



# Ogden Preparatory Academy

## OPA Board of Directors Meeting

Published on September 10, 2024 at 3:45 PM MDT

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### Date and Time

Thursday September 12, 2024 at 4:30 PM MDT

### Location

1487 Lincoln Avenue  
Ogden UT 84404

Early Childhood Center Board Room

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

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
<b>A.</b> Record Attendance		Sara Mejeur	1 m
<b>B.</b> Call the Meeting to Order		Sara Mejeur	
<b>C.</b> Approve Minutes	Approve Minutes	Sara Mejeur	1 m
	Approve minutes for OPA Board of Directors Meeting on August 15, 2024		
<b>D.</b> Opportunity for Public Input	Discuss	Sara Mejeur	5 m

	Purpose	Presenter	Time
	Proposed changes to fee schedule for FY25.		
<b>E.</b>	Ratify May, June, August Votes		5 m
	MAY		
	<ol style="list-style-type: none"> <li>1. Approval of 4/11/2024 minutes</li> <li>2. Closed Session                             <ol style="list-style-type: none"> <li>1. Executive Director Evaluation Approval</li> <li>2. Executive Director Salary Approval</li> <li>3. Executive Director Bonus Approval</li> </ol> </li> <li>3. Approval of Elementary ELA Curriculum for Special Education</li> <li>4. Approval of Red Apple Agreement Addendum</li> <li>5. Approval of Chromebook purchase</li> <li>6. Approval of Painting and Carpeting as presented.</li> <li>7. Approval of Policy changes and/or creation for the following policies:                             <ol style="list-style-type: none"> <li>1. Enrollment and Lottery Policy</li> <li>2. Student-Parent Handbook FY25</li> <li>3. Background Check Policy</li> <li>4. Service and Emotional Support Animal Policy</li> <li>5. Unpaid Meal Charges Policy</li> <li>6. Gender Identity and Inclusion Policy</li> </ol> </li> <li>8. Adjournment of the meeting</li> </ol>		
	JUNE		
	<ol style="list-style-type: none"> <li>1. Approve minutes from the 5/16/2024 Board Meeting</li> <li>2. Approve final FY24 Budget</li> <li>3. Approve initial FY25 Budget</li> <li>4. Approve ECC Grass Solution</li> <li>5. Approve purchase of kitchen equipment</li> <li>6. Approve use of Zion Sweep Account</li> <li>7. Approve Fee Schedule</li> <li>8. Approve Special Education Digital Assessment Library</li> <li>9. Approve FY25 Meal Prices</li> <li>10. Approve the extension of Sara Mejeur's term as chair until August Meeting.</li> <li>11. Approve FY25 Meeting Schedule</li> <li>12. Approve Employee Benefits Handbook changes</li> <li>13. Adjournment of the meeting.</li> </ol>		
	August		
	<ol style="list-style-type: none"> <li>1. Approve minutes from the 6/13/2024 Board Meeting</li> <li>2. Approve ratification of sod and painting purchases</li> </ol>		

	Purpose	Presenter	Time
3. Approve motion to elect Sara Mejeur as Board Chair			
4. Approve motion to elect Brittany Lucas as Board Vice Chair and Treasurer			
5. Approve FY25 School Plan			
6. Approve FY25 Early Learning Plan			
7. Approve student surveys for the school year			
8. Adjournment of the meeting			
<b>II. Finance</b>			<b>4:42 PM</b>
<b>A. Financial Review</b>	Discuss	Spencer Adams	5 m
<b>B. Audit Committee Members</b>	Discuss	Debbie Deem	5 m
Sara Mejeur			
Stefanie Zwycart			
Brenda Gerena			
Brittany Lucas			
Debbie Deem			
<b>C. State Auditor and Internal Audit Finance Training for New Board Members</b>	Discuss	Debbie Deem	5 m
<b>D. Turf Addition</b>	Vote	Debbie Deem	5 m
Strip of grass between the fence and the South side of the playground at the ECC.			
<b>III. Executive Session</b>			<b>5:02 PM</b>
<b>A. Vote to enter closed session</b>	Vote	Sara Mejeur	15 m
...to protect the privacy of an individual.			
<b>B. Vote to exit closed session</b>	Vote	Sara Mejeur	5 m
<b>C. Student Discipline Decision</b>	Vote	Sara Mejeur	5 m
<b>IV. Administrative Business</b>			<b>5:27 PM</b>
<b>A. Administrative Board Report</b>	Discuss	Administration	10 m
<b>B. LEA Specific Licenses</b>	Vote	Debbie Deem	5 m
1. Richard Wolfert - CTE and Health Endorsements. Richard holds a valid Utah Teaching license, and is working toward the endorsements.			

	Purpose	Presenter	Time
2. Ramsay Andersen - Student Government eligible endorsement. Ramsay holds a valid Utah Teaching License; however, the Student Government course requires a social studies endorsement.			
3. Heather Geiger - Elementary Education. Heather is completing her program to get her PEL, and will be applying for the AEL; however, we aren't sure it will come through before October.			
4. Kenya Garcia - Elementary Education.			
5. Olimpia Paredes - Elementary Education			
6. Rosa Rodriguez - ELA Endorsement; Rosa has a valid teaching license and History endorsement.			
<b>C.</b> Portrait of an OPA Student	FYI	Debbie Deem	5 m
Complete and updated on the OPA Website in both English and Spanish. <a href="https://ogdenprep.org/about-opa/portrait-of-an-opa-student/">https://ogdenprep.org/about-opa/portrait-of-an-opa-student/</a>			
<b>D.</b> Board Trainings	Vote	Debbie Deem	5 m
School Land Trust Rules of Order Open Meetings			
It is recommended that we vote to use the Roberts Rules of Order. It is recommended that we vote to have the OPA Board of Directors serve as the OPA School Land Trust Council.			
<b>E.</b> Jessica Howell Board resignation	Discuss	Sara Mejeur	5 m
Jessica Howell has resigned from the OPA Board of Directors.			
<b>V. Policy Updates</b>			<b>5:57 PM</b>
<b>A.</b> Policy Updates	Vote	Debbie Deem	5 m
1. Charter Trust Land Council 2. Employee Recruitment and Hiring			
<b>VI. Other Business</b>			<b>6:02 PM</b>
<b>A.</b> Discussion	Discuss	Debbie Deem	5 m
Next Board Meeting October 10			

	Purpose	Presenter	Time
<b>VII. Closing Items</b>			<b>6:07 PM</b>
<b>A. Adjourn Meeting</b>	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 August 15, 2024

APPROVED



OGDEN PREPARATORY  
ACADEMY

## Ogden Preparatory Academy

# Minutes

## OPA Board of Directors Meeting

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### **Date and Time**

Thursday August 15, 2024 at 4:30 PM

### **Location**

1487 Lincoln Avenue  
Ogden UT 84404

Early Childhood Center Board Room

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### **Directors Present**

B. Lucas (remote), S. Mejeur (remote), S. Zwygart (remote)

### **Directors Absent**

B. Gerena, J. Howell

### **Ex Officio Members Present**

D. Deem, K. Kennington, S. Lopez

### **Non Voting Members Present**

D. Deem, K. Kennington, S. Lopez

### **Guests Present**

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A. McPhee, S. Wright, T. Young, Tasha Gonce

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

S. Mejeur called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Aug 15, 2024 at 4:35 PM.

### C. Approve Minutes

S. Zwycart made a motion to approve the minutes from the June Meeting OPA Board of Directors Meeting on 06-13-24.

B. Lucas seconded the motion.

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

### D. Opportunity for Public Input

No public.

### E. Ratify May and June Votes

Tabled until next meeting.

## II. Finance

### A. Financial Review

Spencer briefly caught us up on the finances.

- Only 1 month to report on, and look at - July
  - Of note - Because Class Wallet loaded with all the teacher budgets for the year, it looks a little high.

### B. State Auditor and Internal Audit Finance Training for New Board Members

Discussed that Brittany has completed training.

### C. Ratification of purchases

S. Zwycart made a motion to Ratify the purposes for the sod in the ECC, The Play Pad, and Curb Painting.

B. Lucas seconded the motion.

- Addition of grass to the ECC playground
- ECC colored Play Pad to the cement



- Curb Painting & Sanding

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

### III. Board Officers and FY25 Plan

#### A. Board President

S. Zwycart made a motion to Elect Sara as the Chair for the upcoming year.

B. Lucas seconded the motion.

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

#### B. Board Officers

S. Zwycart made a motion to Elect Brittany as the Vice Chair and the Treasurer for the upcoming year.

B. Lucas seconded the motion.

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

#### C. Signers on Checking Account

Discussed the updates on the account - those who need to be taken off, and those who will be added.

### IV. Administrative Business

#### A. Administrative Board Report

Briefly discussed how great the first week is going.

- Enrollment is looking great! We looked at the numbers.
- Teachers and TAs- only hiring one more TA position.

Spencer Adams arrived.

#### B. School Plan

B. Lucas made a motion to approve the 2025 School Plan.

S. Zwycart seconded the motion.

- Discussed how this plan encompasses all the plans that are required by the State.
  - SLT - school leadership team created this year's plan.
- Debbie went through and discussed the goals, and then the plan of how the goals will be supported this year to explain the plan document.

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

#### C.

### **Early Learning Plan**

B. Lucas made a motion to approve the Early Learning Plan.

S. Zwygart seconded the motion.

Angela discussed the different components of the Early Learning Plan for this year.

- Curriculums are in compliance with the State.
- Goals - We only have 2 this year
  - School Leadership Team - SLT used our longitudinal data to pick our new goals for the year. The focus will be on the 2nd and 1st grade teams.

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

### **D. Surveys to Students**

S. Zwygart made a motion to approve the surveys for this school year.

B. Lucas seconded the motion.

We have to get our Surveys approved with the Board. And then later, will have opt-in information for the parents.

