



Ogden Preparatory Academy

OPA Board of Directors Meeting

Published on September 17, 2025 at 9:49 AM MDT

Date and Time

Thursday September 18, 2025 at 4:30 PM MDT

Location

1487 Lincoln Avenue
Ogden UT 84404

Board Room (ECC upstairs)

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes	Sara Mejeur	1 m
Approve minutes for OPA Board of Directors Meeting on June 19, 2025			

	Purpose	Presenter	Time
D. Approve Minutes	Approve Minutes	Sara Mejeur	5 m
Approve minutes for OPA Board of Directors Hearing on September 4, 2025			
E. Opportunity for Public Input	Discuss	Sara Mejeur	5 m
F. Ratify Votes from Board Meeting on June 19, 2025			
1. Approved minutes from 3/20/2025 and 5/15/2025 2. Approved the addition of the Cyber Legal Liability Policy. 3. Approved the final budget for FY25. 4. Approved the initial budget for FY26. 5. Approved the close of the short term CD. 6. Approved the addition to the HVAC project for the economizers. 7. Approved the change to Elevate for the phone system. 8. Approved the purchase of a new copy machine. 9. Approved the purchase of new kitchen office furniture. 10. Approved the renewal of the curricular materials. 11. Approved a 3 year purchase of Teach FX. 12. Approved the expansion of Read 180 and the purchase of Math 180. 13. Approved the FY26 Board Meeting Schedule. 14. Approved the FY26 School Plan. 15. Approved the updates to the Student and Parent Handbook, and the Data Governance Plan. 16. Meeting Adjourned.			

II. Finance 4:42 PM

A. Budget Review	Discuss	Spencer Adams	10 m
B. TSSA Budget Plan	Vote	Debbie Deem	5 m
Allocation: \$339,669 40% to Salaries: \$135,867.60 Remainder to support Librarians and Technology support personnel. Librarians: \$201,875 Technology Specialists: 98,274			
C. Snow Removal	Vote	Debbie Deem	5 m
Last year: EarthWorks: \$11,454			

	Purpose	Presenter	Time
Bids:			
1. EarthWorks: per push - pricing same as last year.			
2. Rubicon			
1. Gold: \$22,348.13 (salt and ice melt not included)			
2. Platinum: \$33,522.26 (salt and ice melt not included)			
D.	Elementary Bathroom Vents	Vote	Debbie Deem
	5 m		
The Elementary bathrooms lack adequate air flow, so the particulate levels are higher than recommended for safety.			
Jensen provided a quote. Several other companies were contacted, but did not follow through with bids.			
E.	Live Scan Equipment	Vote	Debbie Deem
	5 m		
The Live Scan equipment we use for background checks no longer functions.			
3 Options:			
• HID w/Laptop: \$12,812.97			
• DataWorks			
◦ Biometric w/Laptop: \$5,600			
◦ Biometric w/Desktop: \$5,100			
◦ Crossmatch Patrol w/Laptop: \$6,050			
◦ Crossmatch Patrol w/Desktop: \$5,500			
• PrintScan: \$6,000 (computer not included)			
Administrative Business			5:12 PM
A.	Administrative Board Report	FYI	Administration
	10 m		
B.	Early Learning Plan Review	Discuss	Angela McPhee
	5 m		
C.	LEA Specific Licenses	Vote	Debbie Deem
	5 m		
1. Daelynn Freeman			
1. AEL License with CTE Endorsement			
2. Needs Health Endorsement			
2. Suzy Hinsley			
1. PEL License for Counseling			

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> 2. Needs Secondary License for Hope Squad 		
	<ul style="list-style-type: none"> 3. Kaylee Kendell <ul style="list-style-type: none"> 1. PEL License with History and ELA endorsements 2. Needs Food Science and Nutrition Endorsement 4. Megan Luevano <ul style="list-style-type: none"> 1. Finished Education degree sans license. 2. Needs Elementary Education License. 5. Phil Mendelson <ul style="list-style-type: none"> 1. Elementary Education PEL 2. Needs Secondary License with mathematics endorsement. 6. Jessica Nateras <ul style="list-style-type: none"> 1. One more class to finish Education degree with license. 2. Needs Elementary Education License. 7. John Norvell <ul style="list-style-type: none"> 1. Renewing LEA-S license 8. Ariana Romero <ul style="list-style-type: none"> 1. Renewing LEA-S license 		
D.	Training	Vote	Debbie Deem
	<ul style="list-style-type: none"> 1. Open Meetings 2. School Land Trust <ul style="list-style-type: none"> 1. Goals: <ul style="list-style-type: none"> 1. 55% of Junior High students will meet or exceed their typical growth goal on the math diagnostic tool. 2. 65% of Elementary students will meet or exceed their typical growth goal on the math diagnostic tool. 3. Rules of Order (vote required) 		15 m
E.	Audit Committee Review	Vote	Debbie Deem
	Audit Committee		5 m
	<ul style="list-style-type: none"> 1. Sara Mejeur 2. Brittany Lucas 3. Stefanie Zwygart 4. Pablo Valiente 5. Debbie Deem 		
F.	Policies	Vote	Debbie Deem
			5 m

	Purpose	Presenter	Time
New Policies			
• SHiNE			
• 504			
Updated Policies			
• FMLA/Parental Leave			
IV. Other Business			5:57 PM
A. Discussion	Discuss	Debbie Deem	5 m
V. Closing Items			6:02 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 June 19, 2025

APPROVED



OGDEN PREPARATORY
ACADEMY

Ogden Preparatory Academy

Minutes

OPA Board of Directors Meeting

Date and Time

Thursday June 19, 2025 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. Gerena (remote), B. Lucas, P. Valiente (remote), S. Zwygart

Directors Absent

S. Mejeur

Directors who arrived after the meeting opened

B. Gerena

Ex Officio Members Present

D. Deem, K. Kennington (remote)

Non Voting Members Present

D. Deem, K. Kennington (remote)

Guests Present

A. McPhee, Jeff Hirst (remote), S. Adams, S. Wright

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Approve Minutes

B. Lucas made a motion to approve the minutes from OPA Board of Directors Meeting on 03-20-25.

P. Valiente seconded the motion.

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

D. Approve Minutes

B. Lucas made a motion to approve the minutes from OPA Board of Directors Meeting on 05-15-25.

P. Valiente seconded the motion.

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

E. Opportunity for Public Input

No public.

II. Finance

A. Liability Insurance Update

B. Gerena arrived at 4:49 PM.

B. Lucas made a motion to approve adding the Cyber Legal Liability Policy.

B. Gerena seconded the motion.

Update presented by Jeff Hirst

- Common Causes
- Coverage
 - Discussed the different categories/coverages/policies
 - Of note - Earthquake coverage and what that could look like to add it on
 - Discussed the increases in rates, and various reasons why
- Discussed specific questions we had about optional coverages
 - Cyber Legal Liability - discussed what this would cover us on

- Student Accident - discussed the current coverage that this would apply to.

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

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

Brenda finished her training!

C. Final FY25 Budget

B. Lucas made a motion to approve the update 2025 budget.

P. Valiente seconded the motion.

Presented by Spencer Adams.

- Discussed the revenue and reimbursements
- Discussed the expenses - how they match up with the forecast.
- On pace to meet all of the covenants and the contingency
- Questions -
 - Expenses that are more than our initial approval
 - How funding can change categories, things change

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

D. FY26 Initial Budget

B. Lucas made a motion to approve the 2026 budget.

B. Gerena seconded the motion.

Presented by Spencer Adams.

- Increases from the State in the budget for next year.
- Local revenue
- Federal
- Updated salaries, retirement, insurance
- Forecast for our plan of purchases

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

E. Short Term CD

B. Lucas made a motion to move the money from the CD to the PTIF.

B. Gerena seconded the motion.

Decide what we want to do - a CD or the PTIF. Spencer gave his recommendation - to put it back in the PTIF, and watch for the changing interest rates. We can always take it out of the PTIF later without penalty.

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

F. HVAC Add-on

B. Lucas made a motion to approve the HVAC add on for \$130,196.68.

P. Valiente seconded the motion.

Add on the Economizers - apparently the industry standard is to keep this off the original quote.

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

G. Phone System Carrier

B. Lucas made a motion to approve switching the phone carrier system to Elevate.

P. Valiente seconded the motion.

This system is one we had in the past, and we like the features a lot more.

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

H. Copy Machine Purchase

B. Lucas made a motion to approve purchase of a new copy machine for \$8,359.45.

P. Valiente seconded the motion.

Cheaper to purchase, rather than lease.

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

I. Kitchen office furniture

B. Lucas made a motion to approve the kitchen office furniture \$8,371.00.

P. Valiente seconded the motion.

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

J. Curriculum Renewals

B. Lucas made a motion to approve the curriculum Renewals.

P. Valiente seconded the motion.

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

K. Teach FX Purchase

B. Lucas made a motion to approve the purchase of Teach FX purchase for 3 years for 75 teachers.

P. Valiente seconded the motion.

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

L. Read 180 Expansion & Math 180 Purchase

B. Lucas made a motion to approve Read 180 expansion and Math 180 purchase.

P. Valiente seconded the motion.

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

III. Administrative Business

A. Administrative Annual Report

Presented by Debbie and Stephanie.

B. FY26 Board Meeting Schedule

Motion to approve the 2025-2026 Board of Directors Meeting Schedule.

P. Valiente seconded the motion.

Third Thursday, except the exceptions.

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

C. FY26 School Plan

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

B. Gerena seconded the motion.

This is our overview. The plan that we will be turning into the State is much more detailed.

Discussed the new goals.

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

IV. Policy Updates

A. Policy Updates

B. Lucas made a motion to approve the two policies - student parent handbook and data governance plan.

P. Valiente seconded the motion.

- Student-Parent Handbook
- Data Governance Plan

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

V. Other Business

A. Discussion

Next meeting August 21st.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:59 PM.

Respectfully Submitted,

B. Lucas

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	D. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for OPA Board of Directors Hearing on September 4, 2025

APPROVED



OGDEN PREPARATORY
ACADEMY

Ogden Preparatory Academy

Minutes

OPA Board of Directors Hearing

Date and Time

Thursday September 4, 2025 at 4:45 PM

Location

1487 Lincoln Avenue
Ogden UT 84404

Board Room

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

Directors Present

B. Lucas, S. Zwygart

Directors Absent

P. Valiente, S. Mejeur

Ex Officio Members Present

D. Deem, S. Lopez

Non Voting Members Present

D. Deem, S. Lopez

Guests Present

Dalton Zundel

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

B. Lucas called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Sep 4, 2025 at 4:49 PM.

II. Student Discipline Hearing

A. Enter Executive Session

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

B. Lucas seconded the motion.

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

Roll Call

B. Lucas Aye

S. Zwygart Aye

S. Mejeur Absent

P. Valiente Absent

B. Exit Executive 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

S. Mejeur Absent

B. Lucas Aye

P. Valiente Absent

C. Student Disciplinary Decision

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

B. Lucas seconded the motion.

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

III. Closing Items

A. Adjourn Meeting

S. Zwygart made a motion to adjourn.

B. Lucas 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 5:05 PM.

Respectfully Submitted,

B. Lucas

Coversheet

Budget Review

Section:	II. Finance
Item:	A. Budget Review
Purpose:	Discuss
Submitted by:	
Related Material:	August 2025 Budget Summary.pdf August 2025 Budget Detail.pdf

