service managers are working on finding vendors.
- We applied for the Professional Licensure Grant. This will provide financial assistance to teachers who are working toward their Professional Licenses.
- Title II Grant application was submitted and approved.
- Title IV Grant transfer to Title I was approved.
- Gifted and Talented application was approved.
- Appeal for the IRS Audit of COVID funds was submitted. It has taken up to a year to get more information on other appeals.

Programs

- We have a Title 1 Monitoring Visit later this month. Stephanie Mathers has been instrumental in compiling all the necessary information and documents in preparation for this visit.
 - We are working on the Highly Qualified status for all our paraprofessionals. Of our 49 paraprofessionals only 10 are still working toward becoming Highly Qualified.
 - Paraprofessionals are highly qualified by completing 2 years post high school education or its equivalent, by successfully passing a paraprofessional qualifying assessment, or by completing a paraprofessional qualifying program.



OGDEN PREPARATORY
ACADEMY

ADMINISTRATIVE BOARD REPORT

January 2024

Data

Enrollment

Grade	PreK	K	1	2	3	4	5	6	7	8	9	All
FY24 Jan	40	97	100	94	98	104	109	91	109	104	98	1044
FY23 Jan	0	99	102	100	101	100	91	102	115	109	107	1026
October 1	38	98	101	95	99	106	111	93	109	106	99	1055
Goal enrollment	60	100	100	100	100	100	105	105	110	110	110	1040
Lottery Pull target	69	110	110	110	110	110	115	115	120	120	120	1140

Waitlist- 2023-2024

PTIF (Public Treasurer's Interest Fund)

October - November 2023

- Ending Balance: \$5,447,507.80
- Deposit: 0
- Interest deposited: \$49,369.77

Grade	OGDEN PREPARATORY ACADEMY					
	I	A	GWL	SWL	TWL	FWL
PS	0	0	0	0	0	0
K	0	137	0	0	0	0
1	1	41	1	0	0	0
2	0	29	0	0	0	0
3	0	29	0	0	0	0
4	0	25	0	0	0	0
5	4	36	1	3	0	0
6	0	29	0	0	0	0
7	2	38	2	0	0	0
8	2	30	2	0	0	0
9	0	16	0	0	0	0
Totals:	9	410	6	3	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: IV. Policy Updates
Item: A. Policy Updates
Purpose: Vote
Submitted by:
Related Material: 7.14.POL_Enrollment_and_Lottery_Policy.pdf
7.15.POL_Fee_and_Fee_Waiver_Policy.pdf
10.01.POL_Early_Childhood_Center_Fees_Policy_(DRAFT).pdf
10.01.TPL.1_Employee_DWS_Waiver_Form.pdf



Official Policy of Ogden Preparatory Academy

7. Students

7.14.POL Enrollment and Lottery Policy

Effective/Revision Date: 10/14/2021

Page 1 of 2

PURPOSE

To provide guidelines on appropriate procedures on 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.

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.

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

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 or 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.

Document History

Approved: 02/18/2009

Revised: *Added preferences language.*

Revised: *Added language specific to Exhibit A.*

Legal References

7.14.POL Enrollment and Lottery Policy	
Effective/Revision Date: 10/14/2021	Page 2 of 2



**Official Policy
of
Ogden Preparatory Academy**

7. Students

7.15.POL Fee and Fee Waiver Policy

Effective/Revision Date: 01/13/2022

Page 1 of 6

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PURPOSE

The Ogden Preparatory Academy Board of Directors shall adopt and maintain a fee policy in order to accomplish the following:

1. to preserve equal opportunity for all students;
2. to limit diversion of money and resources from the basic school program;
3. to provide for the orderly establishment and management of a system of reasonable fees;
4. to provide adequate notice to families of fees and fee waiver requirements;
5. to establish a fair and efficient process for granting fee waivers;

6. and to prohibit practices that would exclude students unable to pay fees from participation in school-sponsored activities or create a burden on a student or family as to have a detrimental impact on participation.