- School Climate
- Social/Emotional SEL

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

### **V. 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 4:57 PM.

Respectfully Submitted,  
S. Mejeur

# Coversheet

## Financial Review

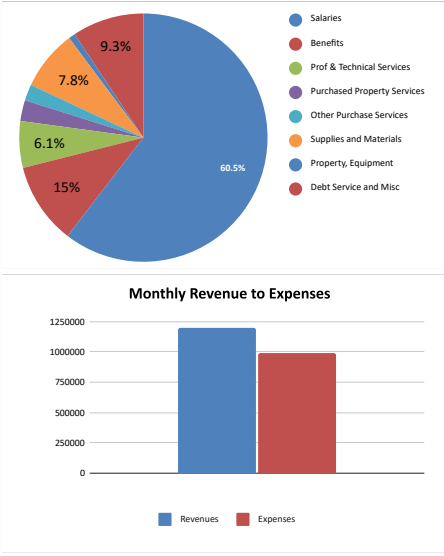
**Section:** II. Finance  
**Item:** A. Financial Review  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** August 2024 Budget Summary.pdf  
August 2024 Budget Detail.pdf



## Financial Summary as of August 31, 2024

### 16.7% through the Year BUDGET REPORT EXPENSES RATIOS

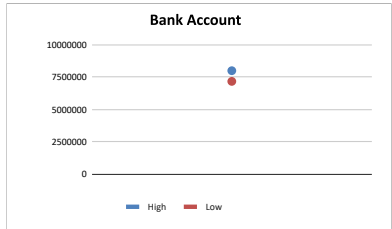
	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	1010	1010	1010	
<b>Revenue</b>				
1000 Local	\$ 84,508	\$ 947,500	\$ 953,381	9%
3000 State	\$ 2,085,624	\$ 11,842,968	\$ 11,892,968	18%
4000 Federal	\$ -	\$ 1,041,812	\$ 1,042,759	0%
<b>Total Revenue</b>	<b>\$ 2,170,132</b>	<b>\$ 13,832,280</b>	<b>\$ 13,889,109</b>	<b>16%</b>
<b>Expenses</b>				
100 Salaries	\$ 1,241,714	\$ 8,237,071	\$ 8,092,625	15%
200 Benefits	\$ 152,279	\$ 1,443,274	\$ 1,419,862	11%
300 Prof & Technical Services	\$ 126,883	\$ 668,306	\$ 812,752	16%
400 Purchased Property Services	\$ 85,334	\$ 363,000	\$ 363,730	23%
500 Other Purchase Services	\$ 23,361	\$ 282,262	\$ 282,262	8%
600 Supplies and Materials	\$ 243,263	\$ 1,011,700	\$ 1,048,200	23%
700 Property, Equipment	\$ 57,565	\$ 80,000	\$ 115,000	50%
800 Debt Service and Misc	\$ 217,004	\$ 1,250,451	\$ 1,250,451	17%
<b>Total Expenses</b>	<b>\$ 2,147,403</b>	<b>\$ 13,336,064</b>	<b>\$ 13,384,882</b>	<b>16%</b>
<b>Net Income from Operations</b>	<b>\$ 22,729</b>	<b>\$ 496,216</b>	<b>\$ 504,227</b>	
Operating Margin	1.0%	3.6%	<b>3.6%</b>	



	Actual	Goal	Covenants
Operating Margin	3.63%	3.55%	
MADS (Modified Acc)	1.42	1.41	1.10
Days Cash on Hand	218	100	30
Unrestricted DCOH	216	100	30
Building Payment %	9%	20%	

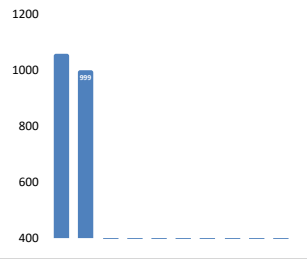
### CASH RESERVES ENROLLMENT

Ending Cash Balance	\$ 8,010,943
Ending Unrestricted Cash Balance	\$ 7,904,303
Days Cash on Hand	218



	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 2,398,744	\$ 2,398,744
<b>Reserves Added this Year</b>	<b>\$ 22,729</b>	<b>\$ 504,227</b>
Project 1	\$ -	\$ -
<b>Expenses from Reserves</b>		
Project 1	\$ -	\$ -
Project 2	\$ -	\$ -
	\$ -	\$ -
<b>New Reserve Balance</b>	<b>\$ 2,421,473</b>	<b>\$ 2,902,971</b>

	A	S	O	N	D	J	F	M	A	M
Pre-K/DC	49	42								
K	108	103								
1	104	97								
2	108	104								
3	97	92								
4	98	92								
5	109	102								
6	116	113								
7	101	88								
8	107	101								
9	112	107								
<b>Total</b>	1060	999	0	0	0	0	0	0	0	0





Actuals as of: August 31, 2024 Percentage of Year: 16.7%

	(1,015 Students)	(1010 Students)	1010	(0 Students)	1010	% of Forecast	Debbie's Changes
	FY24 Actuals	FY25 Actuals	FY25 Budget	Changes	FY25 Forecast		
<b>Revenue</b>							
<b>1000 Local</b>							
1510 Interest on Investments	\$ 423,802	\$ 87,355	\$ 400,000	\$ -	\$ 400,000	21.8%	
1600 Lunch Program (Students & Adults)	\$ 68,926	\$ -	\$ 60,000	\$ -	\$ 60,000	0.0%	
1710 Student Sales	\$ 26,896	\$ 71	\$ 25,000	\$ -	\$ 25,000	0.3%	
1710 Art Expo	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
1740 Student Fees	\$ 3,394	\$ -	\$ -	\$ -	\$ -	0.0%	
1745 Trips (Co-Curricular Fees)	\$ 46,667	\$ -	\$ 80,000	\$ -	\$ 80,000	0.0%	
1760 Fines	\$ 1,663	\$ -	\$ 1,300	\$ -	\$ 1,300	0.0%	
1770 Fundraisers	\$ 11,384	\$ -	\$ -	\$ -	\$ -	0.0%	
1340 Preschool Revenue	\$ 155,143	\$ 397	\$ 241,200	\$ -	\$ 241,200	0.2%	
1820 Afterschool Revenue (Daycare)	\$ 63,287	\$ -	\$ 72,000	\$ -	\$ 72,000	0.0%	
1910 Rental of Facility	\$ 11,898	\$ -	\$ 8,000	\$ -	\$ 8,000	0.0%	
1920 Contributions & Donations	\$ 5,901	\$ (3,315)	\$ 30,000	\$ -	\$ 30,000	-11.1%	
1920 Employer Childcare Startup Grant	\$ 72,649	\$ -	\$ -	\$ -	\$ -	0.0%	
1990 Medicaid	\$ 37,895	\$ -	\$ 30,000	\$ 5,881	\$ 35,881	0.0%	
1990 Miscellaneous	\$ 46,905	\$ -	\$ -	\$ -	\$ -	0.0%	
<b>Total 1000:</b>	<b>\$ 976,410</b>	<b>\$ 84,508</b>	<b>\$ 947,500</b>	<b>\$ 5,881</b>	<b>\$ 953,381</b>	<b>8.9%</b>	
<b>3000 State</b>							
0.3005 Regular School Prgm K	\$ 345,111	\$ 65,064	\$ 378,023	\$ -	\$ 378,023	17.2%	
0.3010 Regular School Prgm 1-12	\$ 3,397,228	\$ 642,478	\$ 3,867,868	\$ -	\$ 3,867,868	16.6%	
0.3020 Professional Staff	\$ 270,108	\$ 51,051	\$ 306,308	\$ -	\$ 306,308	16.7%	
31.1205 Special Education -- Add-On	\$ 677,938	\$ 173,429	\$ 1,040,573	\$ -	\$ 1,040,573	16.7%	
31.1210 Special Education -- Self-Contained	\$ 28,379	\$ 8,331	\$ 49,983	\$ -	\$ 49,983	16.7%	
31.1220 Special Education -- Extended Year	\$ 4,396	\$ 945	\$ 5,671	\$ -	\$ 5,671	16.7%	
31.1225 Special Education - Impact Aid	\$ 11,658	\$ 2,851	\$ 17,105	\$ -	\$ 17,105	16.7%	
31.1278 Special Education - Extended Year Stipend	\$ 4,370	\$ -	\$ -	\$ -	\$ -	0.0%	
31.5201 Class Size Reduction K-8	\$ 332,278	\$ 63,896	\$ 383,378	\$ -	\$ 383,378	16.7%	
31.5344 Enhancement for At-risk students	\$ 340,153	\$ 79,712	\$ 478,274	\$ -	\$ 478,274	16.7%	
31.5901 CTE College & Career Awareness	\$ 6,001	\$ 1,059	\$ 6,356	\$ -	\$ 6,356	16.7%	
32.0500 Charter School Base Amount	\$ 107,012	\$ 19,167	\$ 115,000	\$ -	\$ 115,000	16.7%	
32.5310 Flexible Allocation	\$ 2,384	\$ 454	\$ 2,726	\$ -	\$ 2,726	16.7%	
32.5619 Charter School Local Replacement	\$ 2,907,146	\$ 552,833	\$ 3,317,000	\$ -	\$ 3,317,000	16.7%	
32.5651 Educator Professional Time (HB 396)	\$ 127,508	\$ 117,934	\$ 135,000	\$ -	\$ 135,000	87.4%	
34.5665 Grow Your Own Teacher	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
33.5331 Gifted and Talented	\$ 8,657	\$ -	\$ 7,121	\$ -	\$ 7,121	0.0%	
33.5641 Early Intervention	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
33.5805 Early Literacy (K-3)	\$ 60,454	\$ -	\$ -	\$ -	\$ -	0.0%	
34.5662 Outdoor Recreation Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
34.5807 TSSP (Teacher Salary Supplement Prgm)	\$ 5,655	\$ -	\$ -	\$ -	\$ -	0.0%	
34.5868 Teacher Materials and Supplies	\$ 10,942	\$ 18,493	\$ 23,117	\$ -	\$ 23,117	80.0%	
34.5876 Educator Salary Adjustment	\$ 711,499	\$ 137,001	\$ 822,007	\$ -	\$ 822,007	16.7%	
33.5911 EL Software Grant	\$ 21,604	\$ -	\$ -	\$ -	\$ -	0.0%	
35.5420 School Land Trust	\$ 148,013	\$ 150,926	\$ 150,926	\$ -	\$ 150,926	100.0%	
35.5628 Innovation Grant	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	0.0%	
35.5655 Digital Teaching & Learning	\$ -	\$ -	\$ 59,966	\$ -	\$ 59,966	0.0%	
35.5666 Professional Learning	\$ 6,592	\$ -	\$ 7,192	\$ -	\$ 7,192	0.0%	
35.5678 TSSA	\$ 242,375	\$ -	\$ 290,104	\$ -	\$ 290,104	0.0%	
35.5679 Student Health & Counseling	\$ -	\$ -	\$ 55,489	\$ -	\$ 55,489	0.0%	
Mental Health Add-On Grant (Carry-Fwd)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
35.5810 Library Books & Electronic Res	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
38.5644 STEM Endorsement Center	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
38.5654 Period Products in Schools	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
38.5673 Substance Abuse	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ 4,000	0.0%	
38.5674 Suicide Prevention	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%	
38.5697 LETRS Professional Development	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
Professional Educator Licensure Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
38.5914 School Safety Specialist Stipend Grant	\$ 3,000	\$ -	\$ -	\$ -	\$ -	0.0%	
School Safety and Support Grant	\$ -	\$ -	\$ 144,446	\$ -	\$ 144,446	0.0%	
38.8070 Liquor Tax (Lunch Program)	\$ 150,900	\$ -	\$ 150,000	\$ -	\$ 150,000	0.0%	
Stronger Connections (PD)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
Early Interactive Software Program (EISP)	\$ -	\$ -	\$ 24,335	\$ -	\$ 24,335	0.0%	
<b>Total 3000:</b>	<b>\$ 9,936,361</b>	<b>\$ 2,085,624</b>	<b>\$11,842,968</b>	<b>\$ 50,000</b>	<b>\$ 11,892,968</b>	<b>17.5%</b>	
<b>4000 Federal</b>							
42.7225 ESSER III ARP	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
45-4522 IDEA Preschool	\$ -	\$ -	\$ 3,574	\$ -	\$ 3,574	0.0%	
45-4524 IDEA	\$ 27,000	\$ -	\$ 185,160	\$ -	\$ 185,160	0.0%	
45.4524 PIP	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
45-8075a NSLP - Free & Reduced	\$ 332,911	\$ -	\$ 330,000	\$ -	\$ 330,000	0.0%	
45-8075b National School Lunch Program	\$ 58,532	\$ -	\$ 75,000	\$ -	\$ 75,000	0.0%	
45-8075c NSLP - Breakfast	\$ 63,284	\$ -	\$ 75,000	\$ -	\$ 75,000	0.0%	
45-8075d Supply Chain Assistance	\$ 23,631	\$ -	\$ -	\$ -	\$ -	0.0%	
45-8075e Kitchen Equipment Grant	\$ 2,161	\$ -	\$ -	\$ -	\$ -	0.0%	
45-8077 Child & Adult Day Care	\$ 3,748	\$ -	\$ -	\$ -	\$ -	0.0%	
45-8079a After School Program	\$ 13,001	\$ -	\$ 11,060	\$ -	\$ 11,060	0.0%	
45-8079b Fresh Fruits and Vegetables	\$ 49,388	\$ -	\$ 33,486	\$ -	\$ 33,486	0.0%	
45-8080 Pandemic EBT	\$ 653	\$ -	\$ -	\$ -	\$ -	0.0%	
48.7801 Title I - Remedial Services	\$ -	\$ -	\$ 242,828	\$ -	\$ 242,828	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	\$ -	\$ -	\$ 27,002	\$ 684	\$ 27,686	0.0%	
48.7905 Title IV Supporting Effective Instruction	\$ -	\$ -	\$ 18,957	\$ -	\$ 18,957	0.0%	
<b>Total 4000:</b>	<b>\$ 574,309</b>	<b>\$ -</b>	<b>\$ 1,041,812</b>	<b>\$ 684</b>	<b>\$ 1,042,759</b>	<b>0.0%</b>	
<b>Total Revenue:</b>	<b>\$11,487,080</b>	<b>\$ 2,170,132</b>	<b>\$13,832,280</b>	<b>\$ 56,565</b>	<b>\$ 13,889,109</b>	<b>15.6%</b>	