OGDEN PREPARATORY
ACADEMY

RATIOS

Net Income from Operations



covenants

ENROLLMENT

Days Cash on HandPro-



Actuals as of: August 31, 2025 Percentage of Year: 16.7%

Budget Detail Report

	(984 Students)	(985 Students)	985	(0 Students)	985	% of	Debbie's
	FY25 Actuals	FY26 Actuals	FY26 Budget	Changes	FY26 Forecast	Forecast	Changes
Revenue							
1000 Local							
1510 Interest on Investments	\$ 434,905	\$ 82,430	\$ 400,000	\$ -	\$ 400,000	20.6%	
1600 Lunch Program (Students & Adults)	\$ 87,115	\$ 11,456	\$ 80,000	\$ -	\$ 80,000	14.3%	
1710 Student Sales	\$ 24,280	\$ 9,116	\$ 25,000	\$ -	\$ 25,000	36.5%	
1710 Art Expo	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
1740 Student Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
1745 Trips (Co-Curricular Fees)	\$ 63,941	\$ 1,034	\$ 80,000	\$ -	\$ 80,000	1.3%	
1747 Free Dress (Extra-Curricular Fees)	\$ 6,078	\$ 118	\$ 4,106	\$ -	\$ 4,106	2.9%	
1760 Fines	\$ 2,399	\$ 315	\$ 1,300	\$ -	\$ 1,300	24.2%	
1770 Fundraisers	\$ 14,045	\$ -	\$ -	\$ -	\$ -	0.0%	
1340 Preschool Revenue	\$ 233,692	\$ 1,160	\$ 241,200	\$ -	\$ 241,200	0.5%	
1820 Afterschool Revenue (Daycare)	\$ 8,320	\$ -	\$ 8,000	\$ -	\$ 8,000	0.0%	
1910 Rental of Facility	\$ 13,408	\$ 436	\$ 10,000	\$ -	\$ 10,000	4.4%	
1920 Contributions & Donations	\$ 7,549	\$ 1,800	\$ 30,000	\$ -	\$ 30,000	6.0%	
1920 Employer Childcare Startup Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
1930 Gain on Sale of Assets	\$ 1,236	\$ -	\$ -	\$ -	\$ -	0.0%	
1990 Medicaid	\$ 41,481	\$ 10,822	\$ 50,000	\$ -	\$ 50,000	21.6%	
1990 Miscellaneous	\$ 26,404	\$ 1,059	\$ -	\$ -	\$ -	0.0%	
Total 1000:	\$ 964,853	\$ 119,746	\$ 929,606	\$ -	\$ 929,606	12.9%	
3000 State							
0.3005 Regular School Prgm K	\$ 354,459	\$ 66,314	\$ 431,177	\$ -	\$ 431,177	15.4%	
0.3010 Regular School Prgm 1-12	\$ 3,445,814	\$ 643,907	\$ 3,830,149	\$ -	\$ 3,830,149	16.8%	
0.3020 Professional Staff	\$ 248,865	\$ -	\$ -	\$ -	\$ -	0.0%	
31.1205 Special Education -- Add-On	\$ 933,425	\$ 166,531	\$ 999,185	\$ -	\$ 999,185	16.7%	
31.1210 Special Education -- Self-Contained	\$ 45,818	\$ 17,913	\$ 107,476	\$ -	\$ 107,476	16.7%	
31.1220 Special Education -- Extended Year	\$ 5,193	\$ 935	\$ 5,613	\$ -	\$ 5,613	16.7%	
31.1225 Special Education -- Impact Aid	\$ 15,680	\$ 3,201	\$ 19,204	\$ -	\$ 19,204	16.7%	
31.1278 Special Education- Extended Year Stipend	\$ 1,725	\$ 1,840	\$ -	\$ -	\$ -	0.0%	
31.5201 Class Size Reduction K-8	\$ 340,474	\$ 62,949	\$ 373,901	\$ -	\$ 373,901	16.8%	
31.5344 Enhancement for At-risk students	\$ 405,849	\$ 76,453	\$ 453,355	\$ -	\$ 453,355	16.9%	
31.5901 CTE College & Career Awareness	\$ 6,082	\$ -	\$ 4,674	\$ -	\$ 4,674	0.0%	
32.0500 Charter School Base Amount	\$ 108,604	\$ 19,186	\$ 115,115	\$ -	\$ 115,115	16.7%	
32.5310 Flexible Allocation	\$ 2,414	\$ 67,265	\$ 403,458	\$ -	\$ 403,458	16.7%	
32.5619 Charter School Local Replacement	\$ 3,002,852	\$ 605,271	\$ 3,573,580	\$ -	\$ 3,573,580	16.9%	
34.5651 Educator Professional Time (HB 396)	\$ 144,405	\$ 121,261	\$ 144,405	\$ -	\$ 144,405	84.0%	
34.5665 Grow Your Own Teacher	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	0.0%	
33.5331 Gifted and Talented	\$ 7,632	\$ -	\$ 7,121	\$ -	\$ 7,121	0.0%	
33.5805 Early Literacy (K-3)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
34.5807 SHINE (formerly TSSP)	\$ 8,942	\$ 6,092	\$ -	\$ 36,552	\$ 36,552	16.7%	
34.5868 Teacher Materials and Supplies	\$ 22,230	\$ 17,787	\$ 22,230	\$ -	\$ 22,230	80.0%	
34.5876 Educator Salary Adjustment	\$ 743,984	\$ 155,294	\$ 920,763	\$ -	\$ 920,763	16.9%	
33.5911 EL Software Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
35.5420 School Land Trust	\$ 150,926	\$ 153,154	\$ 153,154	\$ -	\$ 153,154	100.0%	
35.5655 Digital Teaching & Learning	\$ 50,607	\$ -	\$ 38,167	\$ -	\$ 38,167	0.0%	
35.5666 Professional Learning	\$ 6,221	\$ -	\$ 7,465	\$ -	\$ 7,465	0.0%	
35.5678 TSSA	\$ 265,618	\$ -	\$ 339,669	\$ -	\$ 339,669	0.0%	
35.5679 Student Health & Counseling	\$ -	\$ -	\$ 51,919	\$ 3,103	\$ 55,022	0.0%	
Mental Health Add-On Grant (Carry-Fwd)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
38.5644 STEM Endorsement Center	\$ 500	\$ -	\$ -	\$ -	\$ -	0.0%	
38.5654 Period Products in Schools	\$ 113	\$ -	\$ -	\$ -	\$ -	0.0%	
38.5673 Substance Abuse	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ 4,000	0.0%	
38.5674 Suicide Prevention	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%	
38.5697 LETRS Professional Development	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
38.5813 Stipends for Future Educators	\$ 2,947	\$ 3,000	\$ -	\$ -	\$ -	0.0%	
38.5846 Innovation Grant	\$ 50,000	\$ -	\$ -	\$ -	\$ -	0.0%	
Professional Educator Licensure Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
38.5914 School Safety Specialist Stipend Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
School Safety and Support Grant	\$ 137,079	\$ -	\$ 144,446	\$ -	\$ 144,446	0.0%	
38.8070 Liquor Tax (Lunch Program)	\$ 86,081	\$ -	\$ 150,000	\$ -	\$ 150,000	0.0%	
GEARUP	\$ -	\$ -	\$ 122,800	\$ -	\$ 122,800	0.0%	
CSI	\$ -	\$ -	\$ 198,888	\$ -	\$ 198,888	0.0%	
Stronger Connections (PD)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
Prevention Block Grant	\$ -	\$ -	\$ 85,953	\$ -	\$ 85,953	0.0%	
38-5618 Early Interactive Software Program (EISP)	\$ 24,335	\$ -	\$ 19,650	\$ -	\$ 19,650	0.0%	
Total 3000:	\$10,623,874	\$ 2,188,353	\$12,768,516	\$ 39,655	\$ 12,808,171	17.1%	
4000 Federal							
42-7230 GEER II (Unpaid Lunch)	\$ 8,332	\$ -	\$ -	\$ -	\$ -	0.0%	
45-4522 IDEA Preschool	\$ -	\$ -	\$ 3,575	\$ -	\$ 3,575	0.0%	
45-4524 IDEA	\$ -	\$ -	\$ 185,487	\$ -	\$ 185,487	0.0%	
45.4524 PIP	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
45-8075a NSLP - Free & Reduced	\$ 329,252	\$ -	\$ 330,000	\$ -	\$ 330,000	0.0%	
45-8075b National School Lunch Program	\$ 60,830	\$ -	\$ 75,000	\$ -	\$ 75,000	0.0%	
45-8075c NSLP - Breakfast	\$ 58,900	\$ -	\$ 75,000	\$ -	\$ 75,000	0.0%	
45-8075d Supply Chain Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
45-8075e Kitchen Equipment Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
45-8076 Cash in Lieu	\$ 1,394	\$ -	\$ -	\$ -	\$ -	0.0%	
45-8077 Child & Adult Day Care	\$ 10,761	\$ -	\$ -	\$ -	\$ -	0.0%	
45-8079a After School Program	\$ 5,718	\$ -	\$ 11,060	\$ -	\$ 11,060	0.0%	
45-8079b Fresh Fruits and Vegetables	\$ 57,293	\$ -	\$ 34,959	\$ -	\$ 34,959	0.0%	
45-8079b Local Food for Schools	\$ 10,120	\$ -	\$ -	\$ -	\$ -	0.0%	
45-8080 Pandemic EBT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
48.7801 Title I - Remedial Services	\$ -	\$ -	\$ 285,489	\$ -	\$ 285,489	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	\$ -	\$ -	\$ 27,686	\$ -	\$ 27,686	0.0%	
48.7905 Title IV Supporting Effective Instruction	\$ 18,388	\$ -	\$ 18,957	\$ -	\$ 18,957	0.0%	
Total 4000:	\$ 560,988	\$ -	\$ 1,087,221	\$ -	\$ 1,087,221	0.0%	
Total Revenue:	\$12,149,715	\$ 2,308,099	\$14,785,343	\$ 39,655	\$ 14,824,998	15.6%	



Actuals as of: August 31, 2025 Percentage of Year: 16.7%

Budget Detail Report

Expenses

	(984 Students)	(985 Students)	985	(0 Students)	985	
	FY25 Actuals	FY26 Actuals	FY26 Budget	Changes	FY26 Forecast	% of Forecast
Debbie's Changes						
100 Salaries						
121 Principals and Assistants	\$ 629,244	\$ 127,657	\$ 812,257	\$ -	\$ 812,257	15.7%
131a Teachers	\$ 3,450,106	\$ 625,147	\$ 3,937,899	\$ -	\$ 3,937,899	15.9%
131f Stipends (Sports, other)	\$ 38,456	\$ 3,285	\$ 30,000	\$ -	\$ 30,000	11.0%
131g End of Year Bonus / Returning Bonus	\$ 43,928	\$ -	\$ 57,950	\$ -	\$ 57,950	0.0%
131h Christmas Bonus	\$ 71,772	\$ -	\$ 82,000	\$ -	\$ 82,000	0.0%
131j Stipends (Greensheets)	\$ 2,613	\$ 1,383	\$ 6,000	\$ -	\$ 6,000	23.1%
131k Stipends (flow through: ESY, School Safety)	\$ 12,909	\$ 1,421	\$ 5,000	\$ -	\$ 5,000	28.4%
131k Stipends (SHINE)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
131l HB 396 Educator Professional Time Stipend	\$ 69,351	\$ 28,951	\$ 110,000	\$ -	\$ 110,000	26.3%
131a Preschool Teachers	\$ 166,328	\$ 27,706	\$ 207,162	\$ -	\$ 207,162	13.4%
131c Special Education Director & Teachers	\$ 559,840	\$ 106,772	\$ 713,684	\$ -	\$ 713,684	15.0%
132a Substitute Teachers	\$ 112,142	\$ 18,305	\$ 95,000	\$ -	\$ 95,000	19.3%
132b PTO Cash out	\$ (28,530)	\$ (3,656)	\$ 15,000	\$ -	\$ 15,000	-24.4%
142a Counselor & Social Worker	\$ 229,271	\$ 45,294	\$ 302,183	\$ -	\$ 302,183	15.0%
142b Occupational Therapist	\$ 26,764	\$ 350	\$ 26,000	\$ -	\$ 26,000	1.3%
143 Nurse	\$ 302	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
145 Librarian	\$ 153,208	\$ 30,317	\$ 201,875	\$ -	\$ 201,875	15.0%
152 Secretarial & Clerical	\$ 234,506	\$ 46,586	\$ 281,077	\$ -	\$ 281,077	16.6%
161a Special Education TA	\$ 384,832	\$ 49,144	\$ 490,444	\$ -	\$ 490,444	10.0%
161b General Ed and At-Risk TA	\$ 134,803	\$ 16,790	\$ 26,742	\$ -	\$ 26,742	62.8%
161c Title I TA	\$ 398,222	\$ 22,060	\$ 552,645	\$ -	\$ 552,645	4.0%
161d Early Literacy (K-3) TA	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
161e Land Trust TA	\$ 44,379	\$ 6,470	\$ 100,208	\$ -	\$ 100,208	6.5%
161f Early Intervention TA	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
161g After School Program (ESSER III)	\$ -	\$ 205	\$ 103,505	\$ -	\$ 103,505	0.2%
161h Preschool Aides	\$ 91,964	\$ 11,472	\$ 90,745	\$ -	\$ 90,745	12.6%
182 Facility Support	\$ 60,900	\$ 14,577	\$ 74,024	\$ -	\$ 74,024	19.7%
184 IT Support	\$ 125,005	\$ 24,092	\$ 148,129	\$ -	\$ 148,129	16.3%
191 Food Service	\$ 431,720	\$ 38,137	\$ 499,322	\$ -	\$ 499,322	7.6%
Total 100:	\$ 7,444,035	\$ 1,242,465	\$ 8,969,851	\$ -	\$ 8,969,851	13.9%
200 Benefits						
220 Social Security	\$ 555,991	\$ 85,993	\$ 708,674	\$ -	\$ 708,674	12.1%
230 Retirement	\$ 162,377	\$ 31,116	\$ 184,758	\$ -	\$ 184,758	16.8%
241 Group Insurance	\$ 494,171	\$ 90,800	\$ 595,541	\$ -	\$ 595,541	15.2%
242 Waiver Benefit	\$ 98,125	\$ 17,000	\$ 96,000	\$ -	\$ 96,000	17.7%
270 Worker's Compensation Fund	\$ 14,900	\$ 1,390	\$ 19,266	\$ -	\$ 19,266	7.2%
280 Unemployment Insurance	\$ 12,269	\$ -	\$ 15,000	\$ -	\$ 15,000	0.0%
Total 200:	\$ 1,337,833	\$ 226,299	\$ 1,619,239	\$ -	\$ 1,619,239	14.0%
300 Prof & Technical Services						
310 Other Contracted Services	\$ 36,250	\$ -	\$ 80,000	\$ -	\$ 80,000	0.0%
320 Substitute Services	\$ 1,608	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%
330 Employee Training & Development	\$ 107,587	\$ 65,214	\$ 100,000	\$ -	\$ 100,000	65.2%
352 Audit Services	\$ 23,823	\$ -	\$ 23,000	\$ -	\$ 23,000	0.0%
345 Business Manager Services	\$ 82,511	\$ 15,452	\$ 92,718	\$ -	\$ 92,718	16.7%
347 Mental Health (Weber Health Services)	\$ 6,889	\$ -	\$ 7,500	\$ -	\$ 7,500	0.0%
347 Speech Therapy	\$ 238,139	\$ 24,150	\$ 289,800	\$ -	\$ 289,800	8.3%
347 Psychology / Behavior	\$ 11,456	\$ -	\$ 12,000	\$ -	\$ 12,000	0.0%
349 Legal	\$ 8,117	\$ 48,396	\$ 10,000	\$ -	\$ 10,000	484.0%
350 IT Services	\$ 66,016	\$ 23,459	\$ 88,000	\$ -	\$ 88,000	26.7%
350 SRO	\$ 140,176	\$ -	\$ 144,446	\$ -	\$ 144,446	0.0%
Total 300:	\$ 722,572	\$ 176,671	\$ 708,018	\$ -	\$ 852,464	20.7%
400 Purchased Property Services						
410 Garbage / Sewer / Water	\$ 45,742	\$ 15,125	\$ 61,000	\$ -	\$ 61,000	24.8%
423 Cleaning & Custodial Services	\$ 121,000	\$ 22,000	\$ 132,000	\$ -	\$ 132,000	16.7%
424 Lawn Care & Snow Removal	\$ 22,614	\$ 1,800	\$ 35,000	\$ -	\$ 35,000	5.1%
430 Repairs / Maintenance / Monitoring	\$ 204,704	\$ 59,440	\$ 135,000	\$ -	\$ 135,000	44.0%
442 Rental of Equipment & Vehicles	\$ 552	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
443 Lease of Copy Machines	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
450 Construction Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total 400:	\$ 394,612	\$ 98,365	\$ 364,000	\$ -	\$ 364,000	27.0%
500 Other Purchase Services						
517 Trips	\$ 50,508	\$ -	\$ 100,000	\$ -	\$ 100,000	0.0%
518 Field Trips (Bussing & Entrance Fees)	\$ 21,839	\$ 500	\$ 30,000	\$ -	\$ 30,000	1.7%
518 Student Activities - Aguilas Bussing	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	0.0%
518 Sports (Bussing, Fees, Tri, Weight Training)	\$ 18,237	\$ 4,548	\$ 21,000	\$ -	\$ 21,000	21.7%
520 Property & Liability Insurances	\$ 58,005	\$ 21,417	\$ 68,268	\$ -	\$ 68,268	31.4%
530 Communication (Phone & Internet)	\$ 15,360	\$ 3,127	\$ 15,049	\$ (0)	\$ 15,049	20.8%
540 Marketing	\$ 2,174	\$ 22	\$ 5,000	\$ -	\$ 5,000	0.4%
560 After School Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
580 Travel / Per Diem	\$ 16,727	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%
Total 500:	\$ 182,850	\$ 29,614	\$ 260,517	\$ (0)	\$ 260,517	11.4%

Actuals as of: **August 31, 2025** Percentage of Year: 16.7%**Budget Detail Report**

