



Ogden Preparatory Academy

OPA Board of Directors Meeting

Published on November 12, 2024 at 2:59 PM MST

Date and Time

Thursday November 14, 2024 at 4:30 PM MST

Location

1487 Lincoln Avenue
Ogden UT 84404

Early Childhood Center 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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Record Attendance		Sara Mejeur	1 m
B. Call the Meeting to Order		Sara Mejeur	
C. Approve Minutes	Approve Minutes	Sara Mejeur	1 m

Approve minutes for OPA Board of Directors Meeting on September 12, 2024

	Purpose	Presenter	Time
D. Approve Minutes	Approve Minutes	Sara Mejeur	1 m
Approve minutes for Ogden Preparatory Academy Board of Directors Hearing on October 8, 2024			
E. Opportunity for Public Input	Discuss	Sara Mejeur	5 m
Proposed changes to fee schedule for FY25.			

II. Finance 4:38 PM

A. Financial Review	Discuss	Spencer Adams	5 m
B. State Auditor and Internal Audit Finance Training for New Board Members	Discuss	Debbie Deem	5 m
C. Snow Removal	Vote	Debbie Deem	5 m

We obtained bids from 2 companies for snow removal:

- Earthworks
 - Per push cost: \$300
 - Sidewalk clearing: \$325
 - Salt application: \$180
 - Hourly cost for relocation: \$250
- Wangsgaards
 - Season Total: \$17,500
 - Salt application \$550
 - Hourly cost for relocation: \$150

28 clearings from Earthworks would be equivalent to the \$17,500 base cost of Wangaards.

Recommended that the Board approve the agreement with Earthworks for the FY25 snow removal.

III. Executive Session 4:53 PM

A. Vote to enter closed session	Vote	Sara Mejeur	15 m
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	Purpose	Presenter	Time
...to protect the privacy of an individual.			
B. Vote to exit closed session	Vote	Sara Mejeur	5 m
C. Student Discipline Decision	Vote	Sara Mejeur	5 m
D. Administrative Evaluation	Vote	Sara Mejeur	5 m
E. New Board Member	Vote	Sara Mejeur	5 m
IV. Administrative Business			5:28 PM
A. Administrative Board Report	Discuss	Administration	10 m
B. Gifted and Talented Plan Presentation	Discuss	Debbie Deem	5 m
C. PBIS Plans	Vote	Angela McPhee, Shevon Lopez	10 m
V. Policy Updates			5:53 PM
A. Policy Updates	Vote	Debbie Deem	5 m
1. Curriculum Adoption, Review, and Appeal Policy update 2. IT Security Policy update 3. Data Governance Plan update			
VI. Other Business			5:58 PM
A. Discussion	Discuss	Debbie Deem	5 m
Next Board Meeting January 16, 2025			
VII. Closing Items			6:03 PM
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for OPA Board of Directors Meeting on September 12, 2024

APPROVED



OGDEN PREPARATORY
ACADEMY

Ogden Preparatory Academy

Minutes

OPA Board of Directors Meeting

Date and Time

Thursday September 12, 2024 at 4:30 PM

Location

1487 Lincoln Avenue
Ogden UT 84404

Early Childhood Center 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, S. Mejeur, S. Zwycart

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

A. McPhee, Pablo, S. Adams, S. Wright (remote), T. Young, Tasha Gonce (remote)

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 Sep 12, 2024 at 4:38 PM.

C. Approve Minutes

B. Lucas made a motion to approve the minutes from OPA Board of Directors Meeting on 08-15-24.

S. Zwygart seconded the motion.

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

D. Opportunity for Public Input

No input.

E. Ratify May, June, August Votes

S. Zwygart made a motion to approve and ratify of the votes.

B. Lucas seconded the motion.

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

II. Finance

A. Financial Review

Presented by Spencer Adams.

- Discussed Revenues
- Discussed Expenses
 - A lot of purchases done to start the Start of School year
 - Class Wallet, pre-pay for the school year
- Discussed Ratios & Margins
- Still finishing last year's budget audit. Plan to get everything done by the October 1st deadline.

B. Audit Committee Members

On record - the Audit Committee shall be Debbie Deem and the Board Members.

C.

State Auditor and Internal Audit Finance Training for New Board Members

Will table until next month.

Did discuss and review comments and feedback from the Charter Review from last week. The review is every 5 years. There will be a formal report that we will get around November.

D. Turf Addition

S. Zwygart made a motion to approve the purchase of \$5,843 for the new turf.

B. Lucas seconded the motion.

A strip of grass between fence and playground that is difficult to manage. Would like to turf it.

Briefly discussed the dead trees, and the plan to address.

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

Spencer Adams left the meeting.

III. Executive Session

A. Vote to enter closed session

B. Lucas made a motion to enter closed session to protect the privacy of individuals.

S. Zwygart seconded the motion.

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

Roll Call

B. Lucas Aye

S. Zwygart Aye

J. Howell Absent

S. Mejeur Aye

B. Gerena Absent

B. Vote to exit closed session

B. Lucas made a motion to exit closed session.

S. Zwygart seconded the motion.

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

Roll Call

S. Mejeur Aye

J. Howell Absent

B. Lucas Aye

S. Zwygart Aye

B. Gerena Absent

C. Student Discipline Decision

B. Lucas made a motion to approve the discipline decision as discussed in closed session.

S. Zwygart seconded the motion.

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

IV. Administrative Business

A. Administrative Board Report

- Discussed the Board Report
 - ECC
 - Elementary
 - Junior High

B. LEA Specific Licenses

S. Zwygart made a motion to approve the LEA specific licenses.

B. Lucas seconded the motion.

- Reviewed the few teaches we need to award LEA specific licenses to this school year.

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

C. Portrait of an OPA Student

Updated and now translated into Spanish. Available on our website.

D. Board Trainings

S. Zwygart made a motion to vote to use Roberts Rules of order for the following year and that the Board of Directors will be the Council for School Land Trust.

B. Lucas seconded the motion.

- Discussed and reviewed all the rules for Board Training. We are in compliance with all of the requirements.
- In the past we have used the Roberts Rules - and will vote to continue doing so.
- The Board should be the council for School Land Trust, and what that means. We will continue to do this as we have in the past.

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

E. Jessica Howell Board resignation

- Formal update for this resignation.

V. Policy Updates

A.

Policy Updates

B. Lucas made a motion to approve the new Charter Trust Land and Employee Recruitment policies.

S. Zwycart seconded the motion.

1. Charter Trust Land Council - new policy
2. Employee Recruitment and Hiring Policy - new policy

Reviewed and discussed.

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

VI. Other Business

A. Discussion

- Discussed attendance at next month's meeting.
- The schedule of board meeting - it looks like it hasn't been updated for the new school year.

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 6:21 PM.

Respectfully Submitted,
S. Mejeur

Coversheet

Approve Minutes

Section: I. Opening Items

Item: D. Approve Minutes

Purpose: Approve Minutes

Submitted by:

Related Material:

Minutes for Ogden Preparatory Academy Board of Directors Hearing on October 8, 2024

APPROVED



OGDEN PREPARATORY
ACADEMY

Ogden Preparatory Academy

Minutes

Ogden Preparatory Academy Board of Directors Hearing

Date and Time

Tuesday October 8, 2024 at 1:00 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. Gerena (remote), B. Lucas (remote), S. Mejeur (remote), S. Zwygart (remote)

Directors Absent

None

Ex Officio Members Present

S. Lopez

Non Voting Members Present

S. Lopez

Guests Present

A. Romero

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 Tuesday Oct 8, 2024 at 1:00 PM.

II. Executive Session

A. Vote to enter closed session

B. Lucas made a motion to enter closed session.

B. Gerena seconded the motion.

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

Roll Call

B. Gerena Aye

S. Mejeur Aye

S. Zwygart Aye

B. Lucas Aye

B. Vote to exit closed session

S. Zwygart made a motion to exit closed session.

B. Lucas seconded the motion.

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

Roll Call

S. Zwygart Aye

B. Lucas Aye

B. Gerena Aye

S. Mejeur Aye

C. Student Discipline Decision

S. Zwygart made a motion to approve the decision discussed in closed session.

B. Gerena seconded the motion.

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

III. Closing Items

A. Adjourn Meeting

B. Lucas made a motion to adjourn.

B. Gerena seconded the motion.

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

B. Lucas made a motion to adjourn.

B. Gerena seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:00 PM.

Respectfully Submitted,

S. Mejeur

Coversheet

Financial Review

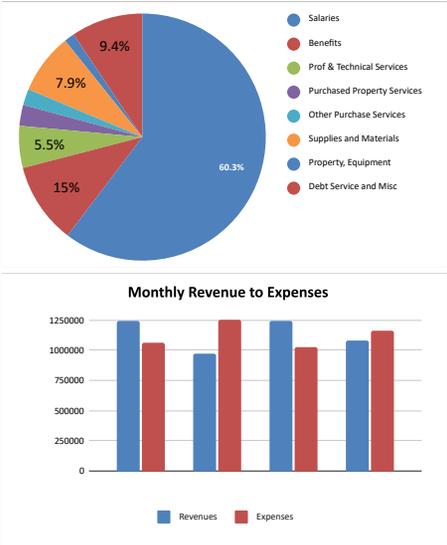
Section: II. Finance
Item: A. Financial Review
Purpose: Discuss
Submitted by:
Related Material: October 2024 Budget Summary.pdf
October 2024 Budget Detail.pdf



Financial Summary as of October 31, 2024

33.3% through the Year BUDGET REPORT EXPENSES RATIOS

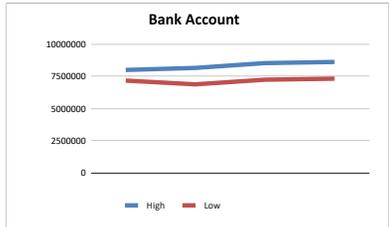
	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	984	1010	984	
Revenue				
1000 Local	\$ 335,094	\$ 947,500	\$ 982,601	34%
3000 State	\$ 4,095,738	\$ 11,842,968	\$ 11,832,529	35%
4000 Federal	\$ 114,163	\$ 1,041,812	\$ 1,043,038	11%
Total Revenue	\$ 4,544,995	\$ 13,832,280	\$ 13,858,169	33%
Expenses				
100 Salaries	\$ 2,618,648	\$ 8,237,071	\$ 8,055,568	33%
200 Benefits	\$ 461,740	\$ 1,443,274	\$ 1,416,934	33%
300 Prof & Technical Services	\$ 259,994	\$ 668,306	\$ 734,280	35%
400 Purchased Property Services	\$ 166,909	\$ 363,000	\$ 363,730	46%
500 Other Purchase Services	\$ 70,781	\$ 282,262	\$ 282,262	25%
600 Supplies and Materials	\$ 478,312	\$ 1,011,700	\$ 1,060,948	45%
700 Property, Equipment	\$ 133,453	\$ 80,000	\$ 180,448	74%
800 Debt Service and Misc	\$ 368,358	\$ 1,250,451	\$ 1,255,152	29%
Total Expenses	\$ 4,558,195	\$ 13,336,064	\$ 13,349,322	34%
Net Income from Operations	\$ (13,200)	\$ 496,216	\$ 508,847	
Operating Margin	-0.3%	3.6%	3.7%	



	Actual	Goal	Covenants
Operating Margin	3.67%	3.55%	
MADS (Modified Acc)	1.42	1.41	1.10
Days Cash on Hand	236	100	30
Unrestricted DCOH	233	100	30
Building Payment %	9%	20%	

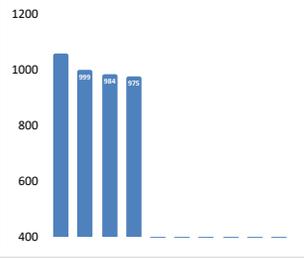
CASH RESERVES ENROLLMENT

Ending Cash Balance	\$ 8,634,323
Ending Unrestricted Cash Balance	\$ 8,527,683
Days Cash on Hand	236



	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 2,398,744	\$ 2,398,744
Reserves Added this Year	\$ (13,200)	\$ 508,847
Project 1	\$ -	\$ -
Expenses from Reserves		
Project 1	\$ -	\$ -
Project 2	\$ -	\$ -
	\$ -	\$ -
New Reserve Balance	\$ 2,385,544	\$ 2,907,591