POLICY

Under the direction of the Board of Directors (the “Board”), the School’s Administration is authorized to administer this policy and to do so fairly, objectively, without delay, avoiding stigma and unreasonable burdens on students or parents/guardians.

CLASSES & ACTIVITIES DURING THE REGULAR SCHOOL DAY

Elementary and secondary students may be required to provide materials for their optional projects; however, a student may not be required to select an optional project requiring the student to obtain additional material(s) as a condition for enrolling in or completing a course. Project-related courses must be based upon projects and experiences that are free to all students.

KINDERGARTEN THROUGH SIXTH GRADE

No fee may be charged in kindergarten through sixth grades for materials, textbooks, supplies, or for any class or activity including assemblies and field trips.

Elementary students cannot be required to provide their own school supplies. However, the School or teacher may provide the parents or guardians of students in grades kindergarten through sixth a suggested list of supplies for use during the regular school day. A parent or guardian may furnish, on a voluntary basis, those supplies for student use. The list provided to a student’s parent or guardian must include and be preceded by the following language:

“NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL.”

SEVENTH THROUGH NINTH GRADE

Fees may be charged in grades 7-9 for materials, textbooks, and/or supplies for any class or regular school day activity, including assemblies and field trips. A general breakage fee levied against all students in a class or school is not permitted.

Fee waivers are available for any class that requires payment of fees or purchase of materials (i.e., tickets to events, etc.) in order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades.

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Secondary students may be required to provide their own student supplies, subject to the fee waiver provisions.

ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY

Fees may be charged in all grades for any school-sponsored activity that does not take place during the regular school day where participation is voluntary and does not affect the student’s grade or ability to participate fully in any course taught during the regular school day. Fee waivers are available for such fees.

Activities that use the school facilities outside the regular school day and are not sponsored by the School may require fees. Fee waivers are not available for such fees.

GENERAL PROVISIONS

The Board will annually review the LEA's policies on school fees, fee waivers, fundraising, and donations.

The Board will approve a Fee Schedule on or before April 1 ~~June 30~~ each year. No fee may be charged in connection with any class or School-sponsored activity, including extracurricular activities, unless the fee has been approved by the Board in the Fee Schedule.

The Administrative Team shall ensure that a written copy of the school’s Fee Schedule is included with all registration materials provided to potential or continuing students. The procedures for obtaining the waivers and for appealing a denial of a waiver shall be provided as soon as possible prior to the time the fees become due.

The School will not exclude a student from school to obtain payment of fees or fines.

No present or former student may be denied receipt of unofficial transcripts, diplomas or grade reports for failure to pay school fees or fines.

A reasonable charge may be made to cover the cost of duplicating or mailing transcripts and other school records. No charge may be made for duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Donations or contributions may be solicited and accepted, but all such requests must clearly state that donations and contributions are voluntary. A donation is a fee if a student must make a donation in order to participate in an activity. No student may be excluded from any activity or program connected to the regular school day program for failure to make a donation.

WAIVERS

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To ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee, the school provides fee waivers or other provisions in lieu of fee waivers as follows:

1. The School Administration or designee will administer the policy and grant waivers.
2. The process for obtaining waivers or pursuing alternatives shall be administered fairly, objectively, and without delay, and avoid stigma and unreasonable burdens on students and parents.
3. The School Administration will inform patrons of the process for obtaining waivers.
4. Students who are granted waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to persons who do not need to know of the waiver.
5. Fee waivers or other provisions in lieu of fee waivers are to be available to any eligible student.
6. The School Administration or designee will explore with the student and parent/guardian of a student eligible for a fee waiver the alternatives available for satisfying the fee requirement in lieu of waivers, including but not limited to (a) providing tutorial assistance to other students, (b) providing assistance before or after school to teachers and other school personnel on school-related matters, and (c) general community or home service.