	(984 Students)	(985 Students)	985	(0 Students)	985		
	FY25 Actuals	FY26 Actuals	FY26 Budget	Changes	FY26 Forecast	% of Forecast	Debbie's Changes
600 Supplies and Materials							
610 Classroom/ Legislative Supplies	\$ 56,628	\$ 40,337	\$ 50,000	\$ -	\$ 50,000	80.7%	
610 SpEd Supplies	\$ 19,863	\$ 6,454	\$ 15,000	\$ -	\$ 15,000	43.0%	
610 Preschool Supplies	\$ 2,525	\$ 439	\$ 8,000	\$ -	\$ 8,000	5.5%	
610 After School (Hope Squad - Prevention Block)	\$ -	\$ -		\$ -		0.0%	
610 Event Supplies	\$ 16,886	\$ 1,517	\$ 17,500	\$ -	\$ 17,500	8.7%	
610 Sports Supplies	\$ 4,167	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%	
610 Clubs	\$ 8,475	\$ 4,520	\$ 9,000	\$ -	\$ 9,000	50.2%	
610 Yearbooks	\$ 10,007	\$ -	\$ 6,000	\$ -	\$ 6,000	0.0%	
610 Art Expo	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
610 Aguilas & 7 Habits	\$ 7,203	\$ 8,800	\$ 10,000	\$ -	\$ 10,000	88.0%	
610 OPA Apparel / Concessions	\$ 29,400	\$ 17,596	\$ 30,000	\$ -	\$ 30,000	58.7%	
610 Staff Meals / Appreciation / Prof Dev	\$ 26,910	\$ 5,420	\$ 30,000	\$ -	\$ 30,000	18.1%	
610 Counseling / Cultural Supplies	\$ 177	\$ -	\$ 200	\$ -	\$ 200	0.0%	
610 Board Expenses	\$ 3,904	\$ -	\$ 4,000	\$ -	\$ 4,000	0.0%	
610 Office Supplies	\$ 52,627	\$ 4,267	\$ 50,000	\$ -	\$ 50,000	8.5%	
610 Non Food Kitchen Supplies	\$ 40,134	\$ 4,779	\$ 25,000	\$ -	\$ 25,000	19.1%	
621 Natural Gas	\$ 28,231	\$ 445	\$ 40,000	\$ -	\$ 40,000	1.1%	
622 Electricity	\$ 83,914	\$ 16,356	\$ 85,000	\$ -	\$ 85,000	19.2%	
630 Lunch Program Food & Supplies	\$ 510,353	\$ 42,667	\$ 515,000	\$ -	\$ 515,000	8.3%	
641 Curriculum	\$ 89,698	\$ 84,973	\$ 105,000	\$ -	\$ 105,000	80.9%	
644 Library	\$ 16,917	\$ 15,185	\$ 15,000	\$ -	\$ 15,000	101.2%	
650 Technology Related Supplies	\$ 6,040	\$ 390	\$ 10,000	\$ -	\$ 10,000	3.9%	
670 Educational Software	\$ 50,469	\$ 9,794	\$ 30,000	\$ -	\$ 30,000	32.6%	
680 Maintenance Supplies	\$ 16,716	\$ 2,091	\$ 25,000	\$ -	\$ 25,000	8.4%	
680 Cleaning Supplies (BEAR)	\$ 15,676	\$ 1,903	\$ 15,000	\$ -	\$ 15,000	12.7%	
Total 600:	\$ 1,096,920	\$ 267,933	\$ 1,099,700	\$ -	\$ 1,099,700	24.4%	
700 Property, Equipment							
710 Land and Site Improvement	\$ 14,791	\$ 3,140	\$ 10,000	\$ -	\$ 10,000	31.4%	
720 Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
733 Furniture and Fixtures	\$ 27,448	\$ 9,332	\$ 20,000	\$ -	\$ 20,000	46.7%	
733 ECC Furniture and Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
734 Technology Related Hardware	\$ 75,152	\$ 13,859	\$ 40,000	\$ -	\$ 40,000	34.6%	
735 Non-Bus Vehicle - SRO Car	\$ 60,918	\$ -	\$ -	\$ -	\$ -	0.0%	
736 Technology Related Software	\$ 10,049	\$ 3,429	\$ 10,000	\$ -	\$ 10,000	34.3%	
738 Kitchen Equipment	\$ 6,528	\$ 658	\$ 10,000	\$ -	\$ 10,000	6.6%	
Total 700:	\$ 194,886	\$ 30,418	\$ 90,000	\$ -	\$ 90,000	33.8%	
800 Debt Service and Misc							
810 Dues and Fees	\$ 37,177	\$ 27,204	\$ 35,000	\$ -	\$ 35,000	77.7%	
812 Banking Fees	\$ 8,710	\$ 1,233	\$ 8,500	\$ -	\$ 8,500	14.5%	
850 Bond - Restricted Assets	\$ 972,459	\$ 226,445	\$ 1,237,236	\$ -	\$ 1,237,236	18.3%	
850 Contingency	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%	
890 Miscellaneous	\$ 1,660	\$ -	\$ -	\$ -	\$ -	0.0%	
Total 800:	\$ 1,020,006	\$ 254,882	\$ 1,300,736	\$ -	\$ 1,300,736	19.6%	
Total Expenses:	\$12,393,714	\$ 2,326,647	\$14,412,061	\$ (0)	\$ 14,556,507	16.0%	\$ -
Net Income:	\$ (243,999)	\$ (18,548)	\$ 373,282	\$ 39,655	\$ 268,492		\$ 120,000.00
				MADS Goal 1.30	1.22		1.10
Reserve Funds Used in Year:				Goal w/respect to MADS	\$ 371,171	Diff:	\$ (102,679.1)
Fund Reserve:							
					119986		
					\$ 148,506		\$ 28,505.70
					1.11		

Coversheet

TSSA Budget Plan

Section:	II. Finance
Item:	B. TSSA Budget Plan
Purpose:	Vote
Submitted by:	
Related Material:	FY26_TSSA_Budget.pdf



OGDEN PREPARATORY ACADEMY

FY26 TSSA Budget Plan

Description	Amount
Total Allocation:	\$339,669.00
Salaries (40%)	\$135,867.60
Librarians	\$201,875.00
Technology Specialists	\$98,274.00

Coversheet

Snow Removal

Section:	II. Finance
Item:	C. Snow Removal
Purpose:	Vote
Submitted by:	
Related Material:	Rubicon Gold EST-RU4726.pdf Rubicon Platinum EST-RU5174.pdf Earth Works_Snow_Contract.pdf



PO Box 1743
Bountiful UT 84011
United States

Estimate
#EST-RU4726
7/23/2025

Bill To

Ogden Preparatory Academy
1487 Lincoln Ave
Ogden UT 84404
United States

Ship To

Ogden Preparatory Academy
1487 Lincoln Ave
Ogden UT 84404
United States

Management Company	Customer #	Memo	Sales Rep	Expires
C12223 Ogden Preparatory Academy	C12223	Snow Services 2025	Ramiro Meredith	8/22/2025

QTY	MTH BEG	MTH END	Frequency	Rate	Amount
1	October	Thru March	As Needed	\$22,348.13	\$22,348.13

Gold Service Level

Site will be visited and monitored at 60% chance of snow forecasted and above. Site will be plowed and salted at a trace of snow (1" or less). Moderate salt/ice melt applications per visit. Pre, post, and mid-storm salt/ice melt applications and site visits will occur to manage ice build up. Snow will be cleared well to open traffic ways and parking stalls, but not cleared with curb-to-curb service. Crews will be on call 24/7.

Snow plowing/de-icing pre storm, during, and post storm. Salt/ice melt billed separately. Price is for parking lot and sidewalk. This price does not include replacement of plants, sod, sprinklers, and small damages caused by plowing services. Normal wear and tear of property is expected due to the nature of the services.

Estimated Monthly Billing: \$3,724.69

October	Thru	March	As Needed
Sidewalk Service			
Clearing sidewalks/cleanup/de-icing/site visit/ice checks with shovel or blower: pre-storm, during, and post-storm.			

October	Thru	March	As Needed
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Salt
RATE: \$0.15 per pound

Salt application to parking lot areas with a 500 pound minimum application per visit. This price does not include replacement of plant, sod, concrete or asphalt damage caused by deicing materials. Labor not included. Amount of salt applied will vary based on the conditions of the property and the storm. Salt will be applied pre, post, and mid storm.

October	Thru	March	As Needed
Ice Melt RATE: \$0.25 per pound			
Ice melt application to sidewalks and concrete areas with a 150 pound minimum application per visit. This price does not include replacement of plant, sod, concrete or asphalt damage caused by deicing materials. Labor not included. Amount of ice melt applied will vary based on the conditions of the property and the storm. Ice melt will be applied pre, post, and mid storm.			



PO Box 1743
Bountiful UT 84011
United States

Estimate
#EST-RU4726
7/23/2025

QTY	MTH BEG	MTH END	Frequency	Rate	Amount
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By signing this estimate, you are acknowledging that all T&M (Time and Material or Hourly) services listed will be performed in accordance with the listed months and frequencies indicated at their presented hourly rates. All services are billed in the months services are scheduled. Weekly services are billed in equal monthly amounts, calculated at an average number of weeks per month for the duration of the service. Invoices are dated the 1st of the month beginning with the month services commence.

*The Contractor will perform the services professionally and make all reasonable efforts to maintain the customer-designated areas in accordance with the selected Snow Removal Expectation. The Customer understands and agrees that the services provided are subject to weather conditions and acts of God that are beyond the Contractor's control. As such, the Contractor does not guarantee that all ice and snow will be completely removed at all times, or in all areas of the customers property, and that there is no risk of slip or falls.

Subtotal \$22,348.13

Tax Total (%)

Discounts

Total **\$22,348.13**

Name: _____ Sign: _____ Date: _____

The pricing above is a reflection of the RFP provided by the company. Any changes to this estimate need to be discussed with your sales rep prior to acceptance of the estimate. If there are changes post endorsement, they will need to be agreed upon in the form of a change order.

You may not disclose this estimate or its contents to anyone, except to your officers, directors, partners, employees, attorney, accountants, and financial advisors, or as required by applicable law.

This estimate is a supporting document to any previously signed Construction Agreement provided by either the company or contractor. All terms and conditions of that agreement are applicable to the services represented in this estimate.

By endorsing this estimate, you are legally stating that you are an authorized representative for the company and agree to payment in full for services listed upon completion of the project according to the terms and conditions of the Construction Agreement.

In addition, by signing this estimate, you hereby authorize the contractor to begin physical completion, cost incursions, and all required efforts to complete these proposed services.

This estimate is only valid for 30 days. Once the expiration date has been met you will be provided a new estimate upon request that will reflect adjusted pricing as needed.



PO Box 1743
Bountiful UT 84011
United States

Estimate
#EST-RU5174
9/4/2025

Bill To

Ogden Preparatory Academy
1487 Lincoln Ave
Ogden UT 84404
United States

Ship To

Ogden Preparatory Academy
1487 Lincoln Ave
Ogden UT 84404
United States

Management Company	Customer #	Memo	Sales Rep	Expires
C12223 Ogden Preparatory Academy	C12223	Snow Services 2025 - Platinum Option	Ramiro Meredith	10/4/2025

QTY	MTH BEG	MTH END	Frequency	Rate	Amount
1	October	Thru March	As Needed	\$33,522.26	\$33,522.26

Platinum Service Level

Site will be visited and monitored at 30% chance of snow forecasted and above. Crews will be on site before snow accumulates. Zero tolerance for slip and falls. Heavy salt/ice melt applications per visit. Pre, post, and mid-storm salt/ice melt applications and site visits will occur to manage ice build up. Site should be curb-to-curb and be in pristine condition post-storm. Snow hauling off site available upon request possible to keep property clear of large snow piles. Crews will be on call 24/7.

Snow plowing/de-icing pre storm, during, and post storm. Salt/ice melt billed separately. Price is for parking lot and sidewalk. This price does not include replacement of plants, sod, sprinklers, and small damages caused by plowing services. Normal wear and tear of property is expected due to the nature of the services.

Estimated Monthly Billing: \$5,587.04

October	Thru	March	As Needed
Sidewalk Service			
Clearing sidewalks/cleanup/de-icing/site visit/ice checks with shovel or blower: pre-storm, during, and post-storm.			

October	Thru	March	As Needed
Salt			
RATE: \$0.15 per pound			
Salt application to parking lot areas with a 500 pound minimum application per visit. This price does not include replacement of plant, sod, concrete or asphalt damage caused by deicing materials. Labor not included. Amount of salt applied will vary based on the conditions of the property and the storm. Salt will be applied pre, post, and mid storm.			

October	Thru	March	As Needed
Ice Melt			
RATE: \$0.25 per pound			
Ice melt application to sidewalks and concrete areas with a 150 pound minimum application per visit. This price does not include replacement of plant, sod, concrete or asphalt damage caused by deicing materials. Labor not included. Amount of ice melt applied will vary based on the conditions of the property and the storm. Ice melt will be applied pre, post, and mid storm.			



PO Box 1743
Bountiful UT 84011
United States

Estimate
#EST-RU5174
9/4/2025

QTY	MTH BEG	MTH END	Frequency	Rate	Amount
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By signing this estimate, you are acknowledging that all T&M (Time and Material or Hourly) services listed will be performed in accordance with the listed months and frequencies indicated at their presented hourly rates. All services are billed in the months services are scheduled. Weekly services are billed in equal monthly amounts, calculated at an average number of weeks per month for the duration of the service. Invoices are dated the 1st of the month beginning with the month services commence.

*The Contractor will perform the services professionally and make all reasonable efforts to maintain the customer-designated areas in accordance with the selected Snow Removal Expectation. The Customer understands and agrees that the services provided are subject to weather conditions and acts of God that are beyond the Contractor's control. As such, the Contractor does not guarantee that all ice and snow will be completely removed at all times, or in all areas of the customers property, and that there is no risk of slip or falls.

Subtotal \$33,522.26

Tax Total (%)

Discounts

Total **\$33,522.26**

Name: _____ Sign: _____ Date: _____

The pricing above is a reflection of the RFP provided by the company. Any changes to this estimate need to be discussed with your sales rep prior to acceptance of the estimate. If there are changes post endorsement, they will need to be agreed upon in the form of a change order.

You may not disclose this estimate or its contents to anyone, except to your officers, directors, partners, employees, attorney, accountants, and financial advisors, or as required by applicable law.

This estimate is a supporting document to any previously signed Construction Agreement provided by either the company or contractor. All terms and conditions of that agreement are applicable to the services represented in this estimate.

By endorsing this estimate, you are legally stating that you are an authorized representative for the company and agree to payment in full for services listed upon completion of the project according to the terms and conditions of the Construction Agreement.

In addition, by signing this estimate, you hereby authorize the contractor to begin physical completion, cost incursions, and all required efforts to complete these proposed services.

This estimate is only valid for 30 days. Once the expiration date has been met you will be provided a new estimate upon request that will reflect adjusted pricing as needed.



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

Snow Removal Agreement

Prepared by: Office Admin
Email: office@earthworksinc.net

Created Date: 6 Sep 2025

Company: Ogden Preparatory Academy
Address: 1435 Lincoln Avenue, Ogden, UT, USA
Phone: 8016272066
Email: wdangel@ogdenprep.org

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 10/01/2025 through 04/30/2026

Service	Per App
Driving and Parking Areas	\$300.00
Sidewalks	\$325.00
Salt Application	\$180.00
Magnesium Chloride Blend Application	\$113.00

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

Elementary Bathroom Vents

Section:	II. Finance
Item:	D. Elementary Bathroom Vents
Purpose:	Vote
Submitted by:	
Related Material:	Jensen venting Estimate #170123.pdf



PROPOSAL

Jenson Lighting Maintenance & Crane
P.O. Box 1745
Draper, UT 84020
Phone: (801) 262-2800

Customer #	Estimate Date	Estimate #
13607	8/26/2025	170123

Bill To:

Ogden Preparatory Academy
 1415 Lincoln Ave
 Ogden, UT 84405

Service Location:

Ogden Preparatory Academy
 1435 Lincoln Avenue
 Ogden, UT 84401

Contract Details

Jenson Refrigeration is pleased to offer pricing to replace the ceiling exhaust fans. The existing exhaust fan motor is failing and producing excessive noise during operation. Additionally, the current unit does not provide adequate airflow to properly ventilate the space. Replacement of the exhaust fan motor and upgrading the unit to one with higher airflow capacity is recommended to restore proper ventilation and prevent further equipment failure. Lead time is 3-4 business days. Lead times and pricing are subject to change due to evolving tariffs and market conditions. Quote is based on current pricing; however, suppliers and manufacturers may not be able to honor previously quoted prices, as costs can fluctuate due to limited supply and shipping delays. Please review the following:

75% Down due upon approval

Qty	Description	Unit Amount	Tax	Total
28	Micah, Labor to replace the ceiling exhaust fans.	\$105.00	Y	\$2,940.00
10	Exhaust Fan: Ceiling, 200 cfm	\$376.86	Y	\$3,768.60
1	Exhaust Fan: Ceiling, 110 cfm	\$205.68	Y	\$205.68
10	Reducer 6"x4"	\$27.95	Y	\$279.50
1	11" Nylon Wire	\$27.49	Y	\$27.49
1	Ductboard Tape	\$54.61	Y	\$54.61
1	Hardware & Electrical	\$156.18	Y	\$156.18
4	Truck Charge	\$65.00	Y	\$260.00

Please note that freight is not included in this proposal and will be additional if necessary.

