



Ogden Preparatory Academy

OPA Board of Directors Meeting

Published on October 22, 2025 at 2:58 PM MDT

Date and Time

Thursday October 23, 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	5 m
Approve minutes for OPA Board of Directors Meeting on September 18, 2025			

	Purpose	Presenter	Time
D. Opportunity for Public Input	Discuss	Sara Mejeur	5 m
II. Finance			4:41 PM
A. Budget Review	Discuss	Debbie Deem	10 m
B. Verdaka Sensors	Vote	Debbie Deem	5 m
We have sensors in the Junior High bathrooms, and some Elementary and ECC bathrooms.			
We are requesting the purchase of additional sensors to