Actuals as of: August 31, 2024 Percentage of Year: 16.7%

	(1,015 Students)	(1010 Students)	1010	(0 Students)	1010	% of Forecast	Debbie's Changes
	FY24 Actuals	FY25 Actuals	FY25 Budget	Changes	FY25 Forecast		
<b>Budget Detail Report</b>							
<b>Expenses</b>							
<b>100 Salaries</b>							
121 Principals and Assistants	\$ 652,212	\$ 112,810	\$ 742,828	\$ -	\$ 742,828	15.2%	
131a Teachers	\$ 3,334,029	\$ 608,556	\$ 3,575,791	\$ -	\$ 3,575,791	17.0%	
131f Stipends (Sports, other)	\$ 4,283	\$ 5,812	\$ 30,000	\$ -	\$ 30,000	19.4%	
131g End of Year Bonus / Returning Bonus	\$ 32,706	\$ -	\$ 60,000	\$ -	\$ 60,000	0.0%	
131h Christmas Bonus	\$ 71,758	\$ -	\$ 80,000	\$ -	\$ 80,000	0.0%	
131j Stipends (Greensheets)	\$ 4,523	\$ 83	\$ 10,000	\$ -	\$ 10,000	0.8%	
131k Stipends (flow through: ESY, TSSP, School Saf	\$ 6,746	\$ 21,009	\$ -	\$ -	\$ -	0.0%	
131l HB 396 Educator Professional Time Stipend	\$ 26,305	\$ 61,614	\$ 80,000	\$ -	\$ 80,000	77.0%	
131a Preschool Teachers	\$ 131,473	\$ 24,900	\$ 148,730	\$ -	\$ 148,730	16.7%	
131c Special Education Director & Teachers	\$ 549,533	\$ 106,805	\$ 722,260	\$ -	\$ 722,260	14.8%	
132a Substitute Teachers	\$ 47,988	\$ 9,310	\$ 90,000	\$ -	\$ 90,000	10.3%	
132b PTO Cash out	\$ -	\$ (3,207)	\$ 15,000	\$ -	\$ 15,000	-21.4%	
142a Counselor & Social Worker	\$ 218,163	\$ 41,208	\$ 250,750	\$ -	\$ 250,750	16.4%	
142b Occupational Therapist	\$ 24,239	\$ 738	\$ -	\$ -	\$ -	0.0%	
143 Nurse	\$ 436	\$ -	\$ 1,270	\$ -	\$ 1,270	0.0%	
145 Librarian	\$ 149,969	\$ 27,583	\$ 167,500	\$ -	\$ 167,500	16.5%	
152 Secretarial & Clerical	\$ 199,524	\$ 42,826	\$ 267,178	\$ -	\$ 267,178	16.0%	
161a Special Education TA	\$ 407,058	\$ 59,859	\$ 385,623	\$ -	\$ 385,623	15.5%	
161b General Ed TA	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
161c Title I TA	\$ 307,987	\$ 24,439	\$ 504,947	\$ -	\$ 504,947	4.8%	
161d Early Literacy (K-3) TA	\$ 66,570	\$ 5,231	\$ -	\$ -	\$ -	0.0%	
161e Land Trust TA	\$ 42,823	\$ 13,740	\$ 71,661	\$ -	\$ 71,661	19.2%	
161f Early Intervention TA	\$ 9,286	\$ 752	\$ 17,057	\$ -	\$ 17,057	4.4%	
161g After School Program (ESSER III)	\$ 95,229	\$ -	\$ 73,435	\$ -	\$ 73,435	0.0%	
161a Preschool Aides	\$ 65,066	\$ 6,005	\$ 119,573	\$ -	\$ 119,573	5.0%	
182 Facility Support	\$ 65,081	\$ 12,148	\$ 75,000	\$ -	\$ 75,000	16.2%	
184 IT Support	\$ 113,941	\$ 22,000	\$ 137,340	\$ -	\$ 137,340	16.0%	
191 Food Service	\$ 373,882	\$ 37,493	\$ 466,682	\$ -	\$ 466,682	8.0%	
<b>Total 100:</b>	<b>\$ 7,000,810</b>	<b>\$ 1,241,714</b>	<b>\$ 8,237,071</b>	<b>\$ -</b>	<b>\$ 8,092,625</b>	<b>15.1%</b>	
<b>200 Benefits</b>							
220 Social Security	\$ 527,327	\$ 92,867	\$ 650,780	\$ (11,412)	\$ 639,367	14.5%	
230 Retirement	\$ 151,571	\$ 28,564	\$ 171,268	\$ -	\$ 171,268	16.7%	
241 Group Insurance	\$ 335,102	\$ 7,788	\$ 475,960	\$ -	\$ 475,960	1.6%	
242 Waiver Benefit	\$ 128,750	\$ 21,750	\$ 111,000	\$ (12,000)	\$ 99,000	22.0%	\$ 99,000.00
270 Worker's Compensation Fund	\$ 13,863	\$ 1,310	\$ 19,266	\$ -	\$ 19,266	6.8%	
280 Unemployment Insurance	\$ 13,508	\$ -	\$ 15,000	\$ -	\$ 15,000	0.0%	
<b>Total 200:</b>	<b>\$ 1,170,121</b>	<b>\$ 152,279</b>	<b>\$ 1,443,274</b>	<b>\$ (23,412)</b>	<b>\$ 1,419,862</b>	<b>10.7%</b>	
<b>300 Prof &amp; Technical Services</b>							
310 Other Contracted Services	\$ 15,000	\$ 7,500	\$ 75,000	\$ -	\$ 75,000	10.0%	
320 Substitute Services	\$ 2,749	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%	
320 Mental Health (Weber Health Services)	\$ 7,577	\$ -	\$ 7,500	\$ -	\$ 7,500	0.0%	
323 Speech Therapy	\$ 215,936	\$ 21,649	\$ 259,788	\$ -	\$ 259,788	8.3%	
323 Psychology / Behavior	\$ 7,837	\$ 128	\$ 10,000	\$ -	\$ 10,000	1.3%	
330 Employee Training & Development	\$ 103,017	\$ 4,416	\$ 100,000	\$ -	\$ 100,000	4.4%	
352 Audit Services	\$ 24,658	\$ -	\$ 23,000	\$ -	\$ 23,000	0.0%	
345 Business Manager Services	\$ 80,113	\$ 15,002	\$ 90,018	\$ -	\$ 90,018	16.7%	
349 Legal	\$ 1,380	\$ -	\$ 10,000	\$ -	\$ 10,000	0.0%	
350 IT Services	\$ 84,069	\$ 12,214	\$ 88,000	\$ -	\$ 88,000	13.9%	
350 SRO	\$ -	\$ 65,974	\$ 144,446	\$ -	\$ 144,446	45.7%	
<b>Total 300:</b>	<b>\$ 542,336</b>	<b>\$ 126,883</b>	<b>\$ 668,306</b>	<b>\$ -</b>	<b>\$ 812,752</b>	<b>15.6%</b>	
<b>400 Purchased Property Services</b>							
410 Garbage / Sewer / Water	\$ 43,605	\$ 14,761	\$ 60,000	\$ 730	\$ 60,730	24.3%	
423 Cleaning & Custodial Services	\$ 115,937	\$ 22,000	\$ 132,000	\$ -	\$ 132,000	16.7%	
424 Lawn Care & Snow Removal	\$ 58,245	\$ 2,000	\$ 30,000	\$ -	\$ 30,000	6.7%	
430 Repairs / Maintenance / Monitoring	\$ 154,019	\$ 46,573	\$ 140,000	\$ -	\$ 140,000	33.3%	
442 Rental of Equipment & Vehicles	\$ 1,512	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%	
443 Lease of Copy Machines	\$ 1,401	\$ -	\$ -	\$ -	\$ -	0.0%	
450 Construction Services	\$ 6,250	\$ -	\$ -	\$ -	\$ -	0.0%	
<b>Total 400:</b>	<b>\$ 380,969</b>	<b>\$ 85,334</b>	<b>\$ 363,000</b>	<b>\$ 730</b>	<b>\$ 363,730</b>	<b>23.5%</b>	
<b>500 Other Purchase Services</b>							
517 Trips	\$ 101,191	\$ 10,249	\$ 110,000	\$ -	\$ 110,000	9.3%	
518 Field Trips (Bussing & Entrance Fees)	\$ 11,937	\$ 920	\$ 35,000	\$ -	\$ 35,000	2.6%	
518 Student Activities - Aguilas Bussing	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	0.0%	
518 Sports (Bussing, Fees, Tri, Weight Training)	\$ 12,846	\$ (663)	\$ 21,000	\$ -	\$ 21,000	-3.2%	
520 Property & Liability Insurances	\$ 47,644	\$ 2,655	\$ 62,062	\$ -	\$ 62,062	4.3%	
530 Communication (Phone & Internet)	\$ 28,039	\$ 1,815	\$ 18,000	\$ -	\$ 18,000	10.1%	
540 Marketing	\$ 1,131	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%	
580 Travel / Per Diem	\$ 14,626	\$ 8,385	\$ 30,000	\$ -	\$ 30,000	28.0%	
<b>Total 500:</b>	<b>\$ 217,414</b>	<b>\$ 23,361</b>	<b>\$ 282,262</b>	<b>\$ -</b>	<b>\$ 282,262</b>	<b>8.3%</b>	