Lead times are subject to change and based on manufacturer supply/stock. Diagnostic is not included in prices listed above and will be invoices separately unless otherwise noted. Thank you for the opportunity to offer pricing on this project!

Subtotal: \$7,692.06

Sales Tax: \$0.00

Estimate Total: \$7,692.06

Retainage held until job completion:

 Representative Signature

 Date

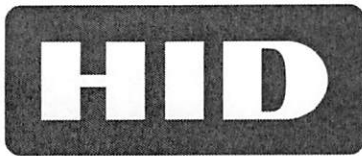
 Customer Signature

 Date

Coversheet

Live Scan Equipment

Section:	II. Finance
Item:	E. Live Scan Equipment
Purpose:	Vote
Submitted by:	
Related Material:	HID Live Scan.pdf Dataworks Live Scan.pdf PrintScan Live Scan.pdf



Owned By: Donald Sutton

Cell: (647) 746-7559

Phone:

Email: don.sutton@hidglobal.com

Quote Number: SQ-2025-QTO-258676

Revision No.: 1

Approval Date: 09/16/2025

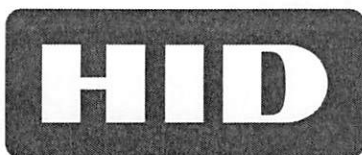
Expiration Date: 12/14/2025

Quote Description:

Currency: USD

Customer Bill To: Ogden Preparatory Academy -
UT**Customer Ship To:** Ogden Preparatory Academy -
UT**Contact Name:** Nathan Deem**Contact Name:** Nathan Deem**Address:** 1415 Lincoln Avenue
Ogden
Utah
84404
United States**Address:** 1415 Lincoln Avenue
Ogden
Utah
84404
United States

#	Item	Description	Qty	Sale Price Each	Extended Sale Price
1	920191-01	SHIPPING ASSEMBLY, GUARDIAN 200, LSE RUNTIME LICENSE, SPOOF DETECTION LICENSE, SILICONE MEMBRANE - IAM MSRP Price List	1	\$3,559.50	\$3,559.50
2	930173	CMT ADVANTAGE MAINT, YR 1, HW - GUARDIAN 100, GUARDIAN 200, GUARDIAN 300, DEVICE ONLY DOMESTIC - 12 months - IAM MSRP Price List	1	\$427.50	\$427.50
3	925245-003	WORKSTATION LAPTOP FOR USB 10 PRINT LIVESCAN W/LSMS - IAM MSRP Price List	1	\$3,531.37	\$3,531.37
4	930158	CMT ADVANTAGE MAINT,YR 1, HW, ALL SYSTEM PERIPHERALS INTEGRATED AND PROVIDED BY CMT, DOMESTIC - 12 months - IAM MSRP Price List	1	\$324.00	\$324.00
5	850391-049	SOFTWARE, LSMS CONFIGURATION, UTAH BCI - IAM MSRP Price List	1	\$0.00	\$0.00



6	850181-049	SOFTWARE, SUBMISSION, UTAH - IAM MSRP Price List	1	\$567.00	\$567.00
7	950083	CMT ADVANTAGE MAINT,YR 1, STANDARD CMT SW, LSMS - 12 months - IAM MSRP Price List	1	\$340.20	\$340.20
8	950084	CMT ADVANTAGE MAINT,YR 1,STANDARD CMT SW, LSMS SUBMISSION SOFTWARE - 12 months - IAM MSRP Price List	1	\$113.40	\$113.40
9	BIO-IMP-OS-CONUS-FDAY	IMPLEMENTATION, ON-SITE IN CONTINENTAL US, FIRST DAY - IAM MSRP Price List	1	\$3,890.00	\$3,890.00
10	BIO-PUB-FREIGHT	FREIGHT CHARGES (116) - IAM MSRP Price List	1	\$60.00	\$60.00

\$12,812.97

Product(s) may require an export license if being shipped outside of the United States of America. Please consult your Account Manager for more information.

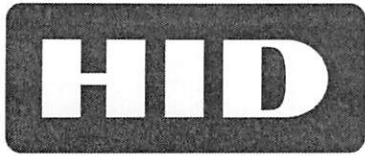
Please note: when Volume Pricing is quoted, the Discount Percentage will apply to the Quantity Tier ordered, and this may not match the Quantity Tier quoted.

BUDGETARY QUOTE

This quote is for estimate purposes only and is not a legally binding agreement between the parties. All HID customers must complete an onboarding and credit review process prior to purchase. Unless a separate written and mutual agreement is entered into by the parties, purchase of products and/or services shall be subject to the applicable terms and conditions located at: <https://www.hidglobal.com/sales-policy>.

UNLESS A SEPARATE WRITTEN AND MUTUALLY EXECUTED AGREEMENT IS CURRENTLY IN FORCE BETWEEN HID AND PURCHASER, PURCHASE OF THE PRODUCTS AND/OR SERVICES LISTED ABOVE IS GOVERNED BY THE APPLICABLE TERMS AND CONDITIONS LOCATED AT WWW.HIDGLOBAL.COM/SALES-POLICY ("HID TERMS AND CONDITIONS")

Contract Accepted By:



Authorized Signatory

Signature: _____

Printed Name: _____

Title: _____

Date: _____



728 N. Pleasantburg Dr., Greenville, SC 29607
864-672-2780 | dataworksplus.com

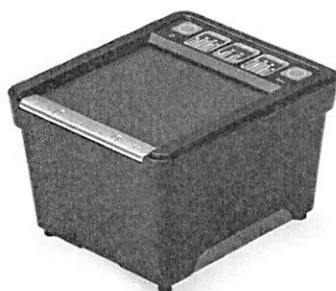
Re: LiveScan Plus™ for Utah submission

Dear Customer,

I would like to thank you for your interest in the DataWorks Plus family of imaging products for biometrics and identification. We are pleased to provide your agency with the following quotation for a Kojak or Patrol ID Ten Print Applicant LiveScan system.

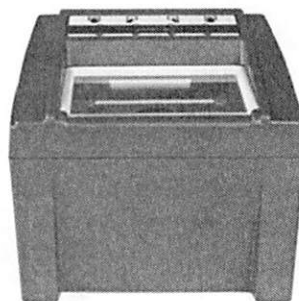
Integrated Biometrics Kojak Scanner

Complete System with PC and Scanner



CrossMatch Patrol ID

Complete System with PC and Scanner



To place an order, please fill out the order form in this document. Order Instructions are detailed on the order form.

If you have any questions regarding this quote or the order form, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink, reading "Todd Pastorini".

DataworksPlus

Todd Pastorini

Executive Vice President and General Manager

(925)626.8929 | TPastorini@dataworksplus.com

General Information & Instructions for Order Form

1

Agency Information

Complete the items in the Agency Information section.

2

Device Selection

Complete the items in the Device Selection Section.

3

Additional Options

Complete the items in the Additional Options Section. Choose any additional upgrades you would like to be included with your solution.

DataWorks Plus Livescan Order Form

After completing the required fields, save and send it by email to tpastorini@dataworksplus.com, or fax to 864-672-2787.

1

Agency Information

Please fill in the following:

Agency: _____

Contact: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

2

Device Selection

Choose a Ten Print Based System:

- Desktop
- Laptop w/Carrying Case

RESET FORM

Desktop Solutions

Check Box To Add	DESCRIPTION	QTY	UNIT COST	TOTAL
<input type="checkbox"/>	INTEGRATED BIOMETRICS KOJAK: LIVESCAN PLUS™ TEN PRINT BASED SYSTEM <u>Price Includes:</u> Hardware: <ul style="list-style-type: none"> • Dell Micro PC 7020 <ul style="list-style-type: none"> ◊Intel® Core™ i5 Processor ◊16 GB RAM ◊UHD Graphics 630 & Integrated Network Card ◊1 TB Samsung 860 EVO SSD ◊2 TB 3.5" Serial-ATA (7,200 RPM) Hard Drive ◊Microsoft® Windows 11 Pro 64 Bit ◊No Optical Drive ◊Mini Chassis • ViewSonic 24" Monitor • Dell Mouse and Keyboard Software: <ul style="list-style-type: none"> • LiveScan Plus™ Client Edition (includes applicant TOT) • LiveScan Plus™ 500 PPI Fingerprint Scanner with TenPrint Capture • Microsoft SQL Server Remote Installation & Video Training		\$5,100.00	
<input type="checkbox"/>	CROSSMATCH PATROL: LIVESCAN PLUS™ TEN PRINT BASED SYSTEM <u>Price Includes:</u> Hardware: <ul style="list-style-type: none"> • Dell Micro PC 7020 <ul style="list-style-type: none"> ◊Intel® Core™ i5 Processor ◊16 GB RAM ◊UHD Graphics 630 & Integrated Network Card ◊1 TB Samsung 860 EVO SSD ◊2 TB 3.5" Serial-ATA (7,200 RPM) Hard Drive ◊Microsoft® Windows 11 Pro 64 Bit ◊No Optical Drive ◊Mini Chassis • ViewSonic 24" Monitor • Dell Mouse and Keyboard Software: <ul style="list-style-type: none"> • LiveScan Plus™ Client Edition (includes applicant TOT) • LiveScan Plus™ 500 PPI Fingerprint Scanner with TenPrint Capture • Microsoft SQL Server Remote Installation & Video Training		\$5,550.00	
			TOTAL	0

RESET FORM

Laptop Solutions (includes laptop and hard carrying case)

Check Box To Add	DESCRIPTION	QTY	UNIT COST	TOTAL
<input type="checkbox"/>	Integrated Biometrics Kojak: LiveScan Plus™ Ten Print Based System <u>Price Includes:</u> Hardware: <ul style="list-style-type: none"> Dell Laptop <ul style="list-style-type: none"> Intel AX211 Wi-Fi 6/6E Wireless Adapter Microsoft® Windows 11 Pro 64 Bit HD (19220x1080) WLED backlight with microphone and camera 3 Cell (41 Whr) battery 65 W A/C Adapter Additional 1 TB Drive Bluetooth 4.1 No Optical Drive Included Dell Mouse Hard Shell Carrying Case Software: <ul style="list-style-type: none"> LiveScan Plus™ Client Edition (includes applicant TOT) LiveScan Plus™ 500 DPI Fingerprint Scanner with TenPrint Capture Microsoft SQL Server Remote Installation & Video Training		\$5,600.00	
<input type="checkbox"/>	CrossMatch Patrol: LiveScan Plus™ Ten Print Based System <u>Price Includes:</u> Hardware: <ul style="list-style-type: none"> Dell Laptop <ul style="list-style-type: none"> Intel AX211 Wi-Fi 6/6E Wireless Adapter Microsoft® Windows 11 Pro 64 Bit HD (19220x1080) WLED backlight with microphone and camera 3 Cell (41 Whr) battery 65 W A/C Adapter Additional 1 TB Drive Bluetooth 4.1 No Optical Drive Included Dell Mouse Hard Shell Carrying Case Software: <ul style="list-style-type: none"> LiveScan Plus™ Client Edition (includes applicant TOT) LiveScan Plus™ 500 DPI Fingerprint Scanner with TenPrint Capture Microsoft SQL Server Remote Installation & Video Training		\$6,050.00	

TOTAL 0

3

Additional Options

Complete the items in the Additional Options Section. Choose any additional upgrades you would like to be included with your solution.

RESET FORM

Check Box To Add	DESCRIPTION	QTY	UNIT COST	TOTAL
<input type="checkbox"/>	LEXMARK MS821DN PRINTER <ul style="list-style-type: none"> FBI Certified Duplex Networked Card Printer Includes one (1) paper tray and an additional paper input Accuprint 		\$1,300.00	
<input type="checkbox"/>	ONSITE TRAINING <ul style="list-style-type: none"> Training classes are always a quantity of one, regardless of the number of devices purchased. 		\$1,800.00	
<input type="checkbox"/>	MAGTEK MAGSTRIPE READER & DRIVER'S LICENSE IMPORT INTERFACE		\$850.00	

Quoted pricing includes the following services:

TOTAL 0

Shipping, Integration with Peer Provider, and Remote Installation.

Delivery approximately 30 days after receipt of order.

GRAND TOTAL 0

Twelve-month Premium Plus warranty, commencing at delivery

Video Training

Additional engineering effort by DataWorks Plus beyond the scope of the standard product will be charged at our standard rate of \$220 per hour, plus any related travel or administrative expenses.

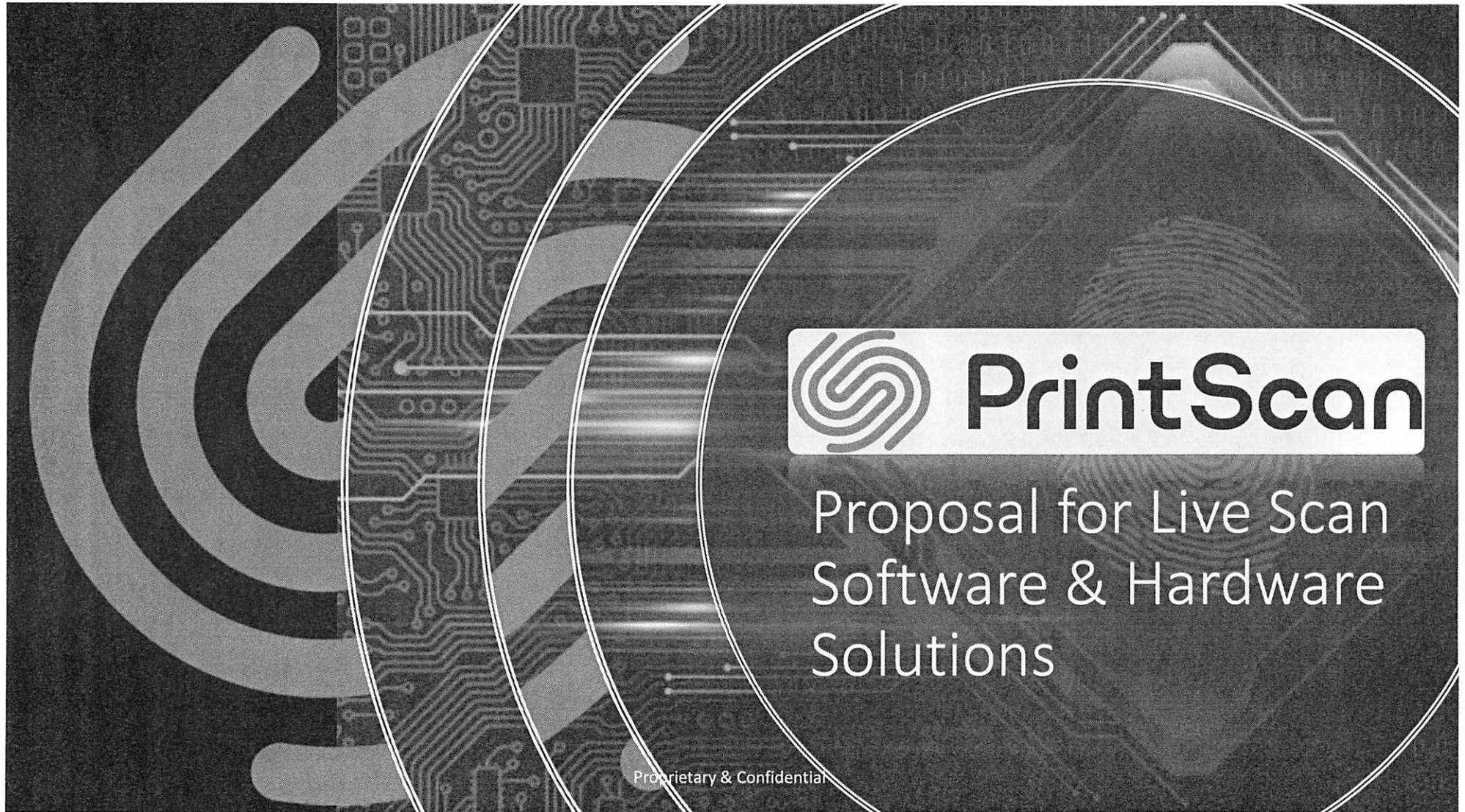
Upon expiration of warranty for the above equipment, Standard Maintenance for the first year will be available at 12% of the system list price, and is renewable annually thereafter at then current pricing. Standard maintenance support includes 8 x 5 Monday through Friday with next day onsite support and includes repair or replacement of failed parts and software maintenance. Premium Plus Maintenance will be offered for 14% of the system list price for upgraded 24 x 7 coverage.