	A	S	O	N	D	J	F	M	A	M
Pre-K/DC	49	42	43	44						
K	108	103	102	104						
1	104	97	97	94						
2	108	104	101	101						
3	97	92	91	89						
4	98	92	90	91						
5	109	102	103	101						
6	116	113	112	112						
7	101	88	87	87						
8	107	101	99	97						
9	112	107	102	99						
Total	1060	999	984	975	0	0	0	0	0	0





Actuals as of: October 31, 2024 Percentage of Year: 33.3%

	(1,015 Students)	(1010 Students)	1010	(-26 Students)	984		Debbie's Changes
	FY24 Actuals	FY25 Actuals	FY25 Budget	Changes	FY25 Forecast	% of Forecast	
Revenue							
1000 Local							
1510 Interest on Investments	\$ 423,802	\$ 170,210	\$ 400,000	\$ -	\$ 400,000	42.6%	
1600 Lunch Program (Students & Adults)	\$ 68,926	\$ 30,921	\$ 60,000	\$ -	\$ 60,000	51.5%	
1710 Student Sales	\$ 26,896	\$ 11,880	\$ 25,000	\$ -	\$ 25,000	47.5%	
1710 Art Expo	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
1740 Student Fees	\$ 3,394	\$ -	\$ -	\$ -	\$ -	0.0%	
1745 Trips (Co-Curricular Fees)	\$ 46,667	\$ 10,574	\$ 80,000	\$ -	\$ 80,000	13.2%	
1747 Free Dress (Extra-Curricular Fees)	\$ -	\$ 1,652	\$ -	\$ 1,652	\$ 1,652	100.0%	
1760 Fines	\$ 1,663	\$ 334	\$ 1,300	\$ -	\$ 1,300	25.7%	
1770 Fundraisers	\$ 11,384	\$ 8,552	\$ -	\$ 8,552	\$ 8,552	100.0%	
1340 Preschool Revenue	\$ 155,143	\$ 52,540	\$ 241,200	\$ -	\$ 241,200	21.8%	
1820 Afterschool Revenue (Daycare)	\$ 63,287	\$ 3,072	\$ 72,000	\$ -	\$ 72,000	4.3%	
1910 Rental of Facility	\$ 11,898	\$ 4,712	\$ 8,000	\$ -	\$ 8,000	58.9%	
1920 Contributions & Donations	\$ 5,901	\$ (922)	\$ 30,000	\$ -	\$ 30,000	-3.1%	
1920 Employer Childcare Startup Grant	\$ 72,649	\$ -	\$ -	\$ -	\$ -	0.0%	
1930 Gain on Sale of Assets	\$ -	\$ 796	\$ -	\$ 796	\$ 796	100.0%	
1990 Medicaid	\$ 37,895	\$ 22,778	\$ 30,000	\$ 5,881	\$ 35,881	63.5%	
1990 Miscellaneous	\$ 46,905	\$ 17,995	\$ -	\$ 18,220	\$ 18,220	98.8%	
Total 1000:	\$ 976,410	\$ 335,094	\$ 947,500	\$ 35,101	\$ 982,601	34.1%	
3000 State							
0.3005 Regular School Prgm K	\$ 345,111	\$ 130,127	\$ 378,023	\$ -	\$ 378,023	34.4%	
0.3010 Regular School Prgm 1-12	\$ 3,397,228	\$ 1,284,831	\$ 3,867,868	\$ -	\$ 3,867,868	33.2%	
0.3020 Professional Staff	\$ 270,108	\$ 102,103	\$ 306,308	\$ -	\$ 306,308	33.3%	
31.1205 Special Education -- Add-On	\$ 677,938	\$ 346,858	\$ 1,040,573	\$ -	\$ 1,040,573	33.3%	
31.1210 Special Education -- Self-Contained	\$ 28,379	\$ 16,661	\$ 49,983	\$ -	\$ 49,983	33.3%	
31.1220 Special Education -- Extended Year	\$ 4,396	\$ 1,890	\$ 5,671	\$ -	\$ 5,671	33.3%	
31.1225 Special Education - Impact Aid	\$ 11,658	\$ 5,702	\$ 17,105	\$ -	\$ 17,105	33.3%	
31.1278 Special Education- Extended Year Stipend	\$ 4,370	\$ -	\$ -	\$ -	\$ -	0.0%	
31.5201 Class Size Reduction K-8	\$ 332,278	\$ 127,793	\$ 383,378	\$ -	\$ 383,378	33.3%	
31.5344 Enhancement for At-risk students	\$ 340,153	\$ 159,425	\$ 478,274	\$ -	\$ 478,274	33.3%	
31.5901 CTE College & Career Awareness	\$ 6,001	\$ 2,119	\$ 6,356	\$ -	\$ 6,356	33.3%	
32.0500 Charter School Base Amount	\$ 107,012	\$ 38,333	\$ 115,000	\$ -	\$ 115,000	33.3%	
32.5310 Flexible Allocation	\$ 2,384	\$ 909	\$ 2,726	\$ -	\$ 2,726	33.3%	
32.5619 Charter School Local Replacement	\$ 2,907,146	\$ 1,105,667	\$ 3,317,000	\$ (53,072)	\$ 3,263,928	33.9%	
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%	
34.5807 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	\$ 274,002	\$ 822,007	\$ -	\$ 822,007	33.3%	
33.5911 EL Software Grant	\$ 21,604	\$ -	\$ -	\$ -	\$ -	0.0%	
35.5420 School Land Trust	\$ 148,013	\$ 150,926	\$ 150,926	\$ -	\$ 150,926	100.0%	
35.5655 Digital Teaching & Learning	\$ -	\$ -	\$ 59,966	\$ -	\$ 59,966	0.0%	
35.5666 Professional Learning	\$ 6,592	\$ 2,437	\$ 7,192	\$ -	\$ 7,192	33.9%	
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%	
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	\$ -	\$ 4,000	100.0%	
38.5674 Suicide Prevention	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%	
38.5697 LETRS Professional Development	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
35.5628 Innovation Grant	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	100.0%	
Professional Educator Licensure Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
38.5914 School Safety Specialist Stipend Grant	\$ 3,000	\$ -	\$ -	\$ -	\$ -	0.0%	
School Safety and Support Grant	\$ -	\$ 137,079	\$ 144,446	\$ -	\$ 137,079	100.0%	
38.8070 Liquor Tax (Lunch Program)	\$ 150,900	\$ 18,449	\$ 150,000	\$ -	\$ 150,000	12.3%	
Stronger Connections (PD)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
Early Interactive Software Program (EISP)	\$ -	\$ -	\$ 24,335	\$ -	\$ 24,335	0.0%	
Total 3000:	\$ 9,936,361	\$ 4,095,738	\$11,842,968	\$ (3,072)	\$ 11,832,529	34.6%	
4000 Federal							
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	\$ 73,681	\$ 330,000	\$ -	\$ 330,000	22.3%	
45-8075b National School Lunch Program	\$ 58,532	\$ 13,037	\$ 75,000	\$ -	\$ 75,000	17.4%	
45-8075c NSLP - Breakfast	\$ 63,284	\$ 13,831	\$ 75,000	\$ -	\$ 75,000	18.4%	
45-8075d Supply Chain Assistance	\$ 23,631	\$ -	\$ -	\$ -	\$ -	0.0%	
45-8075e Kitchen Equipment Grant	\$ 2,161	\$ -	\$ -	\$ -	\$ -	0.0%	
45-8076 Cash in Lieu	\$ -	\$ 279	\$ -	\$ 279	\$ 279	100.0%	
45-8077 Child & Adult Day Care	\$ 3,748	\$ 2,858	\$ -	\$ -	\$ -	0.0%	
45-8079a After School Program	\$ 13,001	\$ 1,094	\$ 11,060	\$ -	\$ 11,060	9.9%	
45-8079b Fresh Fruits and Vegetables	\$ 49,388	\$ 9,383	\$ 33,486	\$ -	\$ 33,486	28.0%	
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%	
Total 4000:	\$ 574,309	\$ 114,163	\$ 1,041,812	\$ 963	\$ 1,043,038	10.9%	
Total Revenue:	\$11,487,080	\$ 4,544,995	\$13,832,280	\$ 32,992	\$ 13,858,169	32.8%	