Actuals as of: August 31, 2024 Percentage of Year: 16.7%

Budget Detail Report	(1,015 Students)	(1010 Students)	1010	(0 Students)	1010	% of Forecast	Debbie's Changes
	FY24 Actuals	FY25 Actuals	FY25 Budget	Changes	FY25 Forecast		
<b>600 Supplies and Materials</b>							
610 Classroom/ Legislative Supplies	\$ 35,850	\$ 46,569	\$ 35,000	\$ 15,000	\$ 50,000	93.1%	
610 SpEd Supplies	\$ 12,071	\$ 8,659	\$ 15,000	\$ -	\$ 15,000	57.7%	
610 Preschool Supplies	\$ 27,141	\$ 208	\$ 12,000	\$ -	\$ 12,000	1.7%	\$2000 of CS h
610 Garden Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
610 Event Supplies	\$ 9,353	\$ 2,035	\$ 20,000	\$ -	\$ 20,000	10.2%	
610 Sports Supplies	\$ 3,946	\$ 400	\$ 4,000	\$ -	\$ 4,000	10.0%	
610 Clubs	\$ 1,930	\$ 4,833	\$ 4,000	\$ 3,000	\$ 7,000	69.0%	\$ 7,000.00
610 Yearbooks	\$ 7,991	\$ -	\$ 6,000	\$ -	\$ 6,000	0.0%	
610 Art Expo	\$ 426	\$ -	\$ -	\$ -	\$ -	0.0%	
610 Aguilas & 7 Habits	\$ 2,001	\$ 1,961	\$ 6,000	\$ (1,500)	\$ 4,500	43.6%	\$ 4,500.00
610 Staff Meals / Appreciation / Prof Dev	\$ 16,814	\$ 2,877	\$ 30,000	\$ -	\$ 30,000	9.6%	
610 Counseling / Cultural Supplies	\$ 34	\$ -	\$ 200	\$ -	\$ 200	0.0%	
610 Board Expenses	\$ 3,174	\$ -	\$ 3,500	\$ -	\$ 3,500	0.0%	
610 Office Supplies	\$ 62,763	\$ 14,500	\$ 70,000	\$ -	\$ 70,000	20.7%	
610 OPA Apparel / Concessions	\$ 29,319	\$ 9,150	\$ 25,000	\$ -	\$ 25,000	36.6%	
610 Non Food Kitchen Supplies	\$ -	\$ 4,329	\$ -	\$ 15,000	\$ 15,000	28.9%	
621 Natural Gas	\$ 37,065	\$ 1,272	\$ 45,000	\$ -	\$ 45,000	2.8%	
622 Electricity	\$ 62,076	\$ 15,728	\$ 80,000	\$ -	\$ 80,000	19.7%	
630 Lunch Program Food & Supplies	\$ 449,517	\$ 46,427	\$ 440,000	\$ (15,000)	\$ 425,000	10.9%	
641 Curriculum	\$ 161,443	\$ 58,615	\$ 100,000	\$ 20,000	\$ 120,000	48.8%	
644 Library	\$ 17,723	\$ 3,438	\$ 15,000	\$ -	\$ 15,000	22.9%	
650 Technology Related Supplies	\$ 17,408	\$ 567	\$ 10,000	\$ -	\$ 10,000	5.7%	
670 Educational Software	\$ 29,697	\$ 19,965	\$ 30,000	\$ -	\$ 30,000	66.6%	
680 Maintenance Supplies	\$ 16,646	\$ 82	\$ 40,000	\$ -	\$ 40,000	0.2%	
680 Cleaning Supplies (BEAR)	\$ 28,701	\$ 1,648	\$ 21,000	\$ -	\$ 21,000	0.0%	
<b>Total 600:</b>	<b>\$ 1,033,089</b>	<b>\$ 243,263</b>	<b>\$ 1,011,700</b>	<b>\$ 36,500</b>	<b>\$ 1,048,200</b>	<b>23.2%</b>	
<b>700 Property, Equipment</b>							
710 Land and Site Improvement	\$ 172,959	\$ 11,425	\$ 20,000	\$ -	\$ 20,000	57.1%	
720 Buildings	\$ 1,700	\$ -	\$ -	\$ -	\$ -	0.0%	
733 Furniture and Fixtures	\$ 136,175	\$ 21,870	\$ 10,000	\$ 15,000	\$ 25,000	87.5%	
733 ECC Furniture and Fixtures	\$ 41,287	\$ -	\$ -	\$ -	\$ -	0.0%	
734 Technology Related Hardware	\$ 302,984	\$ 22,511	\$ 40,000	\$ 20,000	\$ 60,000	37.5%	
736 Technology Related Software	\$ 10,921	\$ 1,759	\$ 10,000	\$ -	\$ 10,000	17.6%	
738 Kitchen Equipment	\$ 16,376	\$ -	\$ -	\$ -	\$ -	0.0%	
<b>Total 700:</b>	<b>\$ 682,402</b>	<b>\$ 57,565</b>	<b>\$ 80,000</b>	<b>\$ 35,000</b>	<b>\$ 115,000</b>	<b>50.1%</b>	
<b>800 Debt Service and Misc</b>							
810 Dues and Fees	\$ 30,454	\$ 14,427	\$ 30,000	\$ -	\$ 30,000	48.1%	
812 Banking Fees	\$ 1,529	\$ 20	\$ 3,000	\$ -	\$ 3,000	0.7%	
850 Bond - Restricted Assets	\$ 1,146,679	\$ 202,557	\$ 1,197,451	\$ -	\$ 1,197,451	16.9%	
850 Contingency	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%	
890 Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
<b>Total 800:</b>	<b>\$ 1,178,662</b>	<b>\$ 217,004</b>	<b>\$ 1,250,451</b>	<b>\$ -</b>	<b>\$ 1,250,451</b>	<b>17.4%</b>	
<b>Total Expenses:</b>	<b>\$12,205,803</b>	<b>\$ 2,147,403</b>	<b>\$13,336,064</b>	<b>\$ 48,818</b>	<b>\$ 13,384,882</b>	<b>16.0%</b>	\$ 110,500.00
<b>Net Income:</b>	<b>\$ (718,723)</b>	<b>\$ 22,729</b>	<b>\$ 496,216</b>	<b>\$ 7,747</b>	<b>\$ 504,227</b>		
<b>Reserve Funds Used in Year:</b>				<b>MADS Goal 1.41 1.42</b>			
				<b>Goal w/respect to MADS \$ 490,955 Diff: \$ 13,272.22</b>			
<b>Fund Reserve:</b>							

# Coversheet

## Turf Addition

**Section:** II. Finance  
**Item:** D. Turf Addition  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** OgdenPrep\_9-6-24.pdf





Path to Prosperity, LLC-Ogden  
 525 N 530 W  
 Ogden, UT 84404  
 (385)333-3147

Store: **Ogden**  
 Proposal Date: **9/6/24**      \*\*Proposal is good for 30 days\*\*      License # **0**  
 Customer: Ogden Preparatory Academy  
 Street Address: 1415 Lincoln Ave  
 City, State, Zip: Ogden Preparatory Academy, UT  
 Phone Number: (801)6757823  
 Email Address: Wdangel@ogdenprep.org

Scope	Units	Price Per Unit	Ext. Price
<b>Approximately 429 Sq Ft of Ultra Play installed in accordance with the installation methodology described below.</b>	429	\$ 13.62	<b>\$ 5,843</b>

**Multiple Project Discount Included**

<b>Infill Included:</b>	<b>Premium Infill Lawn</b>	450 LBS			
	<b>**Grass Option 2: Putting Green - Emerald</b>	429	\$	13.79	<b>\$ 5,916</b>

\*\*GRASS OPTIONS ARE FOR REFERENCE PURPOSES ONLY - BASED UPON COMPARING SUBSTITUTE GRASSES FOR LAWN AREA 1 - PRICE MAY VARY DUE TO DIFFERING GRASS WIDTH, PROJECTS WITH MULTIPLE GRASS TYPES AS WELL AS OTHER FACTORS. PLEASE REACH OUT TO AN INSTALLATION REPRESENTATIVE FOR AN EXACT PRICE

Option 1: Premium Infill	<b>PREMIUM INFILL ALREADY INCLUDED</b>	429	\$	-	<b>\$ -</b>
Option 2: Premium Install	<b>Premium Installation - use of bend-a-board, seaming tape &amp; glue</b>	429	\$	0.99	<b>\$ 425</b>
	<small>Base price does not include the use of 2x2x12' subgrade bend-a-board</small>				
<b>included in Proposal Price</b>	<small>The base price above reflects the use of 4 pieces of 1x4x20' bend-a-board and corresponding stakes</small>				<b>\$ -</b>
Option 3: Shock Pad or Drain Tile	<b>SHOCK PAD/DRAIN TILE NOT APPLICABLE</b>	-	\$	-	<b>\$ -</b>
Option 4: Gopher wire	<b>No</b>	-	\$	-	<b>\$ -</b>
Option 5: Weed Abatement	<b>No</b>	-	\$	-	<b>\$ -</b>

PROPOSAL IS BASED UPON PRIVATE LABOR RATES / EXCLUDES PREVAILING WAGE RATES

**Estimator Notes:**

***Proposal includes turn key install of side section next to play ground***

**ARTIFICIAL GRASS INSTALLATION METHODOLOGY:**

\* **Excavation** is typically 2" to 3" below finished grade on most installations. If project is already at the appropriate grade or this work is to be done by owner/others, this is reflected in above pricing.