DataWorks Plus believes in ensuring that your data is secure. As such, all DataWorks Plus employees must pass an FBI background check as part of our hiring process. DataWorks Plus understands that agencies have their own background processes and will comply with standard vendor background checks for employees either participating in the install or on-going maintenance. Standard vendor background checks include fingerprints, employment history, local, state and/or FBI checks. Extensive background processes beyond what is considered a standard check will be at the sole financial responsibility of the agency and should be coordinated with DataWorks Plus for scheduling and billing.

DataWorks Plus appreciates the opportunity to present this proposal, which will be valid for 90 days, after which availability and prices are subject to change. To confirm your requisition, please submit your purchase order within this time frame. Prices are exclusive of any and all state, or local taxes, or other fees or levies. This quote is subject to the following conditions:

1. 50% payment due with Purchase Order
2. 50% payment due at installation.
3. Payment net thirty (30) days from receipt of invoice.
4. Warranty begins at delivery.

Thank you for completing this form. Please save and send it by email to tpastorini@dataworksplus.com, or fax to 864-672-2787.

The background of the slide features a dark, textured design with a circuit board pattern. On the left, there are large, overlapping, semi-transparent circular shapes. In the center-right, the PrintScan logo is displayed, consisting of a stylized fingerprint icon and the text "PrintScan". Below the logo, the text "Proposal for Live Scan Software & Hardware Solutions" is written in a large, white, sans-serif font. At the bottom center, the text "Proprietary & Confidential" is written in a smaller, white, sans-serif font.

PrintScan

Proposal for Live Scan
Software & Hardware
Solutions

Proprietary & Confidential



PrintScan Company Overview

PrintScan Fingerprinting offers professional Live Scan and fingerprinting services and biometric software and hardware Live Scan solutions.

PrintScan Live Scan systems are fully certified by

- Federal Bureau of Investigation (FBI)
- Financial Industry Regulatory Authority (FINRA)
- Florida Department of Law Enforcement (FDLE)

PrintScan specializes in customizing Live Scan solutions for:

- Existing businesses to add fingerprinting services
- Individuals seeking new business ventures
- Businesses that require fingerprinting for in-house purposes

Proprietary & Confidential

PrintScan

Software Solutions

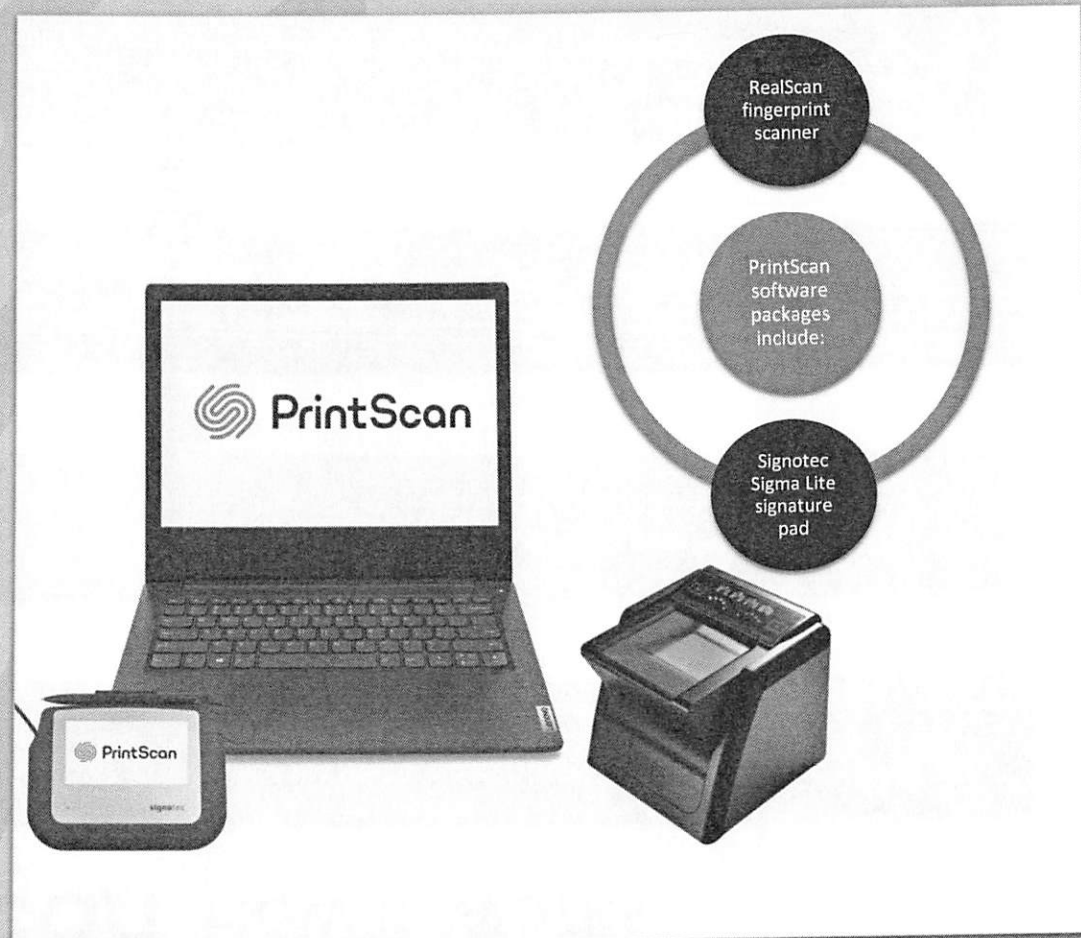
Live Scan Capabilities:

- ATF EFT
- Department of State
- FBI Background Check
- FINRA
- FDLE/AHCA – State of Florida
- SWFT
- Utah State
- Arkansas State
- Fingerprint Archiving

Additional Software Capabilities:

- Fingerprint Card Printing
- Passport Photo Capture and Print

*Packages do not include computer, webcam, or printer.



Proprietary & Confidential

PrintScan How it Works

PrintScan software will be installed on a Windows computer owned by the partner, who will perform their own fingerprint collection.



PrintScan will provide remote installation and training which is included in the cost of the enrollment software. Installation includes the configuration of printers for fingerprint card and passport photo printing.



PrintScan will provide the partner with the ability to incorporate their logo in the software at no additional cost.



Partners will market their own businesses and sell the available fingerprinting and Live Scan services. PrintScan will invoice monthly for transactions processed. Invoices are Net 30.

Proprietary & Confidential



PrintScan Software/Hardware Pricing

Note: This is a sample list of pricing. Please contact Sales for a full and updated pricing list.


Product/Service	Price
<u>PrintScan License for Fingerprint Enrollment Software:</u>	
<ul style="list-style-type: none"> • Live Scan Fingerprint Capture • All Transaction Types Store & Forward • Photo Printing Capabilities 	\$3,405
Card Printing Capabilities	\$500
RealScan-G10 Fingerprint Scanner	\$1,000
Signotec Signature Pad	\$150
Packing & Ground Shipping with Insurance	\$200
Implementation, Installation, & Training	\$250
One Year Technical Support & Upgrades	\$495
Grand Total	\$6,000
Annual Technical Support & Upgrades (After Year One)	\$495

Store &
Forward
Revenue Share

Transaction
Fees

\$20	ATF EFT Live Scan
\$20	Department of State
\$35	FBI Background Check
\$30	FBI Background Check: Authorized Recipient
\$15	FINRA - Financial Industry Regulatory Authority
\$10	FDLE - Florida Department of Law Enforcement
\$30	SWFT
\$35	Utah State
\$10	Arkansas State
\$10	Archival Implementation Fee
\$20	One Year Archive
\$60	Five Year Archive
\$150	Lifetime Archive
\$100	FBI Apostille Service - Standard (6-10 weeks processing time)
\$30	USPS First Class Mail Shipping & Handling for Fingerprint Cards Only
\$40-\$150	Ground, Priority Mail, Express, and International Shipping

Proprietary & Confidential



PrintScan Retail Pricing Suggestions

Please be advised these are just suggested prices. You can charge anything you want, but you should research retail prices in your area to be able to compete.

Service	Partner Price	Suggested Retail
ATF EFT Live Scan	\$20	\$45-\$55
Department of State	\$20	\$45-\$55
FBI Background Check	\$35	\$75-\$90
FBI Background Check: Authorized Recipient	\$30	\$50-\$60
Fingerprint Cards – Includes 2 Cards**	\$30	\$70-\$85
FINRA – Financial Industry Regulatory Authority	\$15	\$30-40
FDLE – Florida Department of Law Enforcement	\$10	\$30 - \$50 + ORI Fee
SWFT	\$30	\$70-\$85
Utah State	\$35	\$45 - \$55
Arkansas State	\$15	\$20-\$30
One Year Archive*	\$20	\$30 - \$45
Five Year Archive*	\$60	\$80 - \$100
Lifetime Archive*	\$150	\$200 - \$250

*There is an archival implementation fee of \$10, the suggested retail price includes the amount.

**Partner price fee applies when fingerprint cards are printed and processed by PrintScan.

Proprietary & Confidential



PrintScan Shipping & Handling Fees

For Fingerprint Card Printing (2 copies)

You are ***not*** charged to print your own fingerprint cards at your location, but to support your fingerprinting business, PrintScan offers the service of fingerprint card printing (\$30) plus shipping and handling (\$30-150):

- When a printer is unavailable at your location, PrintScan can print and processes the cards, then we ship them directly to your fingerprint applicant.
- When a fingerprint applicant would like their archived fingerprints printed and shipped to them.

Shipping Options	Fee (\$)
USPS First-Class Mail	\$30
USPS Priority Mail	\$55
Federal Express	\$80
UPS Ground	\$40
DHL International	\$150

Disclaimer: PrintScan is not responsible for any delays or lost packages once your fingerprint cards have been mailed out. Shipping times depend on the shipping carrier.

Proprietary & Confidential



PrintScan Shipping & Handling Fees

For FBI Background Check (Hard copies)

When a fingerprint applicant requests to have their FBI Background check emailed **and** printed on a tamper proof hard copy, PrintScan will process the shipping and handling with tracking.

Apostilles

Every Apostille requires a tamper-proof copy of the applicants FBI results and is shipped via UPS Ground.

Shipping Options	Fee (\$)
USPS Priority Mail	\$55
Federal Express	\$80
UPS Ground - For Apostille copies	\$40

Disclaimer: Results may only be disseminated within the United States or its territories to the authorized individual (AI) or AI's attorney. PrintScan is not responsible for any delays or lost packages once your fingerprint cards have been mailed out. Shipping times depend on the shipping carrier.

Proprietary & Confidential

PrintScan Frequently Asked Questions

What is the expected volume in my area?

- If you plan to offer fingerprinting as a service to the public, the volume of applicants you see will ultimately depend on how well you are marketing your business. Your marketing must target the specific customers who require your services, including web searches that are specific to FBI fingerprinting, FINRA fingerprinting, Florida fingerprinting, ATF, and fingerprint card services.

How much money will I earn?

- The revenue generated from fingerprinting services will directly correlate to how well you are marketing. The profits expected should be in the range of \$20-\$50 per person and higher for Apostille services! The state where you are located is also a factor. Every single state determines independently how they process fingerprints for state regulated agencies. In states where there is an exclusive Live Scan contract, a large majority of individuals who need to be fingerprinted, will need to use the state's exclusive vendor for anything state regulated.

What kind of computer, printer, and webcam do I need?

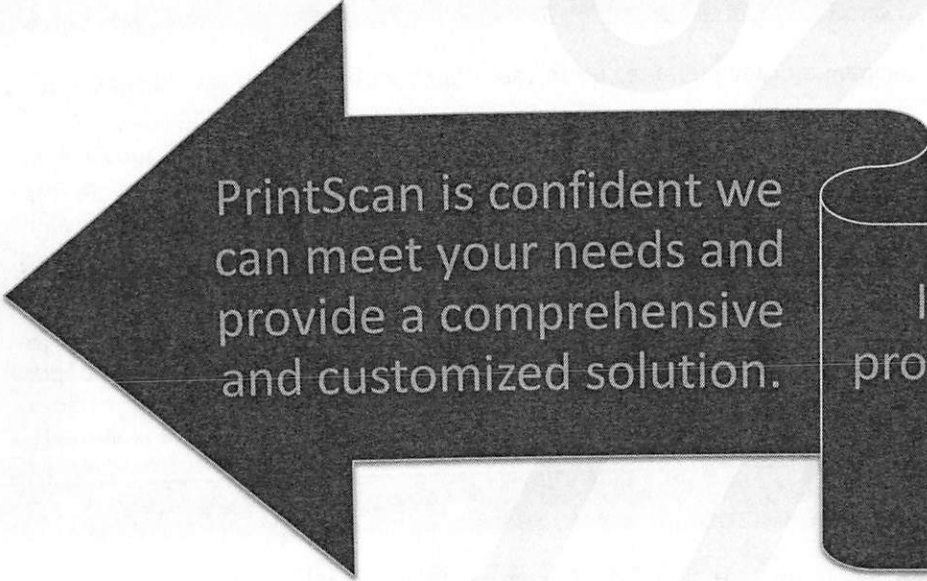
- The following link contains minimum computer specs as well as recommended FBI certified printer models. If you are in the State of California, please contact us for the most updated system requirements.
<https://www.printscan.com/system-requirements>
- For a webcam, we recommend a 1080p resolution camera. Example webcam ([Link](#)).

Do you offer financing or rental equipment?


- No. Financing options are unavailable at this time and we do not rent equipment.

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Thank you for your consideration!



PrintScan is confident we can meet your needs and provide a comprehensive and customized solution.



If you have questions on this proposal, feel free to contact us at your convenience:
sales@printscan.com



PrintScan

Proprietary & Confidential
Version 1.5

Coversheet

Administrative Board Report

Section:	III. Administrative Business
Item:	A. Administrative Board Report
Purpose:	FYI
Submitted by:	
Related Material:	Administrative Board Report September 2025.pdf

ADMINISTRATIVE BOARD REPORT

September 2025



OGDEN PREPARATORY
ACADEMY

Early Childhood Center

Happenings:

- We have started a story-a-month club. Each month, a teacher reads their favorite book, and it is sent to parents via social media or the OPA APP.
- Catapult Learning came and provided some great suggestions on implementing small-group instruction.
- Working through the beginning-of-year struggles with behavior.