Actuals as of: October 31, 2024 Percentage of Year: 33.3%

	(1,015 Students)	(1010 Students)	1010	(-26 Students)	984		Debbie's Changes
	FY24 Actuals	FY25 Actuals	FY25 Budget	Changes	FY25 Forecast	% of Forecast	
Expenses							
100 Salaries							
121 Principals and Assistants	\$ 652,212	\$ 227,573	\$ 742,828	\$ -	\$ 742,828	30.6%	
131a Teachers	\$ 3,334,029	\$ 1,224,061	\$ 3,575,791	\$ -	\$ 3,575,791	34.2%	
131f Stipends (Sports, other)	\$ 4,283	\$ 9,618	\$ 30,000	\$ -	\$ 30,000	32.1%	
131g End of Year Bonus / Returning Bonus	\$ 32,706	\$ -	\$ 60,000	\$ (10,000)	\$ 50,000	0.0%	
131h Christmas Bonus	\$ 71,758	\$ 234	\$ 80,000	\$ (10,000)	\$ 70,000	0.3%	
131j Stipends (Greensheets)	\$ 4,523	\$ 648	\$ 10,000	\$ -	\$ 10,000	6.5%	
131k Stipends (flow through: ESY, TSSP, School Saf	\$ 6,746	\$ 21,055	\$ -	\$ -	\$ -	0.0%	
131l HB 396 Educator Professional Time Stipend	\$ 26,305	\$ 63,112	\$ 80,000	\$ -	\$ 80,000	78.9%	
131a Preschool Teachers	\$ 131,473	\$ 57,705	\$ 148,730	\$ -	\$ 148,730	38.8%	
131c Special Education Director & Teachers	\$ 549,533	\$ 224,002	\$ 722,260	\$ -	\$ 722,260	31.0%	
132a Substitute Teachers	\$ 47,988	\$ 31,294	\$ 90,000	\$ -	\$ 90,000	34.8%	
132b PTO Cash out	\$ -	\$ (3,112)	\$ 15,000	\$ -	\$ 15,000	-20.7%	
142a Counselor & Social Worker	\$ 218,163	\$ 83,000	\$ 250,750	\$ -	\$ 250,750	33.1%	
142b Occupational Therapist	\$ 24,239	\$ 7,852	\$ -	\$ -	\$ -	0.0%	
143 Nurse	\$ 436	\$ -	\$ 1,270	\$ -	\$ 1,270	0.0%	
145 Librarian	\$ 149,969	\$ 55,500	\$ 167,500	\$ -	\$ 167,500	33.1%	
152 Secretarial & Clerical	\$ 199,524	\$ 85,476	\$ 267,178	\$ -	\$ 267,178	32.0%	
161a Special Education TA	\$ 407,058	\$ 142,209	\$ 385,623	\$ -	\$ 385,623	36.9%	
161b General Ed TA	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
161c Title I TA	\$ 307,987	\$ 132,925	\$ 504,947	\$ -	\$ 504,947	26.3%	
161d Early Literacy (K-3) TA	\$ 66,570	\$ -	\$ -	\$ -	\$ -	0.0%	
161e Land Trust TA	\$ 42,823	\$ 15,436	\$ 71,661	\$ -	\$ 71,661	21.5%	
161f Early Intervention TA	\$ 9,286	\$ -	\$ 17,057	\$ (17,057)	\$ -	0.0%	
161g After School Program (ESSER III)	\$ 95,229	\$ 17,279	\$ 73,435	\$ -	\$ 73,435	23.5%	
161h Preschool Aides	\$ 65,066	\$ 24,060	\$ 119,573	\$ -	\$ 119,573	20.1%	
182 Facility Support	\$ 65,081	\$ 23,053	\$ 75,000	\$ -	\$ 75,000	30.7%	
184 IT Support	\$ 113,941	\$ 44,890	\$ 137,340	\$ -	\$ 137,340	32.7%	
191 Food Service	\$ 373,882	\$ 130,778	\$ 466,682	\$ -	\$ 466,682	28.0%	
Total 100:	\$ 7,000,810	\$ 2,618,648	\$ 8,237,071	\$ (37,057)	\$ 8,055,568	31.8%	
200 Benefits							
220 Social Security	\$ 527,327	\$ 195,704	\$ 650,780	\$ (14,340)	\$ 636,440	30.7%	
230 Retirement	\$ 151,571	\$ 57,692	\$ 171,268	\$ -	\$ 171,268	33.7%	
241 Group Insurance	\$ 335,102	\$ 159,460	\$ 475,960	\$ -	\$ 475,960	33.5%	
242 Waiver Benefit	\$ 128,750	\$ 38,250	\$ 111,000	\$ (12,000)	\$ 99,000	38.6%	
270 Worker's Compensation Fund	\$ 13,863	\$ 5,943	\$ 19,266	\$ -	\$ 19,266	30.8%	
280 Unemployment Insurance	\$ 13,508	\$ 4,691	\$ 15,000	\$ -	\$ 15,000	31.3%	
Total 200:	\$ 1,170,121	\$ 461,740	\$ 1,443,274	\$ (26,340)	\$ 1,416,934	32.6%	
300 Prof & Technical Services							
310 Other Contracted Services	\$ 15,000	\$ 17,500	\$ 75,000	\$ -	\$ 75,000	23.3%	
320 Substitute Services	\$ 2,749	\$ 152	\$ 5,000	\$ -	\$ 5,000	3.0%	
330 Employee Training & Development	\$ 103,017	\$ 22,565	\$ 100,000	\$ -	\$ 100,000	22.6%	
352 Audit Services	\$ 24,658	\$ 9,975	\$ 23,000	\$ -	\$ 23,000	43.4%	
345 Business Manager Services	\$ 80,113	\$ 30,004	\$ 90,018	\$ -	\$ 90,018	33.3%	
347 Mental Health (Weber Health Services)	\$ 7,577	\$ 2,113	\$ 7,500	\$ -	\$ 7,500	28.2%	
347 Speech Therapy	\$ 215,936	\$ 86,596	\$ 259,788	\$ -	\$ 259,788	33.3%	
347 Psychology / Behavior	\$ 7,837	\$ 4,556	\$ 10,000	\$ -	\$ 10,000	45.6%	
349 Legal	\$ 1,380	\$ 80	\$ 10,000	\$ -	\$ 10,000	0.8%	
350 IT Services	\$ 84,069	\$ 20,479	\$ 88,000	\$ -	\$ 88,000	23.3%	
350 SRO	\$ -	\$ 65,974	\$ 144,446	\$ -	\$ 65,974	100.0%	
Total 300:	\$ 542,336	\$ 259,994	\$ 668,306	\$ -	\$ 734,280	35.4%	
400 Purchased Property Services							
410 Garbage / Sewer / Water	\$ 43,605	\$ 26,963	\$ 60,000	\$ 730	\$ 60,730	44.4%	
423 Cleaning & Custodial Services	\$ 115,937	\$ 44,000	\$ 132,000	\$ -	\$ 132,000	33.3%	
424 Lawn Care & Snow Removal	\$ 58,245	\$ 1,319	\$ 30,000	\$ -	\$ 30,000	4.4%	
430 Repairs / Maintenance / Monitoring	\$ 154,019	\$ 94,075	\$ 140,000	\$ -	\$ 140,000	67.2%	
442 Rental of Equipment & Vehicles	\$ 1,512	\$ 552	\$ 1,000	\$ -	\$ 1,000	55.2%	
443 Lease of Copy Machines	\$ 1,401	\$ -	\$ -	\$ -	\$ -	0.0%	
450 Construction Services	\$ 6,250	\$ -	\$ -	\$ -	\$ -	0.0%	
Total 400:	\$ 380,969	\$ 166,909	\$ 363,000	\$ 730	\$ 363,730	45.9%	
500 Other Purchase Services							
517 Trips	\$ 101,191	\$ 16,185	\$ 110,000	\$ -	\$ 110,000	14.7%	
518 Field Trips (Bussing & Entrance Fees)	\$ 11,937	\$ 3,994	\$ 35,000	\$ -	\$ 35,000	11.4%	
518 Student Activities - Aguilas Bussing	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	0.0%	
518 Sports (Bussing, Fees, Tri, Weight Training)	\$ 12,846	\$ 6,328	\$ 21,000	\$ -	\$ 21,000	30.1%	
520 Property & Liability Insurances	\$ 47,644	\$ 24,054	\$ 62,062	\$ -	\$ 62,062	38.8%	
530 Communication (Phone & Internet)	\$ 28,039	\$ 5,650	\$ 18,000	\$ -	\$ 18,000	31.4%	
540 Marketing	\$ 1,131	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%	
580 Travel / Per Diem	\$ 14,626	\$ 14,570	\$ 30,000	\$ -	\$ 30,000	48.6%	
Total 500:	\$ 217,414	\$ 70,781	\$ 282,262	\$ -	\$ 282,262	25.1%	



Actuals as of: **October 31, 2024** Percentage of Year: **33.3%**

Budget Detail Report	(1,015 Students)	(1010 Students)	1010	(1-26 Students)	984	% of Forecast	Debbie's Changes
	FY24 Actuals	FY25 Actuals	FY25 Budget	Changes	FY25 Forecast		
600 Supplies and Materials							
610 Classroom/ Legislative Supplies	\$ 35,850	\$ 52,268	\$ 35,000	\$ 20,000	\$ 55,000	95.0%	
610 SpEd Supplies	\$ 12,071	\$ 10,534	\$ 15,000	\$ -	\$ 15,000	70.2%	
610 Preschool Supplies	\$ 27,141	\$ 399	\$ 12,000	\$ -	\$ 12,000	3.3%	
610 Garden Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
610 Event Supplies	\$ 9,353	\$ 5,328	\$ 20,000	\$ -	\$ 20,000	26.6%	
610 Sports Supplies	\$ 3,946	\$ 1,767	\$ 4,000	\$ -	\$ 4,000	44.2%	
610 Clubs	\$ 1,930	\$ 5,305	\$ 4,000	\$ 3,000	\$ 7,000	75.8%	
610 Yearbooks	\$ 7,991	\$ 9,186	\$ 6,000	\$ 6,248	\$ 12,248	75.0%	
610 Art Expo	\$ 426	\$ -	\$ -	\$ -	\$ -	0.0%	
610 Aguilas & 7 Habits	\$ 2,001	\$ 4,968	\$ 6,000	\$ -	\$ 6,000	82.8%	
610 Staff Meals / Appreciation / Prof Dev	\$ 16,814	\$ 10,537	\$ 30,000	\$ -	\$ 30,000	35.1%	
610 Counseling / Cultural Supplies	\$ 34	\$ 56	\$ 200	\$ -	\$ 200	28.0%	
610 Board Expenses	\$ 3,174	\$ -	\$ 3,500	\$ -	\$ 3,500	0.0%	
610 Office Supplies	\$ 62,763	\$ 28,000	\$ 70,000	\$ -	\$ 70,000	40.0%	
610 OPA Apparel / Concessions	\$ 29,319	\$ 13,703	\$ 25,000	\$ -	\$ 25,000	54.8%	
610 Non Food Kitchen Supplies	\$ -	\$ 8,234	\$ -	\$ 15,000	\$ 15,000	54.9%	
621 Natural Gas	\$ 37,065	\$ 1,272	\$ 45,000	\$ -	\$ 45,000	2.8%	
622 Electricity	\$ 62,076	\$ 37,186	\$ 80,000	\$ -	\$ 80,000	46.5%	
630 Lunch Program Food & Supplies	\$ 449,517	\$ 160,084	\$ 440,000	\$ (15,000)	\$ 425,000	37.7%	
641 Curriculum	\$ 161,443	\$ 84,951	\$ 100,000	\$ 20,000	\$ 120,000	70.8%	
644 Library	\$ 17,723	\$ 7,324	\$ 15,000	\$ -	\$ 15,000	48.8%	
650 Technology Related Supplies	\$ 17,408	\$ 2,003	\$ 10,000	\$ -	\$ 10,000	20.0%	
670 Educational Software	\$ 29,697	\$ 29,419	\$ 30,000	\$ -	\$ 30,000	98.1%	
680 Maintenance Supplies	\$ 16,646	\$ 3,352	\$ 40,000	\$ -	\$ 40,000	8.4%	
680 Cleaning Supplies (BEAR)	\$ 28,701	\$ 2,436	\$ 21,000	\$ -	\$ 21,000	11.6%	
Total 600:	\$ 1,033,089	\$ 478,312	\$ 1,011,700	\$ 49,248	\$ 1,060,948	45.1%	
700 Property, Equipment							
710 Land and Site Improvement	\$ 172,959	\$ 14,791	\$ 20,000	\$ -	\$ 20,000	74.0%	
720 Buildings	\$ 1,700	\$ -	\$ -	\$ -	\$ -	0.0%	
733 Furniture and Fixtures	\$ 136,175	\$ 21,145	\$ 10,000	\$ 15,000	\$ 25,000	84.6%	
733 ECC Furniture and Fixtures	\$ 41,287	\$ -	\$ -	\$ -	\$ -	0.0%	
734 Technology Related Hardware	\$ 302,984	\$ 30,310	\$ 40,000	\$ 20,000	\$ 60,000	50.5%	
735 Non-Bus Vehicle - SRO Car	\$ -	\$ 60,918	\$ -	\$ 60,918	\$ 60,918	100.0%	
736 Technology Related Software	\$ 10,921	\$ 1,759	\$ 10,000	\$ -	\$ 10,000	17.6%	
738 Kitchen Equipment	\$ 16,376	\$ 4,530	\$ -	\$ 4,530	\$ 4,530	100.0%	
Total 700:	\$ 682,402	\$ 133,453	\$ 80,000	\$ 100,448	\$ 180,448	74.0%	
800 Debt Service and Misc							
810 Dues and Fees	\$ 30,454	\$ 23,144	\$ 30,000	\$ -	\$ 30,000	77.1%	
812 Banking Fees	\$ 1,529	\$ 2,450	\$ 3,000	\$ 4,357	\$ 7,357	33.3%	
850 Bond - Restricted Assets	\$ 1,146,679	\$ 342,420	\$ 1,197,451	\$ -	\$ 1,197,451	28.6%	
850 Contingency	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%	
890 Miscellaneous	\$ -	\$ 344	\$ -	\$ 344	\$ 344	100.0%	
Total 800:	\$ 1,178,662	\$ 368,358	\$ 1,250,451	\$ 4,701	\$ 1,255,152	29.3%	
Total Expenses:	\$12,205,803	\$ 4,558,195	\$13,336,064	\$ 91,730	\$ 13,349,322	34.1%	
Net Income:	\$ (718,723)	\$ (13,200)	\$ 496,216	\$ (58,738)	\$ 508,847		
				MADS Goal 1.41	1.42		
Reserve Funds Used in Year:				Goal w/respect to MADS	\$ 490,955	Diff:	\$ 17,891.95
Fund Reserve:							

Coversheet

Snow Removal

Section: II. Finance
Item: C. Snow Removal
Purpose: Vote

Submitted by:

Related Material:

ESTIMATE_2010_from_Wangsgaard_s_Landscaping_&_Construction.pdf

Ogden_Preparatory_Academy_24-25_Snow_Contract.pdf

Wangsgaard's Landscaping & Construction

454 37th St
 Ogden, UT 84403
 +18018159117
 jeff@wlc-utah.com
 wlc-utah.com



ADDRESS

Ogden Preparatory
 Academy Junior High
 1435 Lincoln Ave
 Ogden, UT 84404

Estimate 2010

DATE 09/18/2024

DESCRIPTION	QTY	RATE	AMOUNT
Landscaping service to begin November 1, 2024 and end March 31, 2025. 5 months total @ 3,500 per month. Services Include: November 2024- March 2025. -Snow removal on parking lot, sidewalks, and walkways up to doors. *salt application is as requested and will be billed per service.	5	3,500.00	17,500.00
Salt: per application for sidewalks and parking	1	550.00	550.00
Removal of snow piles from property if needed. Relocation of snow if needed. (price per man hour)	1	150.00	150.00

Thank you for your business.