\* **Install Sub-Base** a Class II road base, crushed miscellaneous base or equivalent. On putting greens, the top 1" is decomposed granite.

\* **Install Commercial grade geotextile fabric**

\* **Basic Artificial Grass Installation** - Perimeter secured with 5" or 6", 40DD, 4GA bright common nails every 3" to 6". The field is secured with 5" or 6" nails every 2' to 3' on center. Seams secured with 5" or 6" nails every 6" along the seam or 6" tall, 1" wide flat head sod staples. Infilled with #16 grit silica sand @ 1 lb. per sq.ft. unless otherwise noted.

\* **Premium Artificial Grass Installation** - Perimeter framed with bend-a-board, a 1.5" X 1.5" composite material that allows for securing the perimeter of your installation with a pneumatic staple gun. Perimeter secured with 1", 18GA galvanized staples, field is secured with 5" or 6" nails every 2' to 3' on center. Seams are secured with 12" wide non-woven seaming tape and Supreme Seam moisture cured seaming glue along with nails or staples. Infilled with 1 lb. per sq.ft of Premium Infill IF selected/indicated above.

\* **Infill** – Typical installation is 1 lb. per sq.ft. for residential lawns or light traffic commercial area lawns. Putting Greens require infill to achieve the desired STIMP speed – typically 9 to 11 - and usually would require 1 to 1.5 lbs. per sq.ft. Putting Green installations, and commercial installations or for heavy traffic applications, the infill requirement may be adjusted based upon pile height, face weight, yarn Dtex and expected foot traffic. Your Estimator will advise you of any special needs.

\* **Cleanup** – Removal of all job related debris and materials. Cut remnants can be provided upon request before we leave the jobsite; all unused materials are the property of Purchase Green and will be returned to our warehouse.

\* **Warranty** – **Request a copy of our labor and material warranty prior to signing your installation contract.**  
Residential Warranty with Basic Installation Method – 3 years Labor, Limited Lifetime Warranty and Customer Loyalty

Residential warranty with basic installation method - 5 years labor, Limited Lifetime warranty and Customer Loyalty Program for product.

Residential Warranty with Premium Installation Method - 8 year labor; Limited Lifetime Warranty and Customer Loyalty Program for product.

Commercial Warranty – 1 year labor; Limited Lifetime Warranty and Customer Loyalty Program for product.

**\*\*Ground Cover has a 3 year product warranty on residential installations and a 1 year warranty on commercial installations\*\***

**\*\*MELTING CAUSED BY LOCALIZED HEATING FROM REFLECTIVE SURFACES WILL NOT BE COVERED BY WARRANTY. BE SURE TO REVIEW YOUR WARRANTY FOR SPECIFICS\*\*KNOW WHAT IS COVERED\*\***

**\*\*BE SURE TO REVIEW YOUR PRODUCT WARRANTY FOR YOUR PRORATION SCHEDULE\*\***

\* **Maintenance** –Request our Maintenance FAQ document. **Premium Installations** are provided with a Free Turf Broom at project completion.

WARRANTY EFFECTIVE ON PURCHASES MADE AFTER 3/1/2017  
Purchase Green Limited Warranty: Rev 5. Mar 1st 2017



## Purchase Green Limited Lifetime Warranty

Purchase Green carries products that utilize the highest quality materials and the latest manufacturing techniques in the production of artificial grass. Purchase Green warrants that if the artificial grass/putting green surface that it provides proves to be defective in materials or manufacturing workmanship resulting in premature wear during normal use of the product or suffers significant fade, breakdown or degradation due to exposure to natural ultraviolet rays within the same period, Purchase Green will at its sole option, either 1) repair or replace the affected area without charge to the Purchaser or 2) issue a credit equal to the cost of the replacement synthetic grass material for the area giving rise to the claim according to the following proration schedule:

Residential projects: Years 1-8 (100%); Years 9-12 (50%); Years 13-15 (25%); Years 16+ (15%)

Commercial projects: Years 1-8 (100%); Years 9-10 (50%); Years 11+ (15%)

In the event that Purchase Green elects to issue a credit in lieu of repair or replacement, said credit shall only apply to the affected area of synthetic grass giving rise to the claim. The credit shall be issued to the customer as a percentage off the replacement cost of a new synthetic grass of the same or comparable quality. The credit will be good only towards the purchase of Purchase Green synthetic grass directly from Purchase Green. There will be no cash payment.

If there is deemed to be a valid warranty claim AND the original product IS available, replacement product will be provided (in accordance with the above proration schedule) to cover the area giving rise to the claim however there is a very high probability there will be a dye lot variation. This is a normal condition and does not give rise to additional claims. The customer does have the option of simply receiving a credit in lieu of the replacement product to be applied against the purchase of another Purchase Green product.

If there is deemed to be a valid warranty claim AND the original product IS NO LONGER available the customer will receive a credit in accordance with the proration schedule to be applied against another Purchase Green product. The amount of the credit will be based upon the original purchase price.

All warranties deemed to be valid on purchases more than 12 years old would receive credits in accordance with the proration schedule and terms above. Replacement of product will not be considered.

Any credit issued that is applied against the purchase of new Purchase Green product(s) will be applied against the published retail price at the time of the purchase of replacement product. It can be used in conjunction with standard published promotions (such as volume discounts) but it can't be used in conjunction with any other promotional offers to include retail/hot buy promotions, contractor or stocking dealer discounts, clearance pricing, etc.

Warranty claims are limited to the original purchase price of materials furnished by Purchase Green and DO NOT include any labor costs associated with replacing an installed product. Purchase Green artificial grasses & artificial putting greens are guaranteed against defects as listed above subject to the below terms and conditions:

1. Customer must register their Limited Lifetime Warranty and Loyalty Program within 60 days of the original purchase date.
2. To register the customer must provide the following information:
  - a. Project owner / Warranty Owner first name and last name
  - b. Address of installation
  - c. Purchase Green product
  - d. Name of supplier (e.g. Purchase Green store, licensed installer, licensed retailer, etc.)
  - e. Original Invoice number of purchase from Purchase Green
  - f. Original Invoice date of purchase from Purchase Green
  - g. Name of Purchaser (may be the same as or different from the project owner)
  - h. Copy of receipt of original purchase if not purchased directly from Purchase Green (e.g. a copy of your receipt from the reseller/retailer or your installation agreement/contract)

1.This information comes from a Tencate/Thiolon Product Advisory April 2011 – their yarn is used in our Nature's Sod Advanced & Premier but the content is relevant for all artificial grasses. Tencate is one of the world's premier yarn extrusion companies

2.Purchase Green specifically manufactures its products with green (as opposed to black) backings to minimize heat absorption.

WARRANTY EFFECTIVE ON PURCHASES MADE AFTER 3/1/2017  
Purchase Green Limited Warranty: Rev 5. Mar 1st 2017

i. Who installed your Purchase Green product(s)?

**If end-user did not purchase the product directly from Purchase Green but rather through a licensed installer or a licensed reseller of Purchase Green products be sure to obtain the above information from your installer/supplier as that information will be required to register for your Limited Lifetime Warranty & Loyalty Program.**

3. This warranty is transferrable as long as the customer has a Warranty Transfer Certificate from Purchase Green.

***The following are specifically covered against and within the scope of this warranty:***

- UV degradation which for the purposes of this warranty shall be deemed to have occurred should the original tensile strength of the product decrease by more than 50%, the fiber thickness has decreased by more than 50% or the pile height has shrunk by more than 25%
- Stability of backings, yarns and Tuft Bind
- Products, which have been repaired or replaced by Purchase Green, shall have a remaining Warranty of the balance and according to the proration schedule of the original warranty period.

**Exclusions include:**

- Warranty does NOT cover **PG Ground Cover**. PG Ground cover comes with a standard, non-prorated 3 year warranty. Other terms and conditions apply.
- Warranty does not cover “**remnant**” sales – such sales made in-store or online and are specifically sold “as-is”. They are sold at significant discount because they come with NO WARRANTY.
- WARRANTY DOES NOT COVER ANY TYPE OF MATTING ON THIS PRODUCT, REGARDLESS OF THE CAUSE.
- Damages caused by improper cleaning agents, exposure to chemicals containing elements from the halogen group (such as chlorine, fluorine, bromine, iodine), herbicides, pesticides, chemical run-off from neighboring properties and topical applications with a PH less than five (5) or greater than nine (9)
- Artificial grass installations that do not have proper drainage
- Abuse and or misuse; Normal wear & tear.
- Damages caused by vehicular traffic
- Product that has been replaced, repaired, altered, or installed by any person other than a properly licensed and trained artificial grass installer. This warranty does not cover the installation of the artificial grass or any issues stemming from the installation. This warranty does not cover any damage resulting from repair or attempted repair by anyone other than Purchase Green or its authorized agents, retailers, subcontractors or installation partners.
- Damaged, directly or indirectly, by acts of vandalism, machinery, animals, fire, chemical spills, acts of God, excessive static or dynamic loads, faulty or improper subsurface preparation, or subsurface failure.
- Damage resulting from localized heating (most often caused by highly reflective surfaces such as energy efficient or reflective windows & glass doors and/or smooth white surfaces). In this scenario the reflected energy usually reaches the turf as a narrow band (10-25cm) of reflected heat and may reach temperatures in excess of the deformation point of most plastics used in the synthetic turf industry. This is something to be particularly aware of when installing artificial grass that faces south or east and that is exposed to sunlight between 11:30 am and 2:00 pm adjacent to highly reflective surfaces.
- The unrolled artificial grass/putting green roll should not be left uncovered in direct sunlight. This is particularly important for stocking dealers. The secondary backing may absorb heat and the temperature of the top layer may exceed 194 Degrees F resulting in severe localized, uneven shrinkage. A plastic wrapping must be used for outdoor storage of the roll or it should be stored in a shaded area when rolled up. As an example – the temperature inside the top layer of an artificial grass roll with black secondary coating left in the sun at 90 Degree ambient for 3 hours will be over 160 degree F. ◦
- Damaged caused by leaving any heat-absorbent material on the artificial grass during daylight hours such as clear or dark plastic sheeting, etc. These products absorb heat at a higher rate than the artificial grass and may cause localized shrinkage of the fibers as the temperature may exceed the artificial grass stabilization temperature.
- Slight color changes will occur over the lifetime of this artificial grass product and is not considered a warrantable issue.