ADMINISTRATIVE BOARD REPORT

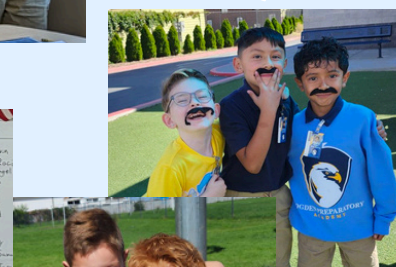
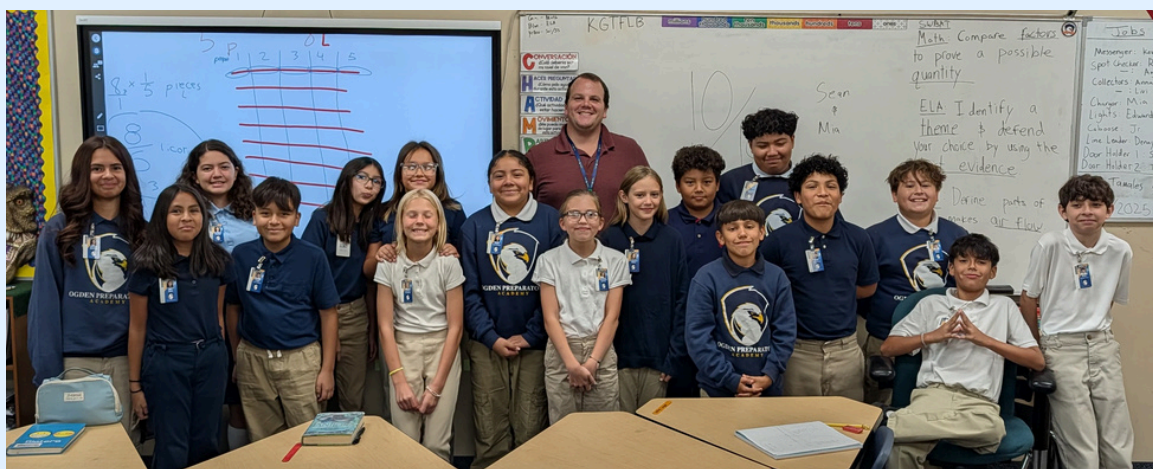
September 2025



OGDEN PREPARATORY
ACADEMY

Elementary Updates

- **OPA Clubs**
 - Started last week
 - 13 different clubs
 - Knitting, Choir, Book club, Recorders, Nature, Japanese, and more!
 - 165 students participating
- **New Teachers**
 - Thomas Hawes & Carlee Jensen - 6th grade



ADMINISTRATIVE BOARD REPORT

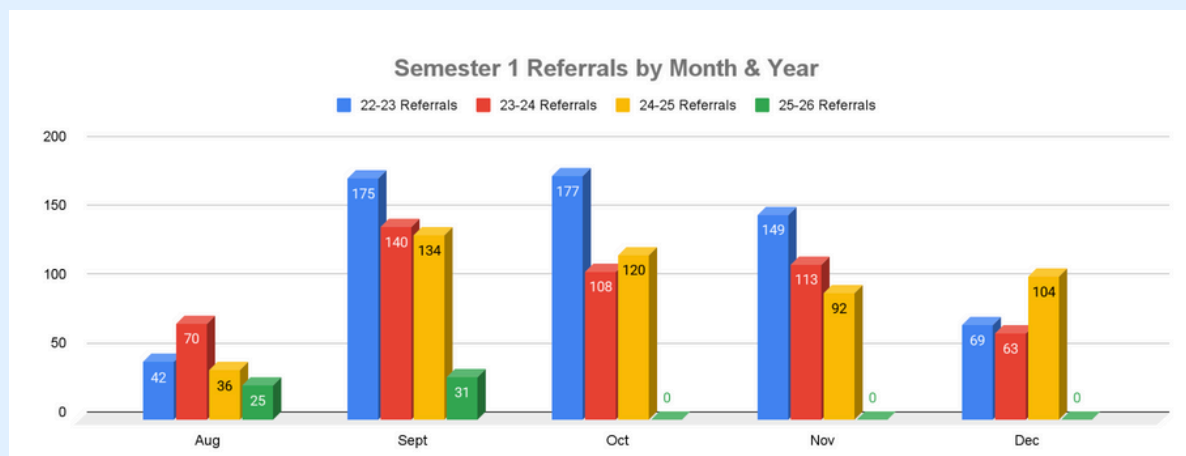
September 2025



OGDEN PREPARATORY
ACADEMY

Junior High

- The year has started out strong! We are down 67% in behavior referrals and down 11% in chronic absenteeism.
- The Oregon Coast Field Trip was a success again. We had 25 students participate.
- Current sports: girls soccer, girls volleyball, cross country, and pep squad (new)





OGDEN PREPARATORY
ACADEMY

ADMINISTRATIVE BOARD REPORT

September 2025

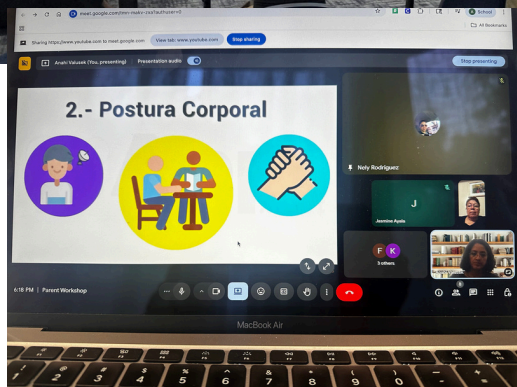
Family Engagement



Family Team Welcome Donut Party



1st Family Team Meeting
Parents loved having childcare!



Spanish Parent Workshop Series

1st Qtr Session:

In person ECC - Mondays @ 3:00 and 6:00 pm

Zoom - Tuesdays @ 11:00, 3:00 and 6:00 pm



Family Book
Club Kickoff



ADMINISTRATIVE BOARD REPORT

September 2025



OGDEN PREPARATORY
ACADEMY

Teaching & Learning

New Curriculum this Year:

- Pre-K on My Way: Preschool
- myPerspectives: 6 - 9 Secondary English Language Arts
- SOAR: ELD Curriculum for Newcomers learning English

New Cohort of ESL Endorsement Teachers:

- Starting our 4th Cohort of Teachers, we have 8 starting!
 - Purpose: To provide a pathway for teachers at Ogden Preparatory Academy to earn an ESL Teaching Endorsement through personalized and purposeful learning and practice in order to enable all students to have equal access to educational opportunities and to reach their academic goals.



Fall/Beginning of Year Assessments:

- **Update:** Doing Acadience Math in Grades 4-6; Computation sub-measure to collect mathematical fluency data
- Assessments Include:
 - Acadience Reading & Math: Aug 18 - Sep 12
 - i-Ready: Aug 18 - Sep 12, by Sep 26 (K)
 - Star Reading: Aug 18 - Sep 12
 - Map Growth: Sep 2 - 24
 - WIDA Screeners: First 30 days
 - PEEP (Preschool Entry): Aug 13 - Aug 29
 - KEEP (Kindergarten Entry): Aug 12 - 15



OGDEN PREPARATORY
ACADEMY

ADMINISTRATIVE BOARD REPORT

September 2025

Operations

- IRS rebate funds and B-10 Capital.
 - We have engaged HK Law Firm to assist with the appeal.
 - The IRS auditor has ruled that we can keep the funds up through Quarter 1 of 2021. The attorney is still working on submitting information to support quarters 2 and 3. They believe we will be able to get at least some of the funds.
 - Funds Received:
 - Q2 2020: \$659,101.88
 - Q3 2020: \$105,715.77
 - Q4 2020: \$126,390.15
 - Q1 2021: \$918,189.57
 - Q2 2021: \$0
 - Q3 2021: \$911,339.62
- U-RAPT: USBE has created the U-RAPT program to support the hiring of pre-apprentice and apprentice teachers. We have been authorized for 5 apprentices and 4 pre-apprentices.
 - Apprentice teachers are essential student teachers who are in the last 2 years of their education, and they are assigned to a specific teachers. We receive funding for a portion of their salary, and they receive tuition reimbursement.
 - Pre-apprentices are paraprofessionals who are starting their education toward an education degree. They receive tuition reimbursement.
- Title II (Professional Development) and Title IV (Student Services, PD, Staffing) grant funds were transferred to Title I (supports for English and Mathematics). This reduced application and reporting requirements.
- Utah State Legislature allocated funds to provide free lunch to students who qualify for reduced lunches. We have applied for these funds.
- We contracted with Sean Kavanaugh for support with our School Improvement Plan. His visits have been very helpful with creating data collection routines and supporting documentation and training.
- 2025 Actual budget has been submitted and certified in UPEFS.

PTIF (Public Treasurer's Interest Fund)

August 31, 2025

Beginning Balance:	\$6,352,911.87
Transfer:	\$0.00
Interest:	\$24,095.87
Ending Balance:	\$6,377,007.74



OGDEN PREPARATORY
ACADEMY

ADMINISTRATIVE BOARD REPORT

September 2025

Data

Enrollment

Grade	Daycare	Pre-K	K	1	2	3	4	5	6	7	8	9	All
FY26 Sep	25	28	99	106	95	106	82	101	92	103	85	100	1022
FY25 Sep	17	25	103	97	104	92	92	102	113	88	101	107	1041

Waitlist- 2025-2026

OGDEN PREPARATORY ACADEMY						
Grade	I	A	GWL	SWL	TWL	FWL
PS	0	54	0	0	0	0
K	2	158	2	0	0	0
1	20	15	19	1	0	0
2	0	29	0	0	0	0
3	0	24	0	0	0	0
4	1	25	1	0	0	0
5	0	40	0	0	0	0
6	0	33	0	0	0	0
7	1	59	0	1	0	0
8	1	25	0	1	0	0
9	0	26	0	0	0	0
Totals:	25	488	22	3	0	0

Trends

	2021	2022	2023	2024	2025
October 1	1039	1037	1023	1017	984
End of year	994	1014	992	968	954
Difference EOY-BOY	-45	-23	-31	-49	-30
Students withdrawn over the year	94	78	100	109	115
Grades with biggest losses:	K; 2; 3; 5; 6	8;9	5;7;8;9	K;3;5;6;7;8;9	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%
2026	95.95%

Student Re-enrollment %	
2019	87.74%
2020	86.80%
2021	91.21%
2022	89.13%
2023	92.79%
2024	96.33%
2025	96.59%
2026*	89.53%

*Used September enrollment

Annual Withdrawals	
2017	76
2018	70
2019	58
2020	77
2021	94
2022	78
2023	100
2024	109
2025	115

Year	Attendance Percentage
FY18	95.16%
FY19	95.19%
FY20	94.89%
FY21	94.99%
FY22	88.82%
FY23	88.84%
FY24	90.22%
FY25	90.75%

Coversheet

Early Learning Plan Review

Section: III. Administrative Business
Item: B. Early Learning Plan Review
Purpose: Discuss
Submitted by:
Related Material:
Approved_Ogden_Preparatory_Academy_25-26_Early_Learning_Plan.pdf

Response Summary:

Thank you for submitting an Early Learning Plan for your Local Education Agency (LEA).

This plan provides the Utah State Board of Education (USBE) with information regarding your LEA's early literacy and early mathematics curriculum, established goals, and the implementation of the four components of mathematics instruction as required by Utah State Code 53G-7-218, 53E-3-521, and Board Rule R277-406.

We appreciate your collaborative efforts between LEA literacy and mathematics leaders in the development of this plan.

Q2. LEA Name

Ogden Preparatory Academy

Q3. LEA Literacy Leader First and Last Name(s)

Angela McPhee

Q4. LEA Literacy Leader Email Address(es)

amcphee@ogdenprep.org

Q5. LEA Mathematics Leader First and Last Name(s)

Cami Parry

Q6. LEA Mathematics Leader Email Address(es)

cparry@ogdenprep.org

Q7. Please list your LEA Superintendency/Leadership that should be included in goal outcome communications.

Please include their first and last name(s), title(s), and email address(es).

Debbie Deem, Director, ddeem@ogdenprep.org

Stephanie Wright, Teacher and Learning Director, swright@ogdenprep.org

Q9. Select your evidence-informed core curriculum program(s) for grades K-3 literacy along with the year published or edition.

***Evidence-Informed Curriculum(s) (defined in SB 127 as: (i) is developed using high-quality research outside of a controlled setting in the given field, and (ii) includes strategies and activities with a strong scientific basis for use)**

[SB 127 \(2022\) Early Literacy Outcomes Improvement](#)

More than one box may be selected.

- Wonders 2023
- 95% Group Core Phonics Program

Q10. Select your evidence-based intervention program(s)/strategies for grades K-3 literacy along with the year published or edition.

****Evidence-based is defined in SB 127 as: means that a strategy demonstrates a statistically significant effect, of at least a 0.40 effect size, on improving student outcomes based on: (i) strong evidence from at least one well-designed and well-implemented experimental study or (ii) moderate evidence from at least one well-designed and well-implemented quasi-experimental study.***

SB 127 (2022) Early Literacy Outcome Improvement

For example: 95% Phonics Lesson Library 1st Edition, Read 180 Reading 2022, etc.

***Software programs are not considered eligible intervention curriculum for tier 2 and tier 3 instruction.**

You are able to select more than one.

- Read 180 Reading 2022
- SPIRE 4th Ed. 2020
- Wilson Reading System 4th Ed.

Q11. List the evidence-informed core curriculum being used in tier 1 K-3 mathematics instruction.

For example: Eureka Math Squared, iReady Classroom Mathematics 2024, etc.
iReady Classroom Mathematics 2024

Q12. List the evidence-informed intervention programs/strategies used for grades K-3 mathematics interventions.

For example: Building Fact Fluency Kits, Kickstart Number Sense for Targeted Math Interventions, Bridges Interventions, etc.

***Software programs are not considered eligible intervention curriculum for tier 2 and tier 3 instruction.**

Building Fact Fluency Kits
My Math Fact Lab
Math Fact Fluency Book Study and PD throughout the school year
Number Talks
Off-level Ready Math materials and progress monitoring
Utah Mathematics Core Guides

Describe how the following mathematical components are incorporated in tier 1 instruction in grades K-3.

Support Document: [Components of Early Mathematics Resources](#)

Q32. Conceptual Understanding: the comprehension and connection of concepts, operations, and relations.

For example: Incorporate evidence based strategies like implementing mathematical tasks that promote reasoning and problem solving, facilitating meaningful mathematical discourse, engaging students in number talks

- iReady resources for Language Development and Discourse Support; use of sentence frames, establish a math vocabulary routine(with access to cognates when needed), Try-Discuss-Connect Framework
- Evidence-based strategies: Build multi-dimensional understanding using rich tasks, problem-solving, discourse, and encouraging multiple representations

Q33.

Procedural Fluency: the meaningful, flexible, accurate, and efficient use of procedures to solve problems.

For example: Implement fluency building components of evidence-based mathematics curricular programs (e.g. Building Fact Fluency Kits), Implement evidence-based fluency strategies that promote meaningful, flexible, accurate, and efficient procedures. (e.g. build procedural fluency from conceptual understanding, games that promote fluency, number talks)

The use of regular timed testing will NOT be approved as research shows it is ineffective and damaging.

- Strategy - based games: Math Fact Fluency games; iReady center games and activities, building conceptual understanding and fluency through games
- 3 - act tasks

Q34. Strategic and Adaptive Mathematics Thinking: the ability to formulate, represent, and solve mathematical problems with the capacity to justify the logic used to arrive at the solution.