ELIGIBILITY FOR FEE WAIVERS

1. A student shall show eligibility for a fee waiver as follows:
 - a. If the family qualifies for free or reduced lunch, they shall provide income verification such as income tax returns or current pay stubs. If a family qualifies for reduced lunch, their fees shall be proportionally reduced;
 - b. If the student receives Supplemental Security Income (SSI) (only the student who receives the SSI benefit qualifies for fee waivers), they shall provide a benefit verification letter from the Social Security Administration;
 - c. If the family receives TANF (currently qualified for financial assistance for food stamps), they shall provide a letter of decision from Utah Department of Workforce Services covering the period for which the fee waiver is sought; or
 - d. If the student is in state custody or foster care, they shall provide the youth in custody required intake form or school enrollment letter provided by the caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

PROVISIONS IN LIEU OF WAIVERS

1. Building Principals may consider waivers for eligible students to perform a work assignment or public service as payment-in-kind in lieu of a fee. Work or service alternatives must be administered according to the following guidelines:

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- a. The student given work alternatives should not be treated differently from other students or identified to persons who do not need to know.
 - b. The work should be appropriate to the age, abilities, and situation of the student and should not create an unreasonable burden on the student or parents.
 - c. The work should be a fair exchange of time for the value of fees to be waived.
2. Parents are to be given the opportunity to review proposed alternatives to fees.

ITEMS ELIGIBLE FOR FEE WAIVERS

Any charge, deposit, rental or other mandatory payment for required student participation in any class, program, or activity; provided, sponsored, or supported by the School, are fees requiring approval of the Board, and are subject to the fee waiver requirements.

Expenditures for costumes, clothing, and accessories (other than items of typical student dress) which are required for school attendance, participation in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups, and expenditures for student travel as part of a school team, student group, or other school-approved trip, are fees subject to the fee waiver provisions of this policy.

ITEMS NOT SUBJECT TO WAIVERS

Fee waivers and other provisions in lieu of fee waivers are not available for:

- Charges assessed in connection with a student losing or willfully damaging school property;
- Charges for yearbooks, picture books, and similar non-school sponsored items that are not required for participation in a class or activity.
- Student supplies for secondary students if the item is something that is commonly found in students' homes regardless of wealth.
- Fees associated with repeating a course or required remediation to advance or graduate.

COLLECTION

The School may pursue reasonable methods for obtaining payment for fees and charges assessed in connection with a student losing or willfully damaging school property. The School may withhold the official student records of a student responsible for lost or damaged School property consistent with Utah Code §53A-11-504. Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts. If the student and/or the student's parent or guardian are unable to pay for damages or if it is determined by the School in consultation with the student's parents that the student's interests

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would not be served if the parents were to pay for the damages, the School may provide for a program of voluntary work for the student in lieu of the payment.

The School may not exclude students from school or withhold official school records, including written or electronic grade reports, diplomas, or transcripts, in order to collect fees.

The School will forward a certified copy of a transferring student's record to a new school within 30 days of the request, regardless of whether the student owes fees or fines to the School.

Document History

Approved: 06/14/2005

Revised: 10/10/2012

01/17/2017 *Grammatical and Spelling errors updated.*

01/13/2022 *Changed to combine fee and fee waiver policy into one for reporting*

Legal References

Article X §2-3, Utah State Constitution

Utah Code Ann. §53A-2-207(5) – Enrollment of nonresident students processing fee

Utah Code Ann. §53A-3-602.5 – School performance report – Components – Annual filing

Utah Code Ann. §53A-11-806 – Defacing or injuring school property – Student’s liability – Voluntary work program alternative.

Utah Code Ann. §53A-12-102 to 104 – State Policy on student fees, deposits, or other charges – Waiver of fees – Notice of student fees and waivers.