Purchase Green commits to handling all warranty claims promptly and professionally conditional upon the purchaser's account being in good standing at the time of the claim. All claims by the purchaser made under the terms of this warranty must be made in writing prior to the expiration of the warranty period and within thirty (30) days of learning of the suspected failure/defect.

- 1.This information comes from a Tencate/Thiolon Product Advisory April 2011 – their yarn is used in our Nature’s Sod Advanced & Premier but the content is relevant for all artificial grasses. Tencate is one of the world’s premier yarn extrusion companies
- 2.Purchase Green specifically manufactures its products with green (as opposed to black) backings to minimize heat absorption.



## Purchase Green Installation Warranty

This is a labor warranty provided by and for installations performed by Purchase Green and is provided to the original purchaser (“Owner”). The specific length of this warranty will be as indicated on your separate Installation Agreement or Installation Contract and will vary from one installation to the next depending upon your chosen artificial grass product, artificial grass infill, and selected installation method. This warranty specifically excludes any portion of work performed by others if such is a necessary component of an artificial grass installation (examples include excavation, sub-base preparation, backfill, etc. that may have been performed by the Owner or by other contractors hired by the Owner.)

**The following are specifically covered against and within the scope of this warranty:**

- Seams
- Sub-base preparation (when performed by Purchase Green and specifically excludes sub-base failures resulting from improper native soil compaction performed by others and/or a result of improper backfill and compaction in adjacent areas performed by others; examples include areas adjacent to recently installed/modified walls, pools, etc.)
- Finished edge of the perimeter
- Any labor associated with a product warranty claim during the **LABOR warranty period**. *In situations where the product warranty period extends beyond the labor warranty period any labor costs associated with a product warranty would be the responsibility of the Owner when outside of the labor warranty period.*
- In the event that a valid warranty claim is made and the original product is no longer available the customer will have the choice of replacing the **affected area** with a similar product or receive a credit equal to the cost of the repair of the affected area. In the event that Owner elects to receive a credit in lieu of repair or replacement, said credit shall apply to the affected area of the product giving rise to the claim. Minor color or die lot variations may exist between replacement product and the originally installed product and are not indicative of a defective product.
- This warranty is not transferrable and is extended only to the original purchaser of the product.

**Exclusions include:**

Init

- Abuse and or misuse; Normal wear & tear
- Product that has been replaced, repaired, altered, or installed by any person other than Purchase Green.
- Damaged, directly or indirectly, by acts of vandalism, machinery, animals, fire, chemical spills, acts of God, excessive static or dynamic loads, faulty or improper subsurface preparation (performed by others), subsurface failure (performed by others), or the use of unauthorized fluids or cleaning methods
- Damage resulting from localized heating (most often caused by highly reflective surfaces such as energy efficient or reflective windows & glass doors and/or smooth white surfaces such as white vinyl fences). In this scenario the reflected energy usually reaches the turf as a narrow band (10-25cm) of reflected heat and may reach temperatures in excess of the melting point of most plastics used in the synthetic turf industry. This is something to be particularly aware of when having artificial grass installed on the South or East side of the home and that is exposed to sunlight between 11:30 am and 2:00 pm. **We will look for this with you and attempt to point out any potential issues however ultimate burden and responsibility for this rests with the owner as they are the only ones that know when and what type of windows were installed.**
- Damaged caused by leaving any heat-absorbent material on the artificial grass during daylight hours such as clear or dark plastic sheeting, etc. These products absorb heat at a higher rate than the artificial grass and may cause localized shrinkage of the fibers as the temperature may exceed the artificial grass stabilization temperature.<sup>1</sup>
- This warranty does not apply to damage resulting from failure to provide reasonable maintenance including failure to clean the product as necessary

Purchase Green commits to handling all warranty claims promptly and professionally conditional upon the purchaser's account being in good standing at the time of the claim. All claims by the purchaser made under the terms of this warranty must be made in writing prior to the expiration of the warranty.

Replacement of a product or component does not renew the warranty period or otherwise affected the original warranty or warranty period.

1. This information comes from a Tencate/Thiolon Product Advisory April 2011 – their yarn is used in our Nature's Sod Advanced & Premier but the content is relevant for all artificial grasses. Tencate is one of the world's premier yarn extrusion companies

# Coversheet

## Administrative Board Report

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

# ADMINISTRATIVE BOARD REPORT

## September 2024



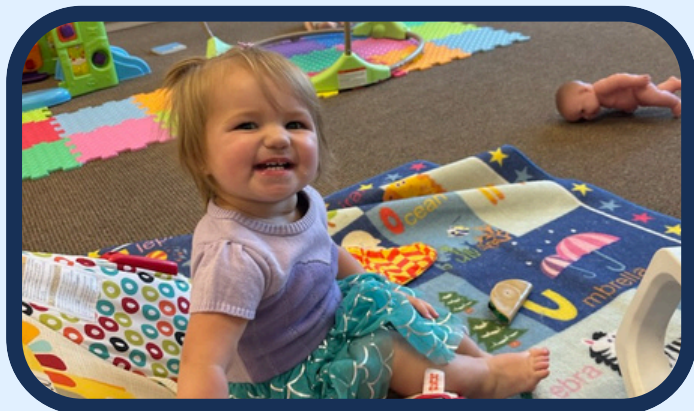
OGDEN PREPARATORY  
ACADEMY

### Early Childhood Center

- Pre-K and Kindergarten finishing 5th week!
- 2 weeks in a row of having 95% attendance or higher

### News to report:

- New staff:
  - Johanna Orton-Pre-K
  - Heather Geiger-Kinder
- FTC approaching quickly-September 26 & 27





# ADMINISTRATIVE BOARD REPORT

## September 2024



OGDEN PREPARATORY  
ACADEMY



## Elementary Events & Celebrations

- OPA Leadership Teams
  - Leadership Team
  - Morning Team
  - Spirit Team
  - Historian Team
  - Eagle News Team
  - Green Team
- OPA Clubs
  - Book Clubs
  - Babysitting Club
  - Choir Club
  - Clay Club
  - Heroes of History
  - Japanese
  - Junk Journal
  - Karate
  - Percussion
  - Powerful You
  - Snack
  - STEM/Coding
  - Stuffed Animal
  - Zumba

OGDEN PREPARATORY ACADEMY

**3rd Grade**  
**MUSEO DE CERA**  
**WAX MUSEUM**

**SEPTEMBER 19, 2024 5:00 PM**

3RD GRADERS WILL READ A BOOK AND CHOOSE A CHARACTER FROM THEIR BOOK. STUDENTS WILL PRESENT AS EXPERTS ON THEIR CHARACTER AT OUR WAX MUSEUM.

LOS ESTUDIANTES DE TERCER GRADO LEERÁN UN LIBRO Y ELEGIRÁN UN PERSONAJE DE SU LIBRO. LOS ESTUDIANTES SE PRESENTARÁN COMO EXPERTOS SOBRE SU PERSONAJE EN NUESTRO MUSEO DE CERA.

# ADMINISTRATIVE BOARD REPORT


## September 2024



OGDEN PREPARATORY ACADEMY

### Junior High

- **BE PREPARED:** This quarter’s focus is on being prepared. We hosted an assembly on the foundation expectation and have multiple PBIS initiatives to support students in being prepared. This year, students have planners and binders. It is going very well!
- **FALL SPORTS:** Currently we have girls volleyball and soccer, cross country, and a flag football club. It’s a busy time!
- **September Attendance Challenge:** 1st period classes compete for highest % of present and on time.
- Behavior referrals are down 25% from this same time last year. Our goal is to reduce them by 20%.
- Our student body government representatives have taken over weekly video announcements and students are much more engaged when watching.

	Class Overview				
	A1		B1		
Andersen	53.70%		Marchesano	62.50%	32.00%
Blakely	89.74%		Nielsen	82.50%	
Boer	90.00%		Norvell	90.20%	
Brudwick	73.13%		Rhodes	3.89%	8.67%
Davila	62.96%	77.78%	A.Sanchez	100.00%	
Duffin	81.25%		S.Sanchez/Romero	92.86%	
Hislop	81.82%		Sprinkel	57.97%	100.00%
Hoxer	57.14%		Vance	81.48%	
Johnson	82.35%	77.59%	Vaughan	94.44%	
Kendell	48.00%	84.13%	Wolfert	90.20%	
Kipnis	85.90%		Zundel	70.83%	

# ADMINISTRATIVE BOARD REPORT

## September 2024



OGDEN PREPARATORY  
ACADEMY

## Teaching & Learning

...

### Curriculum Updates

- **Elementary K-5 English Language Arts**
  - Launched 95 Phonics Core
    - Includes Grade 6
    - Uses the Science of Reading (SOR)
    - Training over the Summer
    - Plans to begin a Coaching PD
  - Launched Wonders Core (Grade K-5)
  - Launched Read 180 for 4-6 Special Education
  - Launched UFLI for K-3 Special Education
- **Grades 6-9 Mathematics**
  - Launched CPM
  - Math kits created for all materials
  - Training this Summer
  - Coaching Session 1: Sept 16
  - Training (Day 4) Followup: Oct 16

### ESL Endorsement

- **Cohort 3**
  - Starting this September
  - 10 more teachers signed up

### Assessment Updates

- [24-25 Assessment Calendar](#)
- [August Assessment Newsletter](#)
- **Beginning of Year (BOY) Testing**
  - Window is almost closed.
    - August 19 - September 13
  - PEEP (Pre-K)
  - Acadience Reading (K-6)
  - Acadience Math (K-3)
  - i-Ready Diagnostic (K-6)
  - MAP Growth (7-9)
  - Star Reading (4-9)
- **Acadience Reading and Acadience Math have switched to a new platform: ALO**
  - Test is the same
  - The parent reports will look slightly different

We have been selected to take the National Assessment of Educational Progress (NAEP) this year.