For example: Implement evidence-based strategies including engaging students in the Standards for Mathematical Practice in the Utah Core Mathematics Standards, engaging in rigorous mathematical tasks.

- The Standards for Mathematical Practice (SMP) are embedded in the instructional design of Ready math, blending the content and practice for students to continuously engage to develop mathematical habits
- iReady Math in Action lessons provides targeted math opportunities for students to apply the SMPs
- Teaching metacognitive strategies while engaging in the problem-solving process: e.g. self monitoring checklist

Q35. Productive Disposition: the attitude of a student who sees mathematics as useful and worthwhile while exercising a steady effort to learn mathematics.

For example: Implement evidence-based strategies including goal setting, supporting positive mathematical experiences, promoting positive mathematical mindsets.

- Evidence - based strategy: goal setting
- Opportunities for discourse in real world problem-solving connected to student interests

Q8. The state growth goal requires 60% of first through third grade students to make typical, above typical, or well above typical growth from beginning of year to the end of the year as measured by Pathways of Progress on the Acadience Math assessment.

Per [53G-7-218](#) and [R277-406](#), an LEA that fails to meet the State Growth Goal in Math MUST participate in the USBE Math System of Support.

- We understand the expectation for meeting the State Growth Goal for math and agree to participate in the USBE Math System of Support if our LEA fails to meet the goal as outlined above.

Your LEA is responsible for creating two goals that are specific to your LEA, measurable, address current performance gaps in students' mathematics proficiency based on data, and include specific strategies for improving outcomes. (53G-7-218)

Please answer the questions below to generate your goal.

Q14. Goal 1:

What is your LEAs last day of school?

May 22, 2026

Q16. What grade level will this goal focus on?

- Third Grade

Q19. What Acadience Math measure will your goal focus on? (e.g. composite, NNF, computation)

Submeasure: Concepts and Application

Q21. What is the target increase in the percentage of students scoring at or above benchmark from the beginning of the school year to the end of the school year?

- Maintain (for LEAs who have historically seen a negative change from BOY to EOY)

Q22. How will you achieve this goal? What evidence-based strategies will you implement?

OPA 3rd Grade Elementary Teachers will maintain the percentage of students scoring At or Above Benchmark on the Acadience Math Concepts & Applications measurement at EOY from BOY by continued implementation of the Ready Math curriculum for core instruction for all students, by focusing on lifting students' cognitive load by working on increasing fluency, use of i-Ready personalized lessons, use Acadience Math's progress monitoring for Concepts & Applications at least bi-weekly, and the continued use of Acadience Math progress monitoring data in scheduled bi-weekly CTT meetings in order to analyze the data.

Your LEA is responsible for creating two goals that are specific to your LEA, measurable, address current performance gaps in students' mathematics proficiency based on data, and include specific strategies for improving outcomes. (53G-7-218)

Please answer the questions below to generate your goal.

Q2. Goal 2:

What is your LEAs last day of school?

May 22, 2026

Q3. What grade level will this goal focus on?

- Third Grade

Q4. What Acadience Math measure will your goal focus on? (e.g. composite, NNF, computation)

Computation

Q5. What is the target increase in the percentage of students scoring at or above benchmark from the beginning of the school year to the end of the school year?

- 4%-6%

Q6. How will you achieve this goal? What evidence-based strategies will you implement?

OPA 3rd Grade Elementary Teachers, will increase the percentage of students by 5% scoring At or Above Benchmark on the Acadience Math Computation measurement at EOY by continued implementation of the Ready Math curriculum for core instruction for all students, student use of i-Ready personalized lessons, use of Math Fact Fluency games, use Acadience Math's progress monitoring for computation bi-weekly, continued use of Acadience Math progress monitoring data in scheduled bi-weekly CTT meetings in order to analyze the data.

Q31. The LEA assures that it is in compliance with State Code [53E-4-307.5](#), [53G-7-218](#), [53E-3-521](#) and Utah Board Rule [R277-406](#) applicable to this program.

- Agree

Q32. The LEA has adopted high quality literacy instructional materials and intervention programs aligned with the effective research regarding the science of reading and the LEA's reading strategies meet the criteria in Section [53G-11-303](#).

- Agree

Q33. Our LEA assures that we will complete and submit the Goal Attainment Survey by July 15, 2026.

- Agree

Q39. Our LEA assures that we will present the outcomes of our Early Learning Plan and attainment of our goals to our school board in an open and public meeting as required in [R277-406](#).

- Agree

Embedded Data:

N/A

Coversheet

Training

Section:	III. Administrative Business
Item:	D. Training
Purpose:	Vote
Submitted by:	
Related Material:	Utah Open and Public Meetings.pdf FY26 School Land Trust Plan.pdf School Trust Land Council Overview.pdf Review of Roberts Rules.pdf



Board Training of Ogden Preparatory Academy

Utah Open and Public Meetings	
Date of Most Recent Training: 01/24/2019	Page 1 of 4

Utah Open and Public Meetings Act (Summary)

Utah Code: 52-4

The appellate courts have said that in light of this policy the Act is to be construed broadly in favor of openness and the exceptions are to be narrowly construed.

Definitions:

Meeting:

- Quorum;
- In person or electronic;
- Discussing, receiving comments, or acting upon a matter over which the public body has jurisdiction or advisory power.

Not a Meeting:

- Chance or social gathering;
- All of the following:
 - NO public funds appropriated,
 - Discussion or implementation of administrative or operational matters with NO formal action.

Quorum:

Simple majority

Training:

Annual training is required.

Meetings:

- Open, unless closed as outlined herein.
- Held in the same location every time, unless
 - Notification that the meeting shall be held elsewhere,
 - Site visits or traveling tour,
 - Impractical to hold in regular location,
 - Electronic meeting, as outlined herein.

- Disruptions: any person may be removed if the person willfully disrupts the meeting.
- Topics raised by the public may be discussed if not on the agenda.
- Final action can be taken only if the following conditions are met:
 - Listed on the agenda,
 - Included with advance public notice.
- Records:
 - Minutes: Written and recorded are public records.
 - Minutes include:
 - Date, Time, Place;
 - Names of members, present and absent;
 - Names of attendees providing testimony or comments;
 - Substance of all matters proposed, discussed, or decided. Summary of comments is optional.
 - Any information that any member requests be included.
 - Written minutes should be available to the public within a reasonable time after the meeting.
 - Recordings posted within three business days of the meeting.
 - Anyone can record the meeting independently.

Closed Meetings:

- Quorum present.
- During an open meeting.
- Two-thirds of members approve.
- Everything discussed in the closed meeting must comply with regulation.
- Voting can not take place.
- Include the following in the open meeting minutes/recordings:
 - Reason,
 - Location,
 - Vote to hold a closed meeting.
- Reasons for closed meetings:
 - Discussion of the character, professional competence, or physical or mental health of an individual;
 - Strategy sessions to discuss collective bargaining;
 - Strategy sessions to discuss pending or reasonably imminent litigation;
 - Strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, if public discussion of the transaction would:

- Disclose the appraisal or estimated value of the property under consideration; or
 - Prevent the public body from completing the transaction on the best possible terms;
- Discussion regarding deployment of security personnel, devices, or systems;
- Investigative proceedings regarding allegations of criminal misconduct.
- Records:
 - Date, Time, Place,
 - Names of members present and absent,
 - Names of other attendees, except if confidentiality is necessary.
 - Protected.
 - Recorded. May be written.
 - Closed meetings do not need to be recorded if held for reasons of discussing the character, professional competence, or physical or mental health of an individual, or for security deployment.
 - If not recorded, the presiding official shall sign a sworn statement affirming that the sole purpose of the closed meeting was as disclosed.
- Challenges to the legality of a closed meeting shall be reviewed by a judge. If found illegal, the illegal content shall be disclosed.
- Penalty: members who knowingly or intentionally violate closed meeting provisions are guilty of a class B misdemeanor.

Electronic Meetings:

- Must have a resolution, rule, or ordinance governing electronic meetings (the Act includes details of what this resolution may contain).
- Notice required, as outlined herein.
- Provide space and facilities for anyone who wishes to be present (members and public).

Notice:

- 24 hour notice includes Agenda, Date, Time, Place.
 - Exception, Emergency meeting
 - Best notice practicable,
 - All members are notified,
 - Majority of members approve the meeting.
- Annual meeting schedule posted annually.
- Public Notice:
 - Posting at principal office or meeting location,
 - Utah Public Notice Website,

- Newspaper or local media.

Non-compliance:

- A court may void actions for failure to comply with Open meetings, Emergency meetings or Electronic meetings regulations.
 - Suit must be filed within 90 days of the action
 - Suits concerning the issuance of bonds, notes or other evidence of indebtedness must be filed within 30 days of the action.
- A court may not void an action for failure to comply with posting requirements if the failure was due to technical failure.

Training History

1. 01/18/2018 Summary created and Board meeting training by Debbie Deem
2. 01/24/2019 Reviewed by Debbie Deem



OGDEN PREPARATORY ACADEMY

School Land Trust Plan 2025-2026

Critical Need

The critical need for OPA is in Math, specifically with our Hispanic, Students with Disabilities, and Economically Disadvantaged subgroups.

Goals:

1. 55% of Junior High students will meet or exceed their typical growth goal on the math diagnostic tool.
2. 65% of Elementary students will meet or exceed their typical growth goal on the math diagnostic tool.

Academic Areas:

Mathematics

Measurements:

1. A math diagnostic will be administered at the beginning (BOY), middle (MOY), and end of the year (EOY). Following the BOY diagnostic, growth goals will be set for each student: Typical Growth for grades K-6, and Conditional Growth Percentiles (CGPs) for grades 7-9. The EOY diagnostic results will determine whether these goals have been achieved.

Action Plan Steps:

1. We will employ a Math Coach to work with all math teachers to improve Teacher Clarity and Tier 1 instruction. (\$38,500)
2. We will employ 3 math intervention paraprofessionals, 2 at the elementary and 1 at the JH, to provide Tier 2 and Tier 3 interventions to increase support for diverse student needs. (\$63,000)
3. We will continue to employ an additional math teacher to enable students to have math instruction everyday in grades 7 through 9. (\$75,000)
4. We will provide relevant, ongoing professional development for teachers to increase rigor in Tier 1 instruction and strengthen Collaborative Teaching Teams (CTTs) (\$42,000)
5. We will purchase math diagnostic tools to assess student growth progress. (\$4,460)
6. We will purchase materials and supplies to increase student collaboration, discourse, and problem-solving (\$10,000)

OPA School Land Trust Plan, 2025-2026

Approved by OPA Board of Directors: 03/17/2025

Expenditures:		
Category	Description	Estimated Cost
People and Professional Development	Certified Level 4 Math Coach; Three Math intervention paraprofessionals; Additional Math teacher; Professional Development training for teachers (fees & stipends)	\$148,154
Books, Ebooks, online curriculum/ subscriptions	Math diagnostics tool; materials for student collaboration and discourse;	\$8,000
Total		\$153,154

OPA School Land Trust Plan, 2025-2026

Approved by OPA Board of Directors: 03/17/2025

School Trust Land Council Overview

Transcribed from USBE's overview video

The School Children's Trust empowers student academic improvement and opportunities through local decision-making and meaningful parent involvement in the School LAND Trust Program, ensuring effective program oversight, providing essential resources, and actively supporting councils and stakeholders in this collaborative endeavor.

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

Rules of Order

Simple Motions of Parliamentary Procedure

Used by some organizations to assist those new to the process

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

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

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

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

Coversheet

Policies

Section: III. Administrative Business

Item: F. Policies

Purpose: Vote

Submitted by:

Related Material:

6.33.POL Salary Supplement for Highly Needed Educators Program (SHiNE).pdf

7.09.POL Section 504 Student Accommodations.pdf

6.18.POL Family Medical Leave (FMLA) Policy - Google Docs.pdf



OGDEN PREPARATORY ACADEMY

Official Policy

6. Human Resources

6.33.POL Salary Supplement for Highly Needed Educators Program (SHiNE)

Effective/Revision Date:

Page 1 of 4

I. PHILOSOPHY AND PURPOSE

This policy establishes the framework for administering the Salary Supplement for Highly Needed Educators (SHiNE) program within Ogden Preparatory Academy (OPA), pursuant to Utah Code §53F-2-504.

II. POLICY

This policy ensures a fair and consistent process for administering the ShiNe program, promoting transparency, accountability, and the retention of highly qualified teachers in critical areas. OPA is committed to supporting educators in high-needs areas and ensuring that all teachers have a clear process for understanding eligibility and appealing decisions.

III. DEFINITIONS

- A. “Eligible Teacher” means a teacher who:
 1. has a qualifying Professional Educator License and/or qualifying Professional Endorsement; and
 2. has a qualifying assignment aligned to the qualifying license and/or endorsement; and
 3. has not received an unsatisfactory rating for the teacher’s three most recent evaluations; and
 4. is in good standing professionally with OPA at the time of funds distribution.
- B. “Good Standing Professionally” means the educator is not on a current plan of improvement and has not had a documented disciplinary event within the previous semester.
- C. “Qualifying assignment” means an assignment to a high needs area, as defined in this policy.
- D. “Calculated FTE” means the FTE reported to USBE in CACTUS or USIMS based on the following USBE formula: $\text{contract hours}/1440$

- E. “Calculated Award Amount” means the amount of the annual award based on the following formula: The maximum award amount multiplied by the calculated FTE.

IV. PROCEDURES

A. Identification of High-Needs Areas

1. Ogden Preparatory Academy shall annually identify and document the specific high-needs areas based on data related to teacher shortage areas, high-demand subject areas, and areas facing significant challenges related to student performance or socio-economic factors.
2. Ogden Preparatory Academy will identify between 2 and 5 high-needs areas each year and will publish an updated list of high-needs areas at the beginning of each academic year.

V. SALARY SUPPLEMENT

A. Distribution Schedule:

1. Salary supplements shall be paid in two (2) equal distributions each academic year.
2. Payments will be issued at the end of each school semester (January and June).

B. Funding Conditions:

1. All supplement amounts are contingent upon the availability of state funds designated for this program.
2. If funding is insufficient, supplement amounts may be adjusted accordingly.

C. Allocation Method:

1. One-half ($\frac{1}{2}$) of the total annual state allocation shall be equally divided among all eligible teachers at the time of each distribution.

D. Eligibility and Communication:

1. Ogden Preparatory Academy (OPA) shall identify and notify all teachers eligible for the supplements.
2. OPA shall provide each eligible teacher with a detailed breakdown of:
 - i. The supplement amount awarded.
 - ii. Any conditions or requirements attached to the award.

VI. PROCESS FOR DETERMINING ELIGIBILITY

6.33.POL Salary Supplement for Highly Needed Educators Program (SHiNE)

Effective/Revision Date:

Page 2 of 4

- A. To qualify for the salary supplement under this program, a teacher must be employed by Ogden Preparatory Academy through the end of the semester in which they are eligible for the supplement.
 - B. Eligibility Verification Process: OPA will verify eligibility through a formal review of the teacher's employment records. This review will include, but is not limited to, the following criteria:
 - 1. Licensure Status:
 - i. Confirmation of a qualifying, valid, and current Utah State Board of Education (USBE) Professional Educator License and/or Professional Educator Endorsement.
 - 2. Teaching Assignment:
 - i. Verification of the teacher's qualifying assignments, including subject areas and/or grade levels taught during the applicable semester.
 - 3. Employee Evaluation:
 - i. Review of the teacher's performance evaluation and any related documentation to ensure the teacher meets the standards established by OPA.
 - C. Eligibility determination must be completed prior to the distribution of supplement funds. Teachers found ineligible will not receive the supplement for that semester.
- VII. MONITORING AND ACCOUNTABILITY
- A. Once eligible teachers are identified, the HR department will certify that the list is accurate and complete. Eligible teachers will be notified that they will be receiving an award.
 - B. The HR department will track the distribution of salary supplements to ensure equitable distribution and to comply with reporting requirements from the Utah State Board of Education.
 - C. Teachers who become ineligible due to assignment changes, licensure issues, or other reasons will be notified, and the salary supplement will be discontinued as appropriate.
- VIII. APPEALS PROCESS
- A. Teachers who believe they have been wrongly excluded from receiving the salary supplement may appeal the decision.