Utah Code Ann. §53A-12-201 to 204 – Provides for state policy on providing textbooks

Utah Administrative Code R277-407 – Rules for School Fees

Utah Administrative Code R277-713-6 – Student Tuition, Fees and Credit for Concurrent Enrollment Programs.

Article X, Sections 2 and 3 of the Utah Constitution

Utah Code § 53-A-11-103(5)

Utah Code §53A-11-504

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OGDEN PREPARATORY ACADEMY

Official Policy

10. Early Childhood Center

10.01.POL Early Childhood Center Fees Policy

Effective/Revision Date:

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The OPA Early Childhood Center is a private organization; therefore, tuition is necessary for its operation.

Definitions

- **Pre-Kindergarten:** for the purpose of this policy pre-kindergarten will refer to all services provided to students not enrolled in public kindergarten.
- **Part Day:** Students enrolled in pre-kindergarten for 4 hours or less in a single day.
- **Full Day:** Students enrolled in pre-kindergarten classes for greater than 4 hours in a single day.
- **Part Time:** Students enrolled in pre-kindergarten for less than daily services.
- **Capacity:** each pre-kindergarten room has a capacity as determined by State policy and staff ratios.

Room Capacities and Age Groups

Room	Age Group	Capacity
Nursery	0-24 months	8
Daycare	2 and 3 years	19
Preschool	4 years	19

Restrictions

- Only rooms that are not at capacity will accept part time or part day enrollment.
- Once a room reaches capacity, part time enrollees shall have first right of refusal to take a full time enrollment.
- Any enrollment for a room at capacity will be charged the full time monthly rate regardless of schedule.

- Fees are due at the beginning of each month. OPA staff may have other arrangements depending on work schedule. Arrangements must be in effect prior to the beginning of the month.

Fee Schedule

- Full Time; Part Time

Age	Monthly Cost		Daily Rate (charged per day)	
	Full	OPA Staff	Full	OPA Staff
0-24 months	\$1,043.00	\$521.50	\$52.15	\$26.08
2 years	\$821.00	\$410.50	\$41.05	\$20.53
3 years	\$757.00	\$378.50	\$37.85	\$18.93
4 years	\$754.00	\$377.00	\$37.70	\$18.85

- Part Day

Age	Part day (charged per day)		Monthly/part day (full month of part days)	
	Full	OPA Staff	Full	OPA Staff
0-24 months	\$31.29	\$18.77	\$625.80	\$375.48
2 years	\$24.63	\$14.78	\$492.60	\$295.56
3 years	\$22.71	\$13.63	\$454.20	\$272.52
4 years	\$22.62	\$13.57	\$452.40	\$271.44

OPA Staff Qualifications

Any current employee of Ogden Preparatory Academy is eligible to enroll their child, grandchild, or a child they, or their children, have legal custody of, in the OPA Early Childhood Center at the OPA Staff rate.

To qualify for the staff rate, the employee must show proof of application for DWS Staff member DWS child care assistance, or the Staff member shall provide proof of ineligibility for DWS child care assistance and sign the Employee DWS Waiver.

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OGDEN PREPARATORY ACADEMY

Official Form

10. Early Childhood Center

10.01.TPL.1 Employee DWS Waiver Form

Effective/Revision Date:

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For signing purposes, a complete form is page 1

I hereby certify that my monthly household income exceeds the maximum income for subsidy eligibility through DWS.

Name:	
Monthly Household Income:	Household Size:
Signature:	Date:

DWS Child Care Income Eligibility

Household Size	Maximum Income for Subsidy Eligibility		Household Size	Maximum Income for Subsidy Eligibility
2	\$4,853		8	\$9,849
3	\$5,995		9	\$10,063
4	\$7,137		10	\$10,277
5	\$8,278		11	\$10,491
6	\$9,420		12+	\$10,705
7	\$9,634			

[Document History](#)

Approved:

Legal References

DWS Child Care Eligibility Manual

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