- November 6
- Reading and Math
- Age : 13



OGDEN PREPARATORY  
ACADEMY

# ADMINISTRATIVE BOARD REPORT

## September 2024

### Operations

- We have a few Teaching Assistants positions to fill. All teaching positions are full.
- Submissions to USBE:
  - Early Learning Plan
  - Professional Learning Grant
  - Mental Health Screening Grant
  - Prevention: Our mental health team is working on a comprehensive prevention plan. We have the opportunity to apply for a grant to cover expenses related to the plan.
- UCAP (Utah Charter Access Point) has been updated.
  
- ECC playground is done! (for now)
- Landscaping
  - Still working to fix some areas of the soccer field and elementary play area.
  - Grass is green!!!

### PTIF (Public Treasurer's Interest Fund)

June 2024

<b>Beginning Balance:</b>	<b>\$6,100,127.50</b>
<b>Transfer:</b>	<b>\$0.00</b>
<b>Interest:</b>	<b>\$27,270.52</b>
<b>Ending Balance:</b>	<b>\$6,127,398.02</b>



OGDEN PREPARATORY  
ACADEMY

# ADMINISTRATIVE BOARD REPORT

## September 2024

### Data

### Enrollment

Grade	PreK	K	1	2	3	4	5	6	7	8	9	All
FY25 Sep	42	103	97	104	92	92	102	113	88	101	107	1041
FY24 Sep	38	96	101	92	98	104	107	92	111	106	96	1041

### Waitlist- 2024-2025

Grade	OGDEN PREPARATORY ACADEMY					
	I	A	GWL	SWL	TWL	FWL
PS	0	34	0	0	0	0
K	0	130	0	0	0	0
1	0	46	0	0	0	0
2	0	34	0	0	0	0
3	0	23	0	0	0	0
4	0	31	0	0	0	0
5	1	28	1	0	0	0
6	2	31	1	1	0	0
7	1	34	1	0	0	0
8	0	24	0	0	0	0
9	0	27	0	0	0	0
<b>Totals:</b>	<b>4</b>	<b>442</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>

### Trends

	2020	2021	2022	2023	2024
October 1	1061	1039	1037	1023	1017
End of year	1032	994	1014	992	968
Difference EOY-BOY	-29	-45	-23	-31	-49
Students withdrawn over the year	77	94	78	100	109
Grades with biggest losses:	K; 5; 7	K; 2; 3; 5; 6	8;9	5;7;8;9	K;3;5;6;7;8;9

Teacher Retention	
2018	83.00%
2019	87.00%
2020	90.00%
2021	87.14%
2022	89.47%
2023	85.54%
2024	84.21%
2025	83.54%

Student Retention	
2019	87.74%
2020	86.80%
2021	91.21%
2022	89.13%
2023	92.79%
2024	96.33%
2025	96.59%

Annual Withdrawals	
2017	76
2018	70
2019	58
2020	77
2021	94
2022	78
2023	100
2024	109

# Coversheet

## Board Trainings

**Section:** IV. Administrative Business  
**Item:** D. Board Trainings  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Open\_and\_Public\_Meetings\_Summary.pdf  
Review\_of\_Roberts\_Rules.pdf  
School\_Trust\_Land\_Council\_Overview.pdf

# Open and Public Meetings Act

A Summary of Key Provisions for Legislators | May 2018



*The Open and Public Meetings Act (OPMA) requires that members of a public body be "provided with annual training on the requirements of [the Open and Public Meetings Act]" (Section [52-4-104](#)). This document is intended to facilitate compliance with that requirement and to help legislators understand OPMA. This summary is intended for a state legislative audience and does not attempt to explain or address requirements for other public bodies. Key terms are defined at the end of the document.*

OPMA's stated goal is to ensure that the state, its agencies, and its political subdivisions deliberate and take action openly (Section [52-4-102](#)).

## Public Notice (Section [52-4-202](#))

A public body is required to provide public notice of a meeting at least 24 hours before the meeting. The public notice is required to:

- specify the date, time, and place of the meeting;
- include an agenda that specifies topics the public body will consider;
- be posted on the Utah Public Notice Website and at the location of the meeting; and
- be provided to a newspaper or local media correspondent.

A public body may discuss an item raised by the public that is not listed on the agenda but may not take final action on the item at the meeting.

## Minutes and Recordings (Section [52-4-203](#))

- A public body is required to keep written minutes and a recording of all meetings unless the meeting is a site visit or traveling tour where no vote or action is taken.
- Draft minutes are required to be made available to the public within 30 days after the meeting.
- A recording of the open portions of the meeting must be posted on the Utah Public Notice Website within three business days after the public meeting.
- The approved minutes and any public materials distributed at the meeting must, within three business days after their approval, be:
  - posted on the Utah Public Notice Website; and
  - made available at the public body's office.

## 2018 Amendments to OPMA

### Substantive Changes to OPMA:

- A unit of the executive branch of state government and a political subdivision are now required to provide the required annual OPMA training online in a web-based format ([H.B. 179](#)).
- A public body may reclassify a record of a closed meeting in accordance with the Government Records Access and Management Act ([S.B. 137](#)).

### Now subject to OPMA:

A taxed interlocal entity ([S.B. 178](#)).

### Now exempt from OPMA:

- A convening of a three-member board of trustees of a large public transit district if the members do not take a tentative or final vote or only discuss day-to-day management and operation of the public transit district ([S.B. 136](#)).
- A routine conversation between members of a board of trustees of a large public transit district if no tentative or final vote is taken ([S.B. 136](#)).
- A meeting of certain subcommittees of the Legislative Management Committee when meeting to select or evaluate a candidate for employment, except when voting to recommend a candidate for employment ([S.B. 238](#)).

## Closed Meetings (Sections [52-4-204](#) and [52-4-205](#))

A public body may hold a closed meeting only for certain reasons, including to discuss:

- a person's character, competence, or health;
- pending or imminent litigation;
- certain matters regarding acquisition or sale of real property, including water rights or shares;
- the deployment of security personnel, devices, or systems;
- an investigation of alleged criminal conduct;

- the receipt or review of an ethics complaint, if the public body is the Independent Legislative Ethics Commission;
- certain matters under the jurisdiction of a legislative ethics committee; and
- certain deliberations and decision making involved in the procurement process.

A public body may close a meeting only by a two-thirds vote with a quorum present, except that a majority vote is sufficient for closing a meeting of:

- the Health and Human Services Interim Committee to review a fatality review report;
- the Child Welfare Legislative Oversight Panel to review a fatality review report or review and discuss an individual case; or
- an ethics committee of the Legislature to receive legal advice or deliberate on a complaint.

No vote is required to close a meeting of the Independent Legislative Ethics Commission to review an ethics complaint if the publicly distributed agenda for the meeting states that the meeting will be closed.

A public body that closes a meeting is required to announce and record in the minutes the reasons for closing the meeting.

A public body may not close a meeting to discuss filling a midterm vacancy or temporary absence for an elected position, or to discuss a person whose name was submitted to fill a midterm vacancy or temporary absence for an elected position.

An ordinance, resolution, rule, regulation, contract, or appointment may not be approved during the closed portion of a meeting.

## Definitions *(Section 52-4-103)*

**Meeting** means a convening of a public body with a quorum present to discuss, receive public comment about, or act upon a matter over which the public body has jurisdiction or advisory power.

Meeting does not mean a chance or social gathering or a convening of a public body that has both legislative and executive responsibilities in certain circumstances.

**Public Body** means an administrative, advisory, executive, or legislative body of the state or its political subdivisions that:

## Emergency Meetings *(Section 52-4-202)*

A public body may hold an emergency meeting and is not required to give 24-hour notice if unforeseen circumstances arise that require the public body to consider matters of an emergency or urgent nature. However, a public body may not hold an emergency meeting unless it attempts to notify all members of the public body and a majority of its members approve the meeting.

## Electronic Meetings *(Sections 52-4-207 and IR3-1-105)*

A public body may not convene or conduct a meeting by electronic communications unless it has adopted procedures to govern electronic meetings. The Legislature's rule governing electronic legislative meetings states that a committee member may remotely participate in a public meeting if:

- the member will be more than 50 miles away from the meeting location;
- the member requests permission of the chair to participate from a remote location; and
- the chair obtains permission from the speaker of the House of Representatives and president of the Senate to conduct an electronic meeting.

## Penalties *(Sections 52-4-302 and 52-4-305)*

**Open Meetings** - Any final action taken in a meeting that is in violation of certain open-meeting provisions of OPMA is voidable by a court.

**Closed Meetings** - It is a class B misdemeanor to knowingly or intentionally violate the closed meeting provisions of OPMA.

- is created by the Utah constitution, state statute, rule, ordinance, or resolution;
- expends, disburses, or is supported in whole or in part by tax revenue; and
- is vested with the authority to make decisions regarding the public's business.

Public body does not include a political party, political group, or political caucus, or a conference committee, rules committee, or sifting committee of the Legislature.



## Rules of Order

### Simple Motions of Parliamentary Procedure

Used by some organizations to assist those new to the process

motion	Does it require a 2nd?	is it debatable?	can it be amended?	is a Vote Required
Adjourn	yes	no	no	majority
Amend a motion	yes	yes	yes	majority
Close nominations	yes	no	yes	2/3
Main motion	yes	yes	yes	majority
Point of Order	no	no	no	ruled on by chair
Previous Question	yes	no	no	2/3

Reconsider	yes	yes	no	majority
Withdrawal of Motion	no	no	no	majority

A **motion** (or an action to be taken by the council) is stated as a motion. Someone else on the council “**seconds**” the motion indicating that at least one other person on the council feels the motion is worthy of discussion. Then the council members may provide **input and discussion** as called upon by the chair. When discussion seems complete **the chair may call for a vote on the motion**. Or when a member of the council “**calls the previous question**” (a motion to end discussion of the first motion), a second is required. Without discussion the chair calls for a vote that must pass by 2/3. If the vote on the previous question fails, the council goes back to discussing the first motion. If the motion to call the previous question passes, the chair directly calls for a vote on the first motion. A vote to call the previous question is usually used to move business along.