Sincerely,
 Jeff Wangsgaard

TOTAL \$18,200.00

Accepted By

Accepted Date

FINANCIAL AGREEMENT: I agree to pay Wangsgaard's Landscaping & Construction in accordance with its regular rates and terms. A one-time \$20 late Fee plus a Monthly finance charge of 10% will be added to the invoice on the unpaid balance. Should it be necessary to assign the account to a collection agency, the responsible party agrees to pay any and all collection fees on past due balance(s).



2751 South 1000 West
Syracuse, UT 84075
(801)941-0231

Snow Removal Agreement

Prepared by: Jeremy Bingham
Email: jeremy@earthworksinc.net

Created Date:

Company: Facilities Manager
Address: 1487 Lincoln Avenue, Ogden, UT, USA
Phone: 8016757823
Email: wdangel@ogdenprep.org

Property: Ogden Preparatory Academy
Address: 1435 Lincoln Avenue, Ogden, UT, USA
Phone: 8016272066

A. Snow Services

1. A "Snow" event is defined as follows: An accumulation of two (2) inches on the property or the event has reached unsafe conditions as determined by Earthworks. If a snow event has occurred, Earthworks will provide reasonable and customary care consistent with industry standards. Earthworks will provide services to the best of our ability.

2. Equipment: Earthworks will furnish labor, supervision, services, materials, and equipment necessary to perform the services for the client as set forth herein.

3. Snow Removal: Earthworks shall perform snow shoveling and/or plowing only for the areas indicated herein or as agreed to by Earthworks and Client. These areas will include all the roads and exits on the property, parking lots, loading docks, parking decks, ramps, emergency exits, etc. Earthworks is not permitted to remove snow from city streets and shall not be responsible for any blockage occurring on neighboring properties or streets.

4. Clearing of Sidewalks: Snow removal from sidewalks is to occur at every plow and is to be done through the duration of the snow event consistent with the snow removal guidelines as set forth herein.

5. Timing of Services: Earthworks shall commence providing services without request or notice from the Client. Earthworks shall use its best efforts to service the property within two (2) hours of the start of the snowfall or the event has reached unsafe conditions as determined by Earthworks. For heavy snowfall events, Earthworks may not be able to get to each property within the first two (2) hours of the start of the snowfall; however, will guarantee that it will be done within 24 hours of the snowfall. Earthworks will continue to monitor the weather surrounding the property; however, Earthworks will not be responsible to monitor for freeze/thaw conditions on the property.

6. Rate Schedule: The removal of snow from designated areas after an approximate accumulation of 0-3.0 inches of snow or the establishment of unsafe conditions shall constitute one push. From 3.1-6.0 shall be considered two pushes. 6.1 and above shall be three pushes.

7. Stacking of Snow: Stacking of snow will be determined by Client and Earthworks.

8. Relocating onsite: In the event that the snow mounds are unable to be further stacked, Earthworks will relocate the snow to another location on the premises. (Relocation of snow on site must be approved by Client and Earthworks and will be billed at rate of \$250.00 an hour).

9. Relocating off site: In the event that Client desires to have the snow removed offsite, this will only be done in the event there is no more room for snow on the property and must be agreed to by both Client and Earthworks. (Removal off site will be billed at a rate of \$600.00 an hour).

B. Salt/Melting Agen Application

1. Treatment: Earthworks will provide salt applications (rock salt) to the paved areas (when needed) for the duration of every snowfall event. All salting shall be the responsibility of Earthworks. The timing of Salt Applications shall be the same as snow removal. Earthworks shall commence said treatment without request or notice from the Client as conditions require. (When temperature falls below 15 degrees, Earthworks recommends using a calcium chloride blend. This will be done only upon written request from Client).

2. De-Icing of Sidewalks: Earthworks will provide salt applications to the sidewalk areas attached to the property and will be done (as needed) for the duration of the snowfall event. Calcium chloride may also be used on the sidewalks as



2751 South 1000 West
 Syracuse, UT 84075
 (801)941-0231

Snow Removal Agreement

requested by the Client.

C. Waiver of Liability

Earthworks will use quality snow removal equipment maintained consistent with the industry standards. Earthworks will not be responsible for any damage to driveways, expansion joints, walks, and other paved surfaces resulting from salt materials, calcium chloride or other snow melt materials. Earthworks is not responsible for cosmetic scrapes on driveways, parking surfaces or sidewalks, or damage to concrete or paved surfaces at or near expansion joints. Client acknowledges that concrete will crack under the ordinary stress of freezing and thawing, and cracked concrete will not be the responsibility of Earthworks during driveway, parking surface, or sidewalk snow removal or de-icing treatments. Earthworks will not be responsible for damage to objects (e.g. planters, statues, etc.) left in the snowplow areas. Earthworks will not be responsible for damage to turf or plant materials caused by snow melting or de-icing materials.

Pricing and Conditions

This contract shall be in effect from 10/01/2024 through 04/30/2025

Service	Per App
Driving and Parking Areas	\$300.00
Sidewalks	\$325.00
Salt Application	\$180.00
Magnesium Chloride Blend Application	\$112.50

If it snows on Thanksgiving, Christmas, or New Years Day these pushes will be considered a double push. Payments are due upon receipt. **Any payments not received within 30 days of date of invoices, Earthworks will terminate all services.** Customer shall make payment within thirty days of billing date. Any payments not received within 30 days of date of invoice will receive a late charge of \$25.00 or 5%per month whichever is greater. Should the contractor be required to engage the services of an attorney in connection with this agreement, or to enforce payment hereunder, the contractor shall be entitled to his reasonable attorney's and collection fees. Either party upon thirty days written notice may terminate this contract.

Signature_____

Date_____

Customer_____

Signature_____

Date_____

Coversheet

Administrative Board Report

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

ADMINISTRATIVE BOARD REPORT

November 2024



OGDEN PREPARATORY
ACADEMY

Early Childhood Center

- Literacy Night- Alphabet parade was a hit!
- October 25th: 50th day of school
- We are adding ECC students to the Eagle News!

News to report:

- Nov. 14: Thanksgiving dinner with families- ECC only



ADMINISTRATIVE BOARD REPORT

November 2024



OGDEN PREPARATORY ACADEMY

Elementary Events & Celebrations



- Veteran’s Day Assembly
- Q1 Achievement Awards
 - Foundation Awards
 - Safe, prepared, responsible, respectful
 - Exceptional Eagle
 - for students with exceptional growth in Learning, Service, and Leadership
 - Honor and High Honor Roll
 - 4-6th grades only
- Día de los Muertos
- 6th Grade Family Night
 - November 21
- Thanksgiving Lunch
 - November 21
- Student Spanish Concert, Ogden Amphitheater
 - December 18, 6:00pm



ADMINISTRATIVE BOARD REPORT

November 2024



OGDEN PREPARATORY
ACADEMY

Junior High

- **BE RESPECTFUL:** This quarter's focus is on being respectful. Classes are competing against each other to be the first to spell out the word. One letter is earned per day for respectful behavior in class.
- **WINTER SPORTS:** Boys basketball season has begun!
- All of our attendance, behavior, and instructional (ROI, OTR, TOT) data are trending in a positive direction. We are making gains across the board!
- The JH had our first Veterans Day assembly and it was a success!
- College Week: November 18-22
- "Culture Keeper" Kick-Off. This is a new group of diverse students nominated to positively impact school culture.



ADMINISTRATIVE BOARD REPORT

November 2024



OGDEN PREPARATORY
ACADEMY

Teaching & Learning

...

Curriculum Updates

Grades 6-9 English Language Arts Curriculum

- Our adoption process for a new curriculum continues to progress!
 - After reviewing EdReports, we selected top 5 highly rated curriculum options to look deeper into
 - We have begun the process of requesting physical materials and demos
 - Teachers will be doing a deep dive into the curriculum and rating based on our Curriculum rubric
 - Our timeline anticipates our decision to be in February, so we can begin the purchasing process and get professional learning scheduled before summer

Assessment Updates

24-25 Assessment Calendar

NAEP - National Assessment of Educational Progress

- Test proctors will be here on November 22nd.
- We have been selected to test our 13 year-old students (7th/8th graders)
- Randomly selected about 50 of our students

Middle of Year Testing

- MOY test window will start December 2nd.
- We will be preparing this month with training reviews to ensure we get accurate data

WIDA Testing

- English language test for our ML students
- Testing begins January 21st
- Test Preparation has begun!
 - JH ELD teachers are doing PreDa (Pre-WIDA) this month. Students will be taking a practice Writing and Speaking test and will receive feedback to goal-set for the test in January
 - Elementary teachers are using the training materials to get students ready



OGDEN PREPARATORY
ACADEMY

ADMINISTRATIVE BOARD REPORT

November 2024

Operations

- Brittany Ladley left OPA. Jenny Westbroek was hired in her place, and Jennifer Waller Solis was hired as the new JH secretary.
- Submissions to USBE:
 - October 1 Data Finalization
 - Title IA preliminary filing
 - Digital Teaching and Learning Grant
 - IDEA
 - TSSA (Teacher Student Success Act)
 - Title IV-A
 - Lunch Debt Application was submitted and approved.
 - Block Prevention Grant. This was a great collaboration effort of our Mental Health team.
 - Financial Transparency Submission
- Continuing to work through our annual audit with Eide Bailly. Spencer does most of the heavy lifting with assistance from Beckie and Debbie.
- CSI-LPSG: Comprehensive Support and Improvement, Low Performing Student Group
 - Designated ATSI for SWD, EDA, HI7, ELL
 - ELL student group exited
 - SWD timed out and moved to CSI, which is a whole school designation.
 - We will be working with USBE to perform a needs assessment and root cause analysis from which we will develop a plan for the next few years.

PTIF (Public Treasurer's Interest Fund)

September 2024

Beginning Balance:	\$6,183,923.49
Transfer:	\$0.00
Interest:	\$27,060.75
Ending Balance:	\$6,210,984.24



OGDEN PREPARATORY
ACADEMY

ADMINISTRATIVE BOARD REPORT

November 2024

Data

Enrollment

Grade	PreK	K	1	2	3	4	5	6	7	8	9	All
FY25 Nov	44	104	94	101	89	91	101	112	87	97	99	1019
FY24 Nov	40	99	101	96	97	106	109	93	110	106	98	1055
October 1	43	102	97	101	91	90	103	112	87	99	102	1027

Waitlist- 2024-2025

Grade	OGDEN PREPARATORY ACADEMY					
	I	A	GWL	SWL	TWL	FWL
PS	4	40	2	2	0	0
K	0	134	0	0	0	0
1	0	46	0	0	0	0
2	0	36	0	0	0	0
3	0	26	0	0	0	0
4	0	36	0	0	0	0
5	0	30	0	0	0	0
6	3	31	1	2	0	0
7	3	37	1	2	0	0
8	4	27	2	2	0	0
9	2	29	2	0	0	0
Totals:	16	472	8	8	0	0

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

Gifted and Talented Plan Presentation

Section: IV. Administrative Business
Item: B. Gifted and Talented Plan Presentation
Purpose: Discuss
Submitted by:
Related Material: FY25 EASP Gifted and Talented Plan.pdf



OGDEN PREPARATORY ACADEMY

FY25 EASP Gifted and Talented Plan

FY24 Review	
Goal	OPA's goal for the 23/24 school year was to increase the participation of Hispanic/Latino students in the honors program by 10%.
Results	In FY24, 35 Hispanic students were enrolled in Honors courses. In term 1 of FY25, 73 Hispanic students were enrolled in Honors courses. This is a 108% increase in Honors enrollment. This increase occurred despite a 10.7% decrease in Hispanic student enrollment.