6.33.POL Salary Supplement for Highly Needed Educators Program (SHiNE)

Effective/Revision Date:

Page 3 of 4

1. Each year following certification of eligible teachers, all educators will be notified by email that the process is complete. An appeal must be submitted to the Human Resources Director within 5 calendar days of notification.
2. An appeal must include the basis of the appeal, namely:
 - i. that their teaching assignment is included in the high-needs area, or
 - ii. that their licensure was mistakenly not considered.

B. Review:

1. The HR Director shall review the appeal in consultation with the USBE Licensing records and the educator's building principal.
2. The HR Director will issue a final decision within 15 calendar days of receiving the appeal.

C. Notification of Results:

1. The teacher will be notified in writing of the decision regarding their eligibility for the salary supplement.
2. If the appeal is upheld, the teacher will be awarded the salary supplement for the applicable distribution.

D. Additional grievances should follow the OPA Grievance Policy.

Year	Qualifying Licensure and Endorsements
FY26	<ol style="list-style-type: none"> 1. Professional Educator License with a Professional Mathematics Endorsement, or a 2. Professional Special Education License

**Table shall be updated annually; table updates do not require Board approval.*

Document History

Initial Creation: 00/00/0000

Legal References

Utah Code §53F-2-504

6.33.POL Salary Supplement for Highly Needed Educators Program (SHiNE)	
Effective/Revision Date:	Page 4 of 4



OGDEN PREPARATORY ACADEMY

Official Policy

7. Students

7.09.POL Section 504 Student Accommodations

Effective/Revision Date:

Page 1 of 6

I. PURPOSE AND PHILOSOPHY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), no otherwise qualified student with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of Ogden Preparatory Academy (OPA). The purpose of this policy is to ensure that all qualified students with a disability are provided reasonable accommodations and related aids and services to allow them to receive a free appropriate public education ("FAPE").

II. POLICY

The Administration will provide accommodations to students with special needs who require special services/interventions by Ogden Preparatory Academy and its personnel to enable their participation in the educational process.

III. DEFINITIONS

- A. "Student Eligible for Accommodations under Section 504": a student must be determined to have a physical or mental impairment that substantially limits one or more major life activities; have a record of such impairment, or be regarded as having such an impairment.
- B. "Major Life Activities": include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- C. "Mental or Physical Impairment": any mental or physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems
- D. "504 Coordinator": is the building principal or designated 504 administrator

IV. REFERRAL & EVALUATION PROCEDURES FOR STUDENTS WITH DISABILITIES

- A. Referral Process

1. A parent, teacher, administrator, or other certificated school employee who has reason to believe a student has a disability and may need special education, related services, or reasonable accommodations in order to have his or her individual educational needs met adequately as the needs of nondisabled students may refer the student to the principal or 504 coordinator for evaluation and identification of the student's individual education needs.
 - a. Referrals from parents may be in writing or verbal. All verbal communications between parent and school personnel will be documented in writing by school personnel.
 - b. The individual requesting evaluation and special services may also submit documentation of the student's impairment, including but not limited to, reports from physicians or other health providers, reports from psychologists, therapists, or other mental health professionals, and teacher observations.
 - c. In cases where a student is experiencing academic and/or behavioral difficulties, the school should first consider a review by the school's Child Assessment Team (CAT) to discuss and evaluate the student's difficulties. The team may evaluate the student's difficulties unless it is clearly evident that the disability is at issue.
 - The Child Assessment Team will review available information and data and may implement appropriate classroom interventions, and propose appropriate mitigating measures to help correct the difficulties encountered by the student. If the interventions are successful, the team will continue to implement any necessary interventions and monitor the student under an informal intervention plan, as may be appropriate under the circumstances.
 - If the early intervention strategies are unsuccessful, the team should make a referral for evaluation under Section 504, special education, or other appropriate school program.

B. Notice of Rights and Release of Information

1. Upon receipt of a referral, the OPA 504 coordinator shall send written acknowledgment of receipt to the parent, along with a copy of the following documents:

7.09.POL Section 504 Student Accommodations

Effective/Revision Date:

Page 2 of 6

- a. Written “Notice of Parent and Student Rights under Section 504, “Your Rights Under Section 504 (Procedural Safeguards)
- b. “Consent to Evaluate” form
- c. “Release of Information” forms for the parent to sign and return to facilitate direct communication between school personnel and the student’s medical or mental health service providers. The parent may bring the medical information directly to the 504 coordinator without a medical release.

C. Evaluation

- 1. Upon receipt of parental consent, The 504 coordinator shall;
 - a. Initiate a prompt individualized evaluation of the student’s disability and educational needs.
 - b. Assemble a multi-disciplinary 504 team to evaluate the student.
- 2. The 504 team members shall:
 - a. Determine what information will be needed to make a knowledgeable decision as to whether or not the student has a disability. Information shall be relevant to the student’s disability and the manner in which it affects his/her major life activities and educational performance.
 - b. Gather and document information drawn from a variety of sources in the evaluation process in order to minimize error. All significant factors related to the student's learning process must be considered. These sources and factors may include but are not limited to, aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, adaptive, and behavior.
- 3. Tests and other evaluation materials are validated for the specific purpose for which they are used and administered by trained personnel.
- 4. A purely medical impairment (e.g., asthma, cancer, diabetes, etc.) may not require a full educational evaluation by the 504 team. In this case, the 504 team’s evaluation may simply be a review of all relevant data provided by health care professionals and the parents.
- 5. The 504 coordinator will make every reasonable effort to respond within five (5) business days to requests that seek an expedited response.

D. Eligibility Determination

- 1. The student’s 504 team shall be composed of persons knowledgeable about the student, the meaning of the evaluation data, and the

7.09.POL Section 504 Student Accommodations

Effective/Revision Date:

Page 3 of 6

placement/service options. The 504 team will consist of a minimum of three people, which may include:

- a. the child's regular education teacher or teachers;
 - b. the school 504 coordinator or other school administrator;
 - c. a school psychologist, related server, school nurse, or other school employee capable of interpreting the meaning of educational evaluation data;
 - d. a special education teacher or representative, as appropriate (particularly if a special education teacher has been involved in testing or evaluating the student);
 - e. the student's parent(s) or legal guardian(s);
 - f. the student, if appropriate;
 - g. other individuals with relevant knowledge about the student, including but not limited to mental health professionals and counselors.
2. Following the evaluation and the gathering of all relevant data, the student's 504 team shall meet promptly to review and consider the relevant information and data collected and determine the student's eligibility for accommodations under Section 504.
 3. The 504 coordinator will notify the student's parent or legal guardian of the 504 team's eligibility/placement meeting and invite the parent to attend and participate. The 504 team shall issue a written decision regarding the student's eligibility for free appropriate public education and accommodations using the "Eligibility Worksheet" and provide a copy to the student's parent or legal guardian.
 4. If the student's 504 team determines that there are legitimate questions about either the student's eligibility (disability status) or requested services/accommodations, the school 504 coordinator shall contact the USBE for technical assistance.

E. Reevaluation

1. For students deemed eligible for accommodations under Section 504, the 504 coordinator shall periodically initiate a re-evaluation of the student's continued eligibility and needs. A re-evaluation may be initiated as conditions warrant, or if the student's parent or teacher requests a re-evaluation, but not more than once a year (unless the parent and 504 Coordinator agree otherwise).

7.09.POL Section 504 Student Accommodations

Effective/Revision Date:

Page 4 of 6

2. A re-evaluation must be conducted prior to a significant change of placement such as terminating or significantly reducing a related service or when the student transitions from elementary school to junior high.

V. ACCOMMODATION PLANS FOR ELIGIBLE STUDENTS

- A. If the student's 504 team determines that the student has a disability and is eligible for free appropriate public education and reasonable accommodations under Section 504, the student's 504 team shall develop a written 504 accommodation plan recorded on the OPA Student Information System. The Section 504 Plan is not a plan designed to enhance a student's performance. It is a plan to provide fairness and equal access to education.
- B. Students may be eligible for reasonable accommodations under Section 504 even though they do not qualify for special education and related services under the Individuals with Disabilities Education Act (IDEA). At the same time, students who qualify for reasonable accommodations in the regular education environment may also qualify for special education and related services under IDEA, and be entitled to an appropriate Individualized Education Plan ("IEP").
 1. If the student's IEP team determines that the student is eligible for special education and related services under IDEA, it is not necessary for the student's 504 team to develop a 504 plan. Rather, the IEP team must develop an IEP that, among other things, addresses any program modifications, aids, services, or reasonable accommodations which may have been included in a 504 plan. On rare occasions, where accommodations and services in the IEP do not align with the student's IEP goals, there may be a need for both an IEP and a 504.

VI. TRANSFER STUDENTS

- A. If a student with a disability transfers to Ogden Preparatory Academy from another school with an existing Section 504 accommodation plan, the OPA 504 coordinator shall initiate a review of the existing plan and supporting documentation.
- B. If the OPA 504 coordinator determines the existing plan is appropriate, OPA shall implement the plan and record the plan in OPA's Student Information System and notify parents.
- C. If the OPA 504 coordinator determines the existing plan is not appropriate, the team shall initiate the evaluation and eligibility procedures as outlined in this

7.09.POL Section 504 Student Accommodations

Effective/Revision Date:

Page 5 of 6

policy and determine which educational program or accommodations are appropriate for the student.

- D. OPA may implement the previous 504 plan from the previous school during the interim period.

VII. 504 GRIEVANCE PROCEDURES

- A. A parent or legal guardian who believes their student has been subjected to discrimination based on an alleged violation of Section 504 relative to the identification, evaluation, or educational placement of their student under the provisions of this policy may file a complaint in accordance with the OPA Grievance Policy.

- B. At any time, a parent may file a complaint with the appropriate state and federal agencies without exhausting administrative appeals, including the U.S. Department of Education's Office for Civil Rights:

1. U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: (303) 844-5695
Facsimile: (303) 844-4303
Email: OCR.Denver@ed.gov

Document History

Initial Creation: 00/00/0000

Legal References

Section 504 regulatory provision at 34 C.F.R. 104.35

Section 504 of the Rehabilitation Act of 1973 ("Section 504")



OGDEN PREPARATORY ACADEMY

Official Policy

6. Human Resources

6.18.POL Parental and Family Medical Leave (FMLA) Policy

Effective/Revision Date: 11/09/2023

Page 1 of 5

FMLA

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

An eligible employee, or an eligible employee's designee, may request in writing an unpaid leave of absence of up to 12 calendar weeks** during a 12 month period. Leave shall be calculated using the rolling year method. Actual allowable hours of leave shall be based on average daily hours in the employment agreement. Actual used hours shall be calculated based on scheduled work hours in the school calendar.

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

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

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

Qualifying Eligible Reasons:

- for the birth and care of the newborn child of an employee**,
 - Leave must conclude within 12 months of the birth;
 - Leave must be in a single block of time;
- for placement with the employee of a child for adoption or foster care**,
 - Leave must conclude within 12 months of the placement;

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

* Employees must provide medical certification within 15 days verifying a serious health condition of the employee, spouse, parent or child if requesting FMLA for this purpose.

** When an employee and spouse are both employed by the school, both individuals, together, shall be limited to a combined total of 12 calendar weeks of leave in the event of the birth or adoption. ~~in a single fiscal year.~~

Intermittent Leave

~~If requesting~~ Intermittent leave (must be medically necessary as certified by a healthcare provider), ~~e.~~ Employees must have a leave schedule approved by administration **prior to starting** intermittent leave.:

Lesson Plans and Support

An employee may elect to support their class through providing lesson plans, participating in the grading needs, and communicating with the substitute teacher assigned to their role. Documented class support shall result in up to 7 hours of PTO per week of the extended absence. Support requirements, documentation, and the number of PTO hours credited shall be determined in collaboration with the employee's supervising principal.

Teachers who are absent less than three (3) consecutive weeks or intermittently are expected, at a minimum, to provide lesson plans.

Parental and Postpartum Leave

Eligibility

An employee is eligible for Parental Leave when the employee is in a full-time position designated as eligible for benefits.

Qualifying Reasons

1. The employee is qualified for parental leave when
 - a. the employee is assuming a parental role for a child (younger than 18) or incapacitated adult and:

6.18.POL Family Medical Leave (FMLA) Policy

Effective/Revision Date: 11/09/2023

Page 2 of 5

- b. is the child's biological parent;
- c. is the spouse of the person who gave birth to the child;
- d. is the adoptive parent of the child, unless the employee is the spouse of the pre-existing parent;
- e. is the intended parent of a child born under a validated gestational agreement;
- f. is appointed the legal guardian of a child or incapacitated adult; or
- g. is the foster parent of the child;

An employee is eligible for Postpartum Leave when:

1. The employee gives birth to a child at greater than 20 weeks gestation.

Administration of Leave

Eligible employees may receive up to three (3) work weeks of paid Parental or Postpartum Leave in connection with a qualifying event. For the purposes of this policy, partial school calendar weeks are counted as full work weeks.

1. Parental or Postpartum Leave must be taken as a single, continuous period.
2. Intermittent use of Parental or Postpartum Leave is not permitted, unless certified as medically necessary by a licensed healthcare provider due to a serious health condition of the child.
3. Parental or Postpartum Leave will run concurrently with any applicable leave under the Family and Medical Leave Act (FMLA).
4. Parental or Postpartum Leave may not be used more than six (6) months after the eligible event.
5. Employees may not use more than three (3) weeks of Parental or Postpartum Leave within a 12-month period.
6. The amount of leave granted does not increase in cases where multiple children are born from the same pregnancy.
7. Employees must provide at least 30 days' notice of their intent to use Parental or Postpartum Leave. In cases of emergency or unforeseen circumstances, notice should be provided as soon as reasonably possible.
8. If both spouses are employed by OPA, they are entitled to a combined total of three (3) weeks of Parental or Postpartum Leave per 12-month period.

Return to Work

Following the expiration of a qualified employee's leave defined within this policy, OPA shall ensure that the employee may return to:

1. The position that the qualified employee held before using the leave; or

6.18.POL Family Medical Leave (FMLA) Policy

Effective/Revision Date: 11/09/2023

Page 3 of 5

2. A position that is equivalent in status and pay.

Benefits

During the FMLA or Parental Leave period, OPA shall continue to pay its portion of applicable benefits and/or premiums. The employee must continue to pay his/her portion of any ~~insurance~~ premiums.

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

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

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

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

Document History

Approved: 06/13/2018

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

Revised: 11/09/2023 *updated to include provisions for employees who have been employed fewer than 12 months.*

Revised: xx/xx/xxxx *updated to include Parental Leave requirements*

Legal References

29 CFR Part 825 The Family and Medical Leave Act

Utah Code 63A-17-51

6.18.POL Family Medical Leave (FMLA) Policy

Effective/Revision Date: 11/09/2023

Page 4 of 5

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

6.18.POL Family Medical Leave (FMLA) Policy

Effective/Revision Date: 11/09/2023

Page 5 of 5