- A tie vote is a lost vote.
- Most motions are main motions. A main motion may be amended.
- A point of order is offered when there is some question if procedure had been followed correctly.
- To stop debate or discussion on a motion and force the vote a member would say, “I move the previous question.” This requires a second and a 2/3 vote.
- Hasty action may be corrected by use of the motion to reconsider. This motion may be made only by one who voted on the prevailing side.
- A person who made the motion may withdraw the same motion.

## School Trust Land Council Overview

*Transcribed from USBE's overview video*

In FY24, \$102.8 million was distributed to Utah Schools.

1. Meet
2. Review and adopt Rules of Order
3. Provide input on school related issues such as...
  - a. School Plan
  - b. School Safety
  - c. Behavior Improvement Plan
  - d. Technology and Digital Citizenship
4. Create the School Land Trust Plan
  - a. Review student data
  - b. Determine the Greatest Academic Need(s)
  - c. Write goals based on the need(s)
  - d. Determine improvement measurements
  - e. List specific action steps for meeting goals
  - f. List expenditures aligned with the goals
  - g. Receive Board approval
  - h. Enter the plan on the School Land Trust Website
  - i. Implement the Plan

# Coversheet

## Policy Updates

**Section:** V. Policy Updates  
**Item:** A. Policy Updates  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 1.12.POL Charter Trust Land Council .pdf  
6.32.POL\_Employee\_Recruitment\_and\_Hiring\_Policy\_(DRAFT).pdf



# OGDEN PREPARATORY ACADEMY

## Official Policy

### 1. School Board Operations

#### 1.12.POL Charter Trust Land Council

**Effective/Revision Date:**

**Page 1 of 2**

Ogden Preparatory Academy (the “School”) has established a Charter Trust Land Council in accordance with state law and administrative rule.

1. Charter Trust Land Council (the “Council”) Composition Requirements. The number of Council members who are parents or grandparents of students enrolled at the school shall exceed all other members combined by at least two. Parents or grandparents must have a student actively enrolled at the charter school to be classified as parents or grandparents.
  - a. If the School’s Board of Directors (the “Board”) meets the size and composition requirements above, the governing board shall serve as the Council.
  - b. If the Board can not serve as the Council, the Council shall consist of the Board combined with the Family Engagement Committee.
2. Council Size. The Council shall consist of at least 5 members.
3. Procedures for Council Membership. As Council openings become available, the Director will notify parents/guardians about Council membership opportunities and the necessary steps to become a member. Notification will be posted on the School website, [www.ogdenprep.org](http://www.ogdenprep.org).
  - a. Procedures for becoming a Council member are outlined in the OPA Bylaws.
4. Parent/Grandparent Terms. As outlined in the OPA Bylaws.
5. Officers. The Board Chair shall serve as the Council Chair.
6. Members Resignation. As outlined in the OPA Bylaws.
7. Quorum. A quorum consists of a majority of the current members of the Council.
8. Meetings. The Chair shall schedule, provide notice, and convene the meetings of the Council consistent with the School Community Council Open and Public Meeting Act, 53G-7-1203.

9. Council Responsibilities. In accordance with state board rule regarding charter trust land council expenditures and funding limits, a Council shall:
- a. Prepare a plan for the use of School LAND Trust Program money.
  - b. Work with students, families, and educators and hold at least an annual discussion with charter school administrators to develop and incorporate safety principles at the school level.
  - c. Provide input to the school's administration on a positive behavior plan.

Document History

Approved: 09/12/2024 creation

Legal References

53G-7-1206  
R277-477  
53G-7-1203

<b>1.12.POL Charter Trust Land Council</b>	
Effective/Revision Date:	Page 2 of 2



# OGDEN PREPARATORY ACADEMY

## Official Policy

### 6. Human Resources

#### 6.32.POL Employee Recruitment and Hiring Policy

Effective/Revision Date:

Page 1 of 5

### PURPOSE

This policy provides employment procedures for personnel recruitment, screening, and selection recognizing that personnel is the most important resource within Ogden Preparatory Academy (The School) for effectively conducting a quality learning program.

### POLICY

To ensure the employment of qualified candidates, the OPA recruitment and selection procedures shall:

1. Provide uniformity and equity in applying OPA policies and benefits that consider equal employment opportunity, affirmative action, and public relations.
2. Supervise and direct the recruitment and evaluation of employees to augment School efforts and resources in selecting qualified employees.
3. Establish procedures that provide both outside candidates and current School employees with equal access to job openings, inquiries, applications, and selection.
4. Recognize all requirements set forth in applicable negotiated agreements.

### DEFINITIONS

- **"Classified employees"** means all educational support employees, working under an agreement with the School.
- **"Licensed employees"** means any person employed by the School who is required to hold a current professional certificate issued by the Utah State Board of Education.
- **"Administrative Employee"** means any member of the Administrative Team employed by the School.
- **"Executive Director"** means the Director of the School.

- **"Transfer"** means a change in an employee's work location with an accompanying change in supervision (i.e., the employee reports to a different principal or supervisor). Transfers do not include promotions or demotions to different positions and do not include reassignments involving a partial change in an employee's assigned responsibilities.

## RECRUITMENT AND SELECTION

1. It is the intent of the Board of Education (Board) and the School that recruitment and selection procedures provide a positive experience for applicants and result in the employment of qualified personnel.
2. The School is committed to providing applicants an environment that is free from unlawful discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and pregnancy-related conditions), national origin, age (40 or older), disability, gender identity, sexual orientation, or genetic information.
3. The School shall comply with the requirements of U.C.A. Title 34, Chapter 46 Employment Selection Procedures Act, related to restrictions on the collection of information; and retention, disposition, access, and confidentiality of information gathered in the selection of employees.

## GENERAL PROCEDURES

1. Identification of Vacancies
  - a. The Administrative Team shall identify School staffing requirements.
  - b. The Human Resources Director shall facilitate the creation of a job posting for all vacancies. The position announcement shall include:
    - i. a brief description of the position;
    - ii. a statement of when and how to apply;
    - iii. the closing date of the position;
    - iv. the location of the opening, if applicable;
    - v. an EEO (equal employment opportunity) statement; and
    - vi. any special considerations about the position.
  - c. Job announcements may not show a preference for or discourage someone from applying for a job because of his or her race, color, religion, sex (including pregnancy, childbirth, or pregnancy-related condition), national origin, age (40 or older), disability, gender identity, sexual orientation, or genetic information unless, the otherwise illegal discrimination is a bona fide qualification that is

### 6.32.POL Employee Recruitment and Hiring Policy

Effective/Revision Date:

Page 2 of 5



reasonably necessary for the normal performance of the duties of a particular occupation.

- d. Applicants may submit a resume through online job posting sites or by contacting the school directly.
  - e. OPA shall:
    - i. respond promptly to all inquiries about current or expected openings and possible employment opportunities;
    - ii. evaluate all applications for minimum qualifications and/or certification.
  - f. Any misrepresentation, falsification, or material omission in the information provided by persons throughout the hiring and employment process, may result in:
    - i. exclusion from further consideration for employment; or
    - ii. voided employment from its inception.
2. Selection
- a. The principal or supervisor may consult with HR concerning screening techniques.
  - b. Supervisors are responsible for checking applicant references and shall obtain references and a discipline record from prior employers of an individual before hiring the individual.
  - c. An individual who, in good faith, provides a recommendation or discloses or receives information under this section is exempt from civil and criminal liability relating to that recommendation, receipt or disclosure in accordance with Utah Code Ann. §53E-6-402(4).
  - d. Solicited applications and related material, including interview notes, shall be maintained in HR for one year. Supervisors are responsible for keeping documentation regarding their participation in the selection process (e.g., criteria used, notes on interviews) for one year.
  - e. All employment offers are contingent upon:
    - i. the candidates' ability to show proof of their legal right to work in the United States;
    - ii. successful completion of a background check as established in School Background Checks Policy, and
    - iii. other requirements indicated by HR at the time of the employment offer.

## **PROVISIONS SPECIFIC TO RECRUITMENT AND SELECTION OF LICENSED EMPLOYEES**

### **6.32.POL Employee Recruitment and Hiring Policy**

Effective/Revision Date:

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In addition to the above General Procedures, the following provisions apply to the recruitment and selection of licensed employees:

1. **Application:** Except in situations requiring that positions be filled immediately or filled through administrative action, job announcements shall be posted for at least (5) working days.
2. **Transfers:** In applying for transfers, the following provisions apply:
  - a. Transfers are not encouraged during the school year.
  - b. Administration may transfer employees during the school year when it is determined the transfer is beneficial to students.
  - c. Before affecting a transfer, the Administration will inform both supervisors regarding the transfer.
    - i. The two departments involved shall agree on a suitable transfer date.
    - ii. HR shall be informed of the transfer.
    - iii. Receipt of a transfer is not a commitment for continued employment in a new position for any specific time, nor is there a guarantee that an employee shall return to his or her former position if he or she is unsuccessful in the new position.
3. **Selection**
  - a. The number of applicants interviewed is determined by:
    - i. existing or expected vacancies;
    - ii. the number of qualified applicants; and
    - iii. resources available for conducting interviews.
  - b. The principal or supervisor shall:
    - i. receive authorization to fill a teacher vacancy from the Director;
    - ii. consider transfer applicants; and
    - iii. contact HR to post the position.
  - c. The principal or supervisor shall neither interview, recommend, nor employ any person without a current application or resume.
4. **Credentials:** Those applying for a teaching position shall:
  - a. show evidence they will possess a professional license applicable to the position by the effective date of their assignment; or
  - b. otherwise meet the eligibility requirements for a temporary teaching credential established by the Utah State Board of Education (USBE).
  - c. Candidates without appropriate teaching credentials may be offered employment contingent upon being approved for a LEA-specific license (see LEA Specific License Policy).

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- 5. Appointment:** After interviewing the candidates, the principal or supervisor in coordination with HR shall:
- a. select one of the applicants for hire;
  - b. provide the selected candidate with an employment offer;
  - c. inform candidates not selected that the position has been filled.
  - d. begin the OPA staff onboarding process.
- 6. Compensation**
- a. Compensation will be negotiated when an agreement is offered, using the School's Salary Schedules.
  - b. Licensed employees who experience a change in status, such as a change in licensure or educational level, may experience a compensation change, including a decrease in compensation.
  - c. Compensation changes will be effective immediately for Employees who experience a change in status prior to January 1. Status changes completed January 1 or thereafter will be effective in the following school year agreements.

Document History

Approved:    xx/xx/xxx    *Initial creation.*

Legal References

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