FY25 Plan	
Goal	86% of our students in grades 7-9 are Hispanic. 78% of students in Honors courses are Hispanic. Our goal is for our Honors enrollment to mirror our total enrollment for Hispanic students. To move in this direction, we have a goal to reduce the enrollment gap by 50%.
Actions	<ol style="list-style-type: none"> 1. Students are identified for Honors courses by: <ol style="list-style-type: none"> a. Student request <ol style="list-style-type: none"> i. Any student requesting Honors may take Honors courses. b. Teacher recommendation/counseling <ol style="list-style-type: none"> i. Assessment data will be reviewed to identify students; these students are encouraged/counseled to take Honors courses. c. Parent recommendation 2. Honors program information will be provided to parents at least quarterly through the following means: <ol style="list-style-type: none"> a. Course parent communication through CANVAS b. Parent-Teacher Conference discussions c. Information is available on the school's website and app d. Signs located throughout the school building e. Family News video f. Email g. Physical newsletters



OGDEN PREPARATORY ACADEMY

FY25 EASP Gifted and Talented Plan

FY25 Plan	
	<ul style="list-style-type: none">h. Teacher-Parent contacts3. Information is available in English and Spanish4. Supports for students in Honors classes include:<ul style="list-style-type: none">a. Mentoringb. Tutoringc. Counseling5. Professional Development Opportunities<ul style="list-style-type: none">a. Sheltered Instruction Observation Protocol (SIOP) Instructional Strategiesb. Academic Language Instructional Strategiesc. Strategies for increasing and supporting rigor in the classroomd. Book Study: Culturally Responsive Teaching and the Brain

Coversheet

PBIS Plans

Section: IV. Administrative Business
Item: C. PBIS Plans
Purpose: Vote
Submitted by:
Related Material: 24-25_Positive_Behavior_Plan-OPA.pdf
Ogden Preparatory Academy Elementary.pdf



Ogden Preparatory Academy

Positive Behavior Plan

Ogden Preparatory Academy (OPA) lies just south of 12th street in Ogden, Utah. For nearly 20 years, Ogden Preparatory Academy has been a charter school dedicated to providing a quality education for those underserved in our community. As a school that serves a diverse population of students from many different backgrounds and unique cultures, OPA is not immune to the conditions that contribute to misbehavior, including the use of electronic cigarettes, alcohol, and drugs. OPA continues to implement a Positive Behavior Plan to help students feel connected to their school and their community, as this is an effective way for schools to discourage underage use of tobacco, drugs, and alcohol and to help students make behavior choices that will lead to academic success.

Ogden Preparatory Academy
 Every Student, Every Teacher, Every Day

Positive Behavior Plan

Section 1: Implementation of Positive Behavior Interventions and Supports (PBIS)

PBIS is not a program, but a commitment to changing the culture within a school. This involves three levels of identifying support. Tier 1 includes all students in the participation of school wide initiatives that promote positive interactions between students and staff. Tier 2 identifies students with additional needs that require more staff intervention to correct unwanted behavior, while rewarding correct behavior. Last, Tier 3 identifies students who require the highest level of support from staff.

One of the first steps in implementing PBIS into a school is taking the Tiered Fidelity Inventory (TFI). The TFI is a survey of a school and a measurement to see how well a school implements PBIS practices at each tier. Here are the action steps for each tier being implemented for the TFI this school year:

Tier 1 Action Plan for PBIS

- Reinforcement of OPA's school-wide expectations: Be Respectful, Be Responsible, Be Prepared, and Be Safe through assemblies, video announcements, PBIS tickets, Gotcha Tickets, and the student store.
- Actively teach school-wide expectations to students in the classroom
- Training for staff on creating positive relationships with students through Relational Capacity, 5:1 Positive Interactions, and more Tier 1 Practices
- Use of a Positive Behavior Interventions and Supports Coordinator to assist in the implementation of PBIS.
- Increase parent, student, and staff involvement through communication and opportunities to provide feedback and input.



Tier 2 Action Plan for PBIS

- Use the Aguilas Behavior Support (ABS) team to identify and support Tier 2 students .
- Monitor and track student behavior using EdHandbook..
- Provide parents with additional resources to help support and reward positive behavior at home.

Tier 3 Action Plan for PBIS

- Use the Aguilas Behavior Support (ABS) team to identify and support Tier 3 students .
- Supports for Tier 3 students include: 2x10 positive interactions with assigned faculty and staff, break passes, Daily Behavior Reports with an administrator, and/or Behavior Contracts with an administrator.

Section 2- Teaching Social Emotional Resilience

Part of OPA's mission to create a positive culture and promote student welfare to increase the likelihood of their success and minimize the risk of turning to drugs and alcohol is creating a calendar for teaching social and emotional resilience. These lessons are administered in several ways including: virtually, in-class, reteaching opportunities, review, and community building exercises. Here are the action steps OPA is currently taking to teach social and emotional development:

Social Emotional Learning Lessons Action Plan

- Planning, preparing, and practicing a Red Ribbon Week for students
- Setting aside time in Homeroom class to teach students about the importance of character development, bullying prevention, and other social skills topics.
- Creation and expansion of a social skills class for students who have been identified as needing additional support and teaching of interpersonal skills.

Section 3- Extracurricular Activities and Volunteer Opportunities

Aside from the implementation of school wide systems, procedures, and teaching strategies, students need an alternative avenue to express themselves. Extracurricular activities and volunteer opportunities are exceptional ways for students to participate in activities that interest them. These opportunities come at a time when students are most vulnerable to peer pressure to partake in actions that can be detrimental to their health and wellbeing. Here are the action steps that OPA is currently completing to provide more opportunities for students to participate in:

Extracurricular Activities and Volunteer Opportunities

- Access to and growth of Latinos In Action, Student Government, AVID Elective, and Hope Squad.
- Further implementation and growth of the Student Athletic Program.
- Growing opportunities for after school activities including clubs, associations, organizations, and other communal activities.
- Include parents in organizations that give parents a voice in their schools, but also help parents handle negative behavior that can affect the home as well the school community.

Ogden Preparatory Academy Elementary

Positive Behavior Plan

Ogden Preparatory Academy (OPA) lies just south of 12th street in Ogden, Utah. For nearly 20 years, Ogden Preparatory Academy has been a charter school dedicated to providing a quality education for those underserved in our community. As a school that serves a diverse population of students from many different backgrounds and unique cultures, OPA is not immune to the conditions that contribute to misbehavior and chronic absenteeism. OPA continues to implement a Positive Behavior Plan to help students feel connected to their school and their community, as this is an effective way for schools to follow our foundations of being responsible, respectful, safe and prepared and to help students make behavior choices that will lead to academic success..

Ogden Preparatory Academy
Every Student, Every Teacher, Every Day

Positive Behavior Plan

Section 1: Implementation of Positive Behavior Interventions and Supports (PBIS)

PBIS is not a program, but a commitment to changing the culture within a school. This involves three levels of identifying support. Tier 1 includes all students in the participation of school wide initiatives that promote positive interactions between students and staff. Tier 2 identifies students with additional needs that require more staff intervention to correct unwanted behavior while rewarding correct behavior. Last, Tier 3 identifies students who require the highest level of support from staff.

One of the first steps in implementing PBIS into a school is taking the Tiered Fidelity Inventory (TFI). The TFI is a survey of a school and a measurement to see how well a school implements PBIS practices at each tier. The TFI is given each year in the Sprint to see the implementation growth and understand the school's progress in the PBIS. Here are the action steps for each tier being implemented for the TFI this school year:

Tier 1 Action Plan for PBIS

- Reinforcement of OPA's school-wide expectations: Be Respectful, Be Responsible, Be Prepared, and Be Safe through monthly assemblies, Eagle News, PBIS golden tickets, and the student store.
- Actively teach school-wide expectations to students across all settings including: classroom, lunchroom, library, playground, and more.

- Training for staff on creating and fostering positive relationships with students and how to implement behavior management and foundational expectations in classroom.
- Use of a Positive Behavior Interventions and PIBS Manual and Support Coordinator to assist in the implementation of PBIS.
- Increase parent, student, and staff involvement through communication and opportunities to provide feedback and input.

Tier 2 Action Plan for PBIS

- Use the Behavior Flow Chart (Appendix A) and Student Support team to identify and support Tier 2 students.
- Monitor and track student behavior using EdHandbook.
- Provide parents involvement to support in and out of school issues with additional resources to help support and reward positive behavior at home.

Tier 3 Action Plan for PBIS

- Use the Behavior Flow Chart and Child Assessment Team to identify and support Tier 3 students.
- Supports for Tier 3 students include: increased positive interactions with assigned faculty and staff, break passes, daily trackers, Check in/Check out with a dedicated staff member, Behavior Contracts, Behavior Intervention Plans, and Crisis Plans.

Section 2- Teaching Social Emotional Resilience

Part of OPA's mission to create a positive culture and promote student welfare to increase the likelihood of their success and minimize the risk of turning to negative influences is creating a calendar for teaching social and emotional resilience. These lessons are administered in several ways including: in-class, reteaching opportunities, review, and community building exercises. Here are the action steps OPA is currently taking to teach social and emotional development:

Social Emotional Learning Lessons Action Plan

- Planning, preparing, and practicing a Red Ribbon Week for students
- Setting aside time in class to teach students about the importance of character development, bullying prevention, and other social skills topics.
- Creation and expansion of a social skills class for students who have been identified as needing additional support and teaching of interpersonal skills.
- Second Steps Social and Emotional Curriculum
- On campus Social Workers
- School Counselor

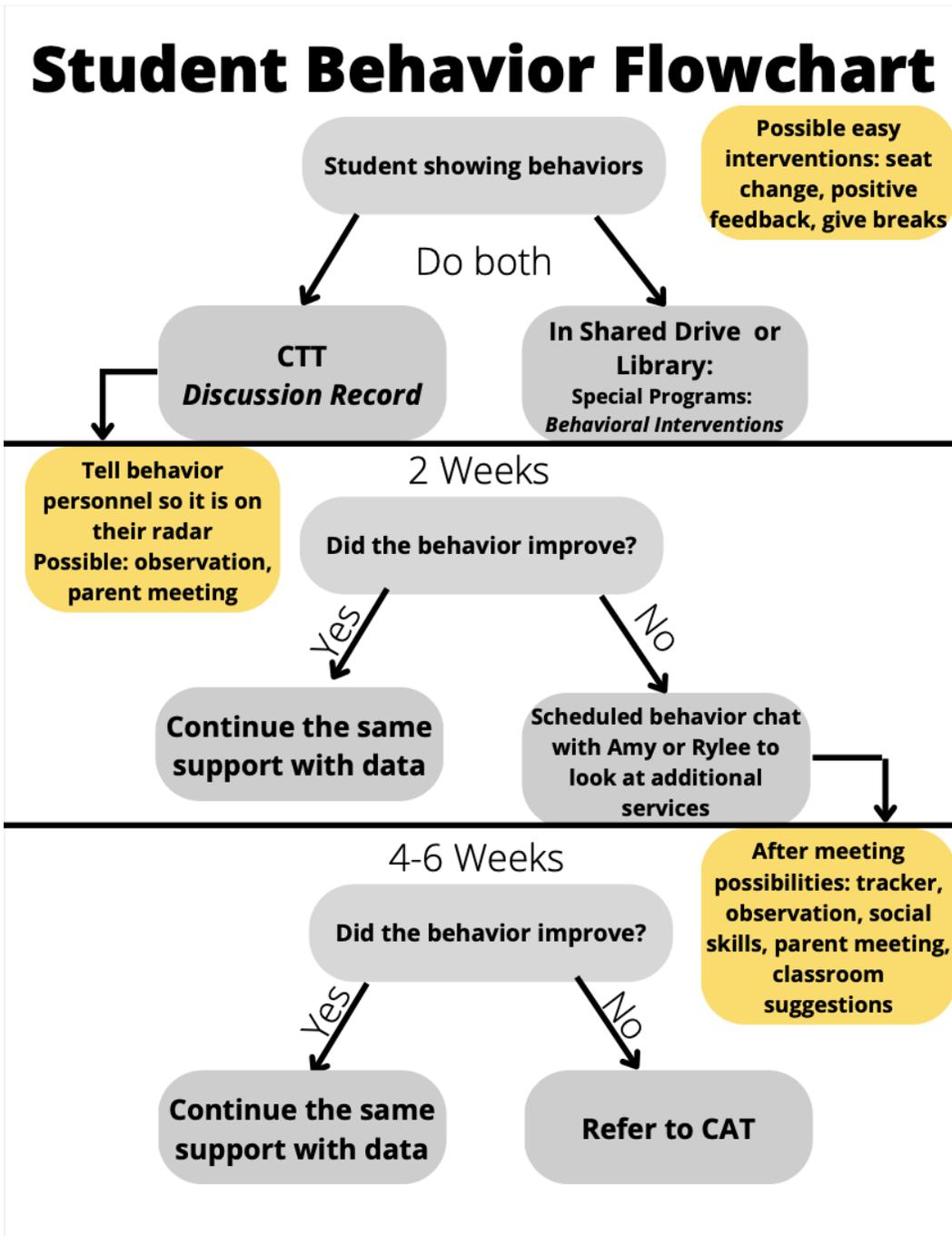
Section 3- Extracurricular Activities and Volunteer Opportunities

Aside from the implementation of school-wide systems, procedures, and teaching strategies, students need an alternative avenue to express themselves. School Clubs and Leadership Teams, are exceptional ways for students to participate in activities that interest them. These opportunities come at a time when students are most vulnerable to peer pressure to partake in actions that can be detrimental to their health and well-being. Here are the action steps that OPA is currently completing to provide more opportunities for students to participate in:

Extracurricular Activities and Volunteer Opportunities

- Access to leadership teams: Historian, Morning Announcement, Green Team, Spirit Team, and Eagle News.
- Growing opportunities for after-school clubs
- K-6 grade afterschool program that includes tutoring
- Include parents in organizations that give parents a voice in their schools, but also help parents handle negative behavior that can affect the home as well the school community.

Appendix A:



Coversheet

Policy Updates

Section: V. Policy Updates

Item: A. Policy Updates

Purpose: Vote

Submitted by:

Related Material:

4.08.POL_Curriculum_Adoption,_Appeal_and_Review_-_Google_Docs.pdf

9.05.POL OPA IT Security Policy - Google Docs.pdf

9.01.POL_OPA_Data_Governance_Plan_-_Google_Docs.pdf



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4. Curriculum and Instruction

4.08.POL Curriculum Adoption, Appeal, and Review

Effective/Revision Date: 02/18/2021

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1. Instructional Materials Adoption Policy
 - a. OPA Administration shall develop procedures for the adoption of primary instructional materials. Procedures shall provide for the following:
 - i. school-wide participation in instructional materials adoption cycle;
 - ii. establishment of a instructional materials adoption schedule;
 - iii. review of state recommended instruction materials (RIMs) and
 - iv. identification of the instructional materials most appropriate for use at OPA;
 - v. identification of funding for the adoption process, implementation and professional development costs;
 - vi. identification of funding for new primary instructional materials adoption and support material costs;
 - vii. coordination to ensure efficiency and price advantage in the purchasing process of the primary instructional materials adoption; and
 - viii. establishment of procedures for the reuse or disposal of instructional materials.
 - b. Utah Core Standards alignment
 - i. Primary instructional materials must align with the Utah Core Standards.
 - ii. Supplemental or supportive materials must support OPA standards and the Utah Core Standards.
 - iii. Free materials are subject to the same requirements as purchased materials.
2. The public shall have an opportunity to provide input on the curriculum selection in at least one (1) open Board meeting prior to adoption.
3. Appeal Policy for Community Members. Should a community member (parent, student) have an issue with the curriculum materials being used, the process for appeal is as follows.
 - a. Teacher

- i. Every effort shall be made to resolve issues between the teacher and the community member.
 - ii. Substitute materials may be provided if reasonable and available.
- b. Administration
 - i. If the situation is not resolved with the teacher, a conference shall be held with the teacher, the community member, and an administrator.
- c. Board
 - i. If the situation is not resolved with the administration, the community member or administrator may submit a request to the OPA Board of Directors for review.

Document History

Approved: 02/18/2021 *Initial creation*

Legal References

4.08.POL Curriculum Adoption, Appeal, and Review	
Effective/Revision Date: 02/18/2021	Page 2 of 2



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9. Information Systems

9.05.POL OPA IT Security Policy

Effective/Revision Date: 12/14/2017

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PURPOSE

The purpose of this policy is to ensure the secure use and handling of all Ogden Preparatory Academy (School) data, computer systems, and computer equipment by School students, patrons, and employees.

DEFINITIONS

1. **Access:** Directly or indirectly use, attempt to use, instruct, communicate with, cause input to, cause output from, or otherwise make use of any resources of a computer, computer system, computer network, or any means of communication with any of them.
2. **Authorization:** Having the expressed or implied consent or permission of the owner, or of the person authorized by the owner to give consent or permission to access a computer, computer system, or computer network in a manner not exceeding the consent or permission.
3. **Computer:** Any electronic device or communication ~~device~~ **facility** that stores, retrieves, processes, or transmits data.
4. **Computer system:** A set of related, connected or unconnected, devices, software, or other related computer equipment.
5. **Computer network:** The interconnection of communication or telecommunication lines between: computers; or computers and remote terminals; or the interconnection by wireless technology between: computers; or computers and remote terminals.
6. **Computer property:** Includes electronic impulses, electronically produced data, information, financial instruments, software, or programs, in either machine or human readable form, any other tangible or intangible item relating to a computer, computer system, computer network, and copies of any of them.
7. **Confidential:** Data, text, or computer property that is protected by a security system that clearly evidences that the owner or custodian intends that it not be available to others without the owner's or custodian's permission.

8. **Encryption or encrypted data:** The most effective way to achieve data security. To read an encrypted file, you must have access to a secret key or password that enables you to decrypt it.
9. **Personally Identifiable Information (PII):** Any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered Protected data
10. **Security system:** A computer, computer system, network, or computer property that has some form of access control technology implemented, such as encryption, password protection, other forced authentication, or access control designed to keep out unauthorized persons.
11. **Sensitive data:** Data that contains personally identifiable information.
12. **System level:** Access to the system that is considered full administrative access. Includes operating system access and hosted application access.

POLICY

Technology Security

1. It is the policy of the Ogden Preparatory Academy to support secure network systems in the School, including security for all Personally Identifiable Information (PII) that is stored digitally on School-maintained computers and networks. This policy supports efforts to mitigate threats that may cause harm to the School, its students, or its employees.
2. While data loss can be caused by human error, hardware malfunction, natural disaster, security breach, etc., and may not be entirely preventable, the School will ensure that reasonable efforts will be made to maintain network security.
3. All persons who are granted access to the School network and other technology resources are expected to be careful and aware of suspicious communications and unauthorized use of School devices and/or the School network. When an employee or other user becomes aware of suspicious activity, he/she is to immediately contact the School's Information Security Officer with the relevant information.
4. This policy and procedure also covers third party vendors/contractors that contain or have access to any Ogden Preparatory Academy critically sensitive data. All third party entities will be required to sign the Acceptable Use Agreement before accessing our systems or receiving information.
5. It is the policy of Ogden Preparatory Academy to fully conform with all federal and state privacy and data governance laws. Including the Family Educational Rights and Privacy

9.05.POL OPA IT Security Policy

Effective/Revision Date: 12/14/2017

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Act, 20 U.S. Code §1232g and 34 CFR Part 99 (hereinafter “FERPA”), the Government Records and Management Act U.C.A. §62G-2 (hereinafter “GRAMA”), U.C.A. §53A-1-1401 et seq and Utah Administrative Code R277-487.

6. Professional development for staff and students regarding the importance of network security and best practices are included in the procedures. The procedures included with this policy are consistent with guidelines provided by cyber security professionals worldwide and in accordance with Utah Education Network and the Utah State Board of Education. Ogden Preparatory Academy supports the development, implementation, and ongoing improvements for a robust security system of hardware and software that is designed to protect Ogden Preparatory Academy’s data, users, and electronic assets.

Security Responsibility

1. Ogden Preparatory Academy Information Security Officer shall be responsible for overseeing School-wide IT security, ~~including to include~~ the development of School policies and adherence to the standards defined in this document.
2. Ogden Preparatory Academy shall designate jointly the IT Director and the Student Data Manager as the Information Security Officer (ISO). ~~These roles may be occupied by one person or more than one person.~~

Training

1. Ogden Preparatory Academy, led by the ISO, shall ensure that all School employees having access to sensitive information undergo annual security training ~~that which~~ emphasizes personal responsibility for protecting student and employee information. Training resources will be provided to all School employees.
2. Ogden Preparatory Academy, led by the ISO, shall ensure that all students are informed of Cyber Security Awareness.

Physical Security

1. Computer Security
 - a. It is the policy of Ogden Preparatory Academy that any user’s computer not be left unattended and unlocked, particularly when logged into sensitive systems or data including student or employee information. Ogden Preparatory Academy shall use automatic ~~log-off~~ ~~log-off~~, locks, and password screen savers.
 - b. Ogden Preparatory Academy shall ensure that all equipment that contains sensitive information will be secured to deter theft.
2. Server/Network Room Security

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- a. Ogden Preparatory Academy shall ensure that server rooms and telecommunication rooms/closets are protected by appropriate access control which segregates and restricts access from general school office areas. Access control shall be enforced using either keys, electronic card readers, or similar methods with only those IT or other staff members having access necessary to perform their job functions are allowed unescorted access.
 - b. Telecommunication rooms/closets may only remain unlocked or unsecured when, due to building design or environmental problems, it is impossible to do otherwise.
3. Contractor access
- a. Before any contractor is allowed access to any computer system, server room, or telecommunication room the contractor will need to present a company issued identification card, and his/her access shall be confirmed directly by the IT Director or his/her designee.

Network Security

1. Network perimeter controls will be implemented to regulate traffic moving between trusted internal (School) resources and external, untrusted (Internet) entities. All network transmission of sensitive data should enforce encryption where technologically feasible.
2. Network Segmentation
 - a. ~~The SchoolOgden Preparatory Academy~~ shall ensure that all untrusted and public access computer networks are separated from School computer networks and utilize security policies to ensure the integrity of those computer networks.
 - b. ~~The SchoolOgden Preparatory Academy~~ will utilize industry standards and current best practices to segment internal computer networks based on the data they contain. This will be done to prevent unauthorized users from accessing services unrelated to their job duties and minimize potential damage from other compromised systems.
3. Wireless Networks
 - a. No wireless access point shall be installed on ~~the SchoolOgden Preparatory Academy's~~ computer network that does not conform with current network standards as defined by the IT Director. Any exceptions to this must be approved directly in writing by the IT Director.
 - b. Ogden Preparatory Academy shall scan for and remove or disable any rogue wireless devices on a regular basis.
 - c. All wireless access networks shall conform to current best practices and shall utilize at ~~a minimum~~~~minimal~~ WPA encryption for any connections. Open access

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networks are not permitted, except on a temporary basis for events when deemed necessary.

4. Remote Access

- a. ~~The SchoolOgden Preparatory Academy~~ shall ensure that any remote access with connectivity to the School's internal network is achieved using the School's centralized VPN service that is protected by ~~multiple-factor~~~~multiple factor~~ authentication systems. Any exception to this policy must be due to a service provider's technical requirements and must be approved by the ~~ISOInformation Security Officer~~.

5. Access Control

- a. System and application access will be granted based upon the least amount of access to data and programs required by the user in accordance with ~~an educational~~~~a-business~~ need-to-have requirement.

6. Authentication

- a. ~~The SchoolOgden Preparatory Academy~~ shall enforce strong password management for employees, students, and contractors.
- b. All system-level passwords must conform to the Ogden Preparatory Academy Password Policy.

7. Authorization

- a. ~~The SchoolOgden Preparatory Academy~~ shall ensure that user access shall be limited to only those specific access requirements necessary to perform their jobs. Where possible, segregation of duties will be utilized to control authorization access.
- b. ~~The SchoolOgden Preparatory Academy~~ shall ensure that user access should be granted and/or terminated upon timely receipt, and management's approval, of a documented access request/termination.

8. Accounting

- a. ~~The SchoolOgden Preparatory Academy~~ shall maintain, for at least 90 days, audit and log files for all critical security-relevant events such as: invalid logon attempts, changes to the security policy/ configuration, and failed attempts to access objects by unauthorized users, etc.

9. Administrative Access Controls

- a. ~~The SchoolOgden Preparatory Academy~~ shall limit IT administrator privileges (operating system, database, and applications) to the minimum number of staff required to perform these sensitive duties.

Incident Management

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1. Monitoring and responding to IT related incidents will be designed to provide early notification of events and rapid response and recovery from internal or external network or system attacks.
2. Business Continuity
 - a. ~~The SchoolOgden Preparatory Academy~~'s sensitive IT Services will be securely backed up with our business partners off site via cloud storage management. This data ~~will be~~ backed up continuously and can be restored by the IT Director at any time. Ogden Preparatory Academy's Student Information System is managed by the Utah State Board of Education.
3. Malicious Software
 - a. Server and workstation protection software will be deployed to identify and eradicate malicious software attacks such as viruses, spyware, and malware.
 - b. ~~The SchoolOgden Preparatory Academy~~ shall install, distribute, and maintain spyware and virus protection software on all school-owned equipment, i.e. servers, workstations, ~~and personal computers, and tablets~~laptops.
 - c. ~~The SchoolOgden Preparatory Academy~~ shall ensure that malicious software protection includes frequent update downloads (minimum weekly), frequent scanning (minimum weekly), and that malicious software protection is in active state (real time) on all operating servers/workstations.
 - d. ~~The SchoolOgden Preparatory Academy~~ shall ensure that all security-relevant software patches (workstations and servers) are applied within thirty days and critical patches shall be applied as soon as possible.
 - e. All computers must use the School-~~approved~~ anti-virus solution.
 - f. Any exceptions must be approved by the IT Director.
 - g. ~~Internet Content Filtering~~¶
 - i. ~~In accordance with Federal and State Law, The SchoolOgden Preparatory Academy shall filter internet traffic for content defined in law that is deemed harmful to minors.~~¶
 - ii. ~~Ogden Preparatory Academy acknowledges that technology based filters are not always effective at eliminating harmful content and due to this, Ogden Preparatory Academy uses a combination of technological means and supervisory means to protect students from harmful online content.~~¶
 - iii. ~~In the event that students take devices home, Ogden Preparatory Academy will provide a technology based filtering solution for those devices. However, parents and/or guardians are responsible to provide the supervision necessary to fully protect students from accessing harmful online content.~~¶

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~~iv. Students shall be supervised when accessing the internet and using school owned devices on school property.¶~~

~~h. Data Privacy¶~~

~~i. Ogden Preparatory Academy considers the protection of the data it collects on students, employees and their families to be of the utmost importance.¶~~

~~ii. Ogden Preparatory Academy protects student data in compliance with the Family Educational Rights and privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99 (“FERPA”), the Government Records and Management Act U.C.A. §62G-2 (“GRAMA”), U.C.A. §53A-1-1401 et seq, 15 U.S. Code §§ 6501–6506 (“COPPA”) and Utah Administrative Code R277-487 (“Student Data Protection Act”).¶~~

~~i. Ogden Preparatory Academy shall ensure that employee records access shall be limited to only those individuals who have specific access requirements necessary to perform their jobs. Where possible, segregation of duties will be utilized to control authorization access.~~

4. Security Audit and Remediation

a. Ogden Preparatory Academy shall routinely audit its information business partners to verify information security.

5. Employee Disciplinary Actions shall be in accordance with applicable laws, regulations and School policies. Any employee found to be in violation may be subject to disciplinary action up to and including termination of employment with the School ~~Ogden Preparatory Academy.~~

Document History

Approved: 12/14/2017

Revised: 10/ /2024 *Aged review and clean up*

Legal References

Family Educational Rights and privacy Act (FERPA)

20 U.S. Code §1232g

34 CFR Part 99

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Government Records and Management Act (GRAMA)

U.C.A. §62G-2

U.C.A. §53A-1-1401 et seq

Utah Administrative Code R277-487 (“Student Data Protection Act”)

15 U.S. Code §§ 6501–6506 (“COPPA”)

Family Educational Rights and privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99

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**OGDEN PREPARATORY
ACADEMY**

Official Policy

9. Information Systems

9.01.POL OPA Data Governance Plan

Effective/Revision Date: 08/18/2022

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1 PURPOSE and GOVERNING PRINCIPLES

Ogden Preparatory Academy (OPA) takes seriously its moral and legal responsibility to protect student privacy and ensure data security. This governance plan incorporates the following Generally Accepted Information Principles (GAIP):

- **Risk:** There is risk associated with data and content. The risk must be formally recognized, either as a liability or through incurring costs to manage and reduce the inherent risk.
- **Due Diligence:** If a risk is known, it must be reported. If a risk is possible, it must be confirmed.
- **Audit:** The accuracy of data and content is subject to periodic audit by an independent body.
- **Accountability:** An organization must identify parties which are ultimately responsible for data and content assets.
- **Liability:** The risks in information means there is a financial liability inherent in all data or content that is based on regulatory and ethical misuse or mismanagement.

2 SCOPE AND APPLICABILITY

This policy is applicable to all employees, temporary employees, and contractors of OPA. The policy must be used to assess agreements made to disclose data to third-parties. This policy must also be used to assess the risk of conducting business. This policy will be reviewed and adjusted on an annual basis or more frequently, as needed. This policy is designed to ensure only authorized disclosure of confidential information.

This OPA Data Governance Plan:

- Designates access for all confidential information.

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- Complies with all legal, regulatory, and contractual obligations regarding privacy of OPA data. Where such requirements exceed the specific stipulation of this policy, the legal, regulatory, or contractual obligation shall take precedence.
- Provides the authority to design, implement, and maintain privacy procedures meeting OPA standards concerning the privacy of data in motion, at rest and processed by related information systems.

3 DATA GROUPS

3.1 Roles

OPA’s Principal, or designee, shall designate an individual as an Information Security Officer, and as a Student Data Manager.

3.2 Responsibilities

Role	Responsibilities
<p>OPA Student Data Manager</p>	<ol style="list-style-type: none"> 1. Authorizes and manages the sharing, outside of the education entity, of personally identifiable student data. 2. Acts as the primary local point of contact for the USBE Student Data Officer and for state student data security administration. 3. Ensures the following notices are available to parents: <ol style="list-style-type: none"> a. Annual FERPA notice b. Directory Information Policy c. Survey Policy and Notice d. Data Collection Notice 4. May share personally identifiable student data that are: <ol style="list-style-type: none"> a. of a student with the student and the student's parent b. required by state or federal law c. in an aggregate form with appropriate data redaction techniques applied d. for a school official e. for an authorized caseworker or other representative of the Department of Human Services or the Juvenile Court f. in response to a subpoena issued by a court. g. directory information h. submitted data requests from external researchers or evaluators,

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	<ol style="list-style-type: none"> 5. May not share personally identifiable student data for the purpose of external research or evaluation. 6. Create and maintain a list of all LEA staff that have access to personally identifiable student data. 7. Ensures annual OPA level training on data privacy to all staff members. Provide training to volunteers as appropriate. Document all staff names, roles, and training dates, times, locations, and agendas. 8. By October 1 of each year, the data manager will report to USBE the completion status of the annual confidentiality training.
IT Systems Security Manager	<ol style="list-style-type: none"> 1. Acts as a point of contact for the USBE Student Data Officer and for state student data security administration. 2. Provides for necessary technical assistance, training, and support. 3. Oversees the adoption of the CIS Controls or comparable security controls. 4. Ensures compliance with security systems laws throughout the public education system, including: <ol style="list-style-type: none"> a. Providing training and support to applicable OPA employees; and b. Producing resource materials, model plans, and model forms for OPA systems security; 5. Investigates complaints of alleged violations of systems breaches; 6. Provides an annual report to the OPA Board on OPA’s systems’ security needs
Employees	<ol style="list-style-type: none"> 1. Comply with all OPA, State and Federal regulations; 2. Report possible violations and breaches; 3. Attend trainings

4 EMPLOYEE NON-DISCLOSURE ASSURANCES

Employee non-disclosure assurances are intended to minimize the risk of human error and misuse of information.

4.1 Scope

All OPA board members and employees must sign and comply with the OPA Employee Non-Disclosure Agreement. Contractors and volunteers, who have access to any OPA Data Systems, must sign and comply with the OPA Employee Non-Disclosure Agreement.

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4.2 Non-Compliance

Non-compliance with the agreement shall result in consequences up to and including removal of access to the OPA network; if this access is required for employment, employees and contractors may be subject to termination.

4.3 Non-Disclosure Assurances

All student data utilized by OPA is protected as defined by the Family Educational Rights and Privacy Act (FERPA) and Utah statute. This policy outlines the way OPA staff is to utilize data and protect personally identifiable and confidential information. A signed agreement form is required from all OPA staff to verify agreement to adhere to/abide by these practices and will be maintained in OPA Human Resources. All OPA employees (including contract or temporary as determined by the OPA Student Data Manager) will:

1. Complete a Security and Privacy Fundamentals Training.
2. Use password-protected school-authorized computers when accessing any student-level or staff-level records.
3. Use Secure Networks when accessing any student-level or staff-level records. Secure Networks are home or public networks using a minimum of WPA security protocols. (WEP security protocols are not considered secure.) VPN services should be used on open networks or networks ~~that~~ which do not meet the minimum security requirements. The IT Systems Security Officer will assist employees with necessary VPN services.
4. NOT share individual passwords for personal computers or data systems with anyone without express permission from the OPA Student Data Manager.
5. Log out of any data system/portal and close the browser after each use.
6. Lock devices when not in use or possession.
7. NOT allow anyone to use a computer or data system that is logged in under an individual account that is not the users.
8. Limit use of individual data to the purposes ~~that~~ which have been authorized within the scope of job responsibilities.
9. Store sensitive data in appropriate-secured locations. Unsecured access and flash drives, or other removable media, or personally owned computers or devices are not deemed appropriate for storage of sensitive, confidential or student data.
10. Delete files containing sensitive data after using them on computers, or move them to secured servers or personal folders accessible only by authorized parties.

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11. Keep printed reports with personally identifiable information in a locked location while unattended, and use the secure document destruction service provided at OPA when disposing of such records.
12. NOT share personally identifying data during public presentations, webinars, etc. If users need to demonstrate child/staff level data, demo records should be used for such presentations.
13. Redact any personally identifiable information when sharing sample reports with general audiences, in accordance with the Protecting PII in Public Reporting procedure.
14. Take steps to avoid disclosure of personally identifiable information in reports, such as aggregating, data suppression, rounding, recoding, blurring, perturbation, etc.
15. NOT use email to send screenshots, text, or attachments that contain personally identifiable or other sensitive information outside the ogdenprep.org system. If users receive an email containing such information, they will delete the screenshots/text when forwarding or replying to these messages. If there is any doubt about the sensitivity of the data the OPA Student Data Privacy Manager should be consulted. Email sent within the ogdenprep.org system is secure.
16. Use secure methods when sharing or transmitting sensitive data outside OPA systems. The approved method is USBE's Secure File Transfer Protocol (SFTP) website. If the SFTP is not available for the purpose of sharing data, consult with the Student Data Manager ~~or~~ and the IT Systems Security Manager. Sharing within the OPA Network's secured server folders is appropriate for OPA internal file transfer.
17. NOT transmit child/staff-level data externally unless expressly authorized in writing by the data owner and then only transmit data after appropriate redaction and protections are in place.
18. Understand that many AI digital tools (Artificial Intelligence) store sensitive information. As such, employees shall NOT upload PII or other sensitive data into AI tools in order to generate documents.

4.4 DATA SECURITY AND PRIVACY TRAINING

4.4.1 Purpose

Ogden Preparatory Academy will provide a range of training opportunities for all Ogden Preparatory Academy staff, including volunteers, contractors and temporary employees with access to student educational data or confidential educator records in order to minimize the risk of human error and misuse of information.

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4.4.2 Policy

1. All OPA board members, employees, and contracted partners must sign and comply with the OPA Employee Non-Disclosure Agreement.
2. All current OPA board members, employees, and contracted partners are required to participate in an annual Security and Privacy Fundamentals Training.
3. The Student Data Manager and/or the IT Systems Security Manager will identify groups in need of additional training and determine needed training.
4. Participation in the training as well as a signed copy of the OPA Employee Non-Disclosure Agreement will be annually monitored by Human Resources. Human Resources will annually report all OPA board members, employees, and contracted partners who do not have these requirements completed to the IT Systems Security Manager.

5 DATA SHARING

Providing data to persons and entities outside of the OPA increases transparency, promotes education in Utah, and increases knowledge about Utah public education. This policy establishes the protocols and procedures for sharing data maintained by OPA. It is intended to be consistent with the disclosure provisions of the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, 34 CFR Part 99 and Utah’s Student Data Protection Act (SDPA), U.C.A §53A-1-1401.

5.1 Procedure

1. The Student Data Manager shall approve all data sharing or designate other individuals who have been trained on compliance requirements with FERPA.
2. OPA Teachers may share individual student data with a student’s parent(s) or legal guardian(s) unless legal documentation restricts the sharing of such information.
3. The Student Data Manager and the IT Systems Security Manager shall maintain the OPA metadata dictionary using the Utah Student Privacy Alliance.
 - a. OPA employees shall send requests for website usage to the IT Systems Security Manager.
4. The Special Education Director may disclose Special Education data in accordance with federal and state laws and regulations.
5. For external research, the data manager shall ensure that the study follows the requirements of FERPA’s study exception described in 34 CFR 99.31(a)(6).

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6. After sharing from individual student records, the data manager shall make a note in the student record of the exchange in accordance with 34 CFR 99.32.

5.1.1 Electronic Communication

Ogden Preparatory Academy uses contact information to send communication to the parents/guardians of OPA students. OPA may provide contact information to certain third party vendors in order to provide parents/guardians with general information about upcoming events/services. OPA will not sell or provide parent/guardian contact information to any third party vendor as a means of promoting or selling a service. Parents/guardians may opt-out of Ogden Preparatory Academy’s electronic communication service at any time. Parents/guardians may opt-out of any third party vendor service related to OPA at any time.

5.2 Security

Data shall be provided using a secure method. Secure methods include encryption and secure data sharing sites. The IT Systems Security Manager will ensure that data shared within OPA is secure.

5.3 Policy for disclosure of Personally Identifiable Information (PII)

5.3.1 Student or Student’s Parent/Guardian Access

In accordance with FERPA regulations 20 U.S.C. § 1232g (a)(1) (A) (B) (C) and (D), OPA will provide parents with access to their child’s education records, or eligible students access to their own education records (excluding information on other students, the financial records of parents, and confidential letters of recommendation if the student has waived the right to access). Access shall be provided within 45 days of receiving an official request. OPA is not required to provide data that it does not maintain, nor is OPA required to create education records in response to an eligible student's request.

5.3.2 Third Party Vendor

Third party vendors may have access to students’ personally identifiable information if the vendor is designated as a “school official” as defined in FERPA, 34 CFR §§ 99.31(a)(1) and 99.7(a)(3)(iii). A school official may include parties such as: professors, instructors, administrators, health staff, counselors, attorneys, clerical staff, trustees, members of committees

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and disciplinary boards, and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions.

All third-party vendors contracting with OPA must be compliant with Utah’s Student Data Protection Act (SDPA), U.C.A §53A-1-1401. Vendors determined not to be compliant may not be allowed to enter into future contracts with OPA without third-party verification that they are compliant with federal and state law, and board rule.

5.3.3 Governmental Agency Requests

OPA may not disclose personally identifiable information of students to external persons or organizations to conduct research or evaluation that is not directly related to a state or federal program reporting requirement, audit, or evaluation. The requesting governmental agency must provide evidence of the federal or state requirements to share data in order to satisfy FERPA disclosure exceptions.

5.4 Dissemination Of Information About Juvenile Offenders

Upon receipt of information about juvenile offenders, the principal shall:

1. Share information about the offender and the victim with staff members who need to know for the safety of students and staff.
2. Keep this information in a secure file available only to those with a need to know. This file should be separate from the student’s permanent file.

6 DATA BREACH

6.1 Policy and Procedures

OPA shall follow industry best practices to protect information and data. In the event of a data breach or inadvertent disclosure of personally identifiable information, OPA staff shall follow industry best practices for responding to the breach. Further, OPA shall follow best practices for notifying affected parties, including parents and/or legal guardians.

1. Concerns about security breaches must be reported immediately to the IT Systems Security Manager. Concerns about security breaches that involve the IT Systems Security Manager must be reported immediately to the ~~Executive Director~~ ~~Principal or Student Data Manager~~.
2. The IT Systems Security Manager will

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- a. begin tracking the incident and log all information and evidence related to the investigation.
 - b. collaborate with appropriate members of the OPA administrative team to determine whether a security breach has occurred.
 - c. coordinate with other IT staff to determine the root cause of the breach and close the breach.
 - d. coordinate with legal counsel, if necessary, to determine if the incident meets the legal definition of a significant breach as defined in R277-487 and determine which entities and individuals need to be notified.
 - i. If law enforcement is notified and begins an investigation, the IT Systems Security Manager will consult with them before notifying parents or the public so as to not interfere with the law enforcement investigation.
3. If the OPA data breach response team (Administration and the IT Systems Security Manager) determines that one or more employees or contracted partners have substantially failed to comply with OPAs IT Security Policy and relevant privacy policies, they will identify appropriate consequences, which may include termination, of employment or contract, and/or further legal action.

7 RECORD MANAGEMENT, RETENTION AND EXPUNGEMENT

7.1 Purpose

Records retention and expungement policies promote efficient management of records, preservation of records of enduring value, quality access to public information, and data privacy.

7.2 Policy

Ogden Preparatory Academy personnel shall ensure that proper student records are created, obtained, and maintained in accordance with state, federal, USBE, and OPA policy.

7.2.1 Records Management

1. Records may be maintained digitally or physically. Student education records shall contain at a minimum the birth certificate, immunization records, transcripts, and attendance records. When a student withdraws from OPA the following shall occur:

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- Applicable student records, including the request for records from the receiving school/LEA, shall be archived according to the OPA retention schedules.
 - If a request for records is not received, OPA personnel shall record information regarding student plans of transfer. Information shall include name and contact information of the informant and expected destination.
 - Copies of records shall be sent to the requesting school/LEA.
 - The student information system shall be updated to reflect the appropriate withdrawal/transfer code and exit date.
2. OPA will comply with state data requirements, which may include nightly syncs between the SIS and State systems. The school will use a state-approved SIS that is able to comply with data syncs and state reporting requirements.
 - a. The Administration is responsible for monitoring and clearing errors in data transmissions regularly.
 - b. Administration will ensure that secretaries and any other personnel who enter and manage data are trained yearly and updated on errors.
 - c. The Director will communicate with secretaries about errors in data transmissions.
 3. Parents/guardians have the right to inspect and review all of their student’s education records maintained by the School. If the education records of a student contain information on more than one student, the parent/guardian may inspect and review or be informed of only the specific information about their student.
 - The School will grant a request by a parent/guardian for access to the education records of their child within a reasonable period of time, but in no case more than forty-five (45) days after the request has been made.
 4. Parents/guardians may challenge and request the School to amend any portion of their student’s education record that is inaccurate, misleading or in violation of the privacy rights of the student.
 - The School shall consider the request and decide whether to amend the records within a reasonable amount of time. If the Principal decides not to amend the record as requested, the Principal shall inform the parent/guardian of the decision and of their right to a hearing.
 - Upon request of a parent or guardian, the School shall provide an opportunity for a hearing to challenge the content of the Student’s education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.
 - Such hearing shall be informal and shall be conducted by an individual who does not have a direct interest in the outcome of the hearing.
 - If, as a result of the hearing, the School decides that the challenged information is inaccurate or misleading, the record should be amended accordingly and the parent/guardian informed in writing.
 - If, as a result of the hearing, the School decides that the challenged information is not inaccurate or misleading, it shall inform the parent/guardian of their right to place a statement in any record, commenting on the challenged information in the

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record, or stating why they disagree with the decision. Any such document must remain with the contested part of the record for as long as the record is maintained, and shall be disclosed whenever the portion of the record to which the statement relates is disclosed.

5. The School may not disclose information related to education records without prior parental consent, except as provided by law. Such exceptions include, but are not limited to disclosures:
 - To school officials who have a legitimate educational interest;
 - To a person or company with whom the School has contracted to perform a special task;
 - To other schools that have requested the records and in which the student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student’s enrollment or transfer;
 - To individuals who have obtained court orders or subpoenas;
 - To individuals who need to know in cases of health and safety emergencies;
 - To officials in the juvenile justice system;
 - In connection with audit and evaluation of federally or state supported education programs;
 - To the Immigration and Naturalization Service (INS) for foreign students attending school under a visa; or
 - To the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes.
6. The School may disclose directory information for appropriate reasons if it has given parents annual notice of their right to request that their student’s directory information not be released by the School.
 - The following information relating to students may be declared directory information from time to time:
 - Name, address, e-mail address, and telephone number;
 - Date and place of birth;
 - Major field of study;
 - Participation in officially recognized activities and sports;
 - Weight and height of members of athletic teams;
 - Dates of attendance;
 - Degrees and awards received;
 - Most recent previous educational agency or institution attended; and
 - Photograph
 - The School shall not release directory information to any individual or organization for commercial use.
7. The School shall give full rights to student education records to either parent or guardian, unless the School has been provided with evidence that there is a court order or other legally binding instrument relating to matters such as divorce, separation, or custody that specifically revokes these rights.

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7.2.2 Confidentiality of Student Information

The School and all employees, volunteers, third party contractors, or other agents of the School shall protect the privacy of the student and the student's family through compliance with the protections established under state and federal law.

The School will provide appropriate training to employees regarding the confidentiality of student performance data and personally identifiable student information.

7.2.3 Record Disposal

Ogden Preparatory Academy shall retain and dispose of student records in accordance with OPA's Data Retention Schedule.

- In accordance with 53A-1-1407, OPA shall expunge student data that is stored upon request of the student if the student is at least 23 years old.
 - OPA may expunge medical records and behavioral test assessments.
 - OPA shall not expunge student records of grades, transcripts, a record of the student's enrollment, or assessment information.

7.2.4 Expungement Requests

The procedure for expungement shall match the record amendment procedure found in 34 CFR 99, Subpart C of FERPA.

1. Expungement Request:
 - a. If a parent/guardian believes that a record is misleading, inaccurate, or in violation of the student's privacy, they may request that the record be expunged.
 - b. OPA shall decide whether to expunge the data within a reasonable time after the request.
 - c. If OPA decides not to expunge the record, they will inform the parent of their decision as well as the right to an appeal hearing.
2. Appeal Hearing:
 - a. OPA shall hold the hearing within a reasonable time after receiving the request for a hearing.

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- b. OPA shall provide the parent notice of the date, time, and place in advance of the hearing.
 - c. The hearing shall be conducted by any individual that does not have a direct interest in the outcome of the hearing.
 - d. OPA shall give the parent a full and fair opportunity to present relevant evidence. At the parents' expense and choice, they may be represented by an individual of their choice, including an attorney.
 - e. OPA shall make its decision in writing within a reasonable time following the hearing.
 - f. The decision must be based exclusively on evidence presented at the hearing and include a summary of the evidence and reasons for the decision.
3. Expungement:
- a. If the decision is to expunge the record, OPA will seal the record or information, or make it otherwise unavailable to other staff and educators.

8 QUALITY ASSURANCES AND TRANSPARENCY REQUIREMENTS

The OPA Data Governance Plan is structured to encourage the effective and appropriate use of educational data. Data driven decision making is the goal of all data collection, storage, reporting and analysis. Data driven decision making guides what data is collected, reported and analyzed.

8.1 Data Auditing

OPA personnel will work with USBE Data and Statistics Analysts in performing regular and ad hoc data auditing. OPA employees shall conduct an audit of the effectiveness of the controls used to follow the Data Governance Plan.

9 PUBLICATION POLICY

- 1. This policy shall be posted on the OPA website.
- 2. The OPA metadata dictionary shall be available via the OPA website.

Document History

Approved: 12/14/2017

Revised: 12/12/2019 *Brought into compliance with the USBE Data Governance Plan guidance.*

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Removed redundancies, added juvenile defender information dissemination and the requirement of CIS Controls.

Revised: 08/18/2022 *Revised to include Records Management, previously its own policy.*

Legal References

Utah’s Student Data Protection Act (SDPA)

U.C.A §53A-1-1401

63G-2-604

53A-1-1407

Family Educational Rights and Privacy Act (FERPA)

34 CFR Part 99

20 U.S.C. § 1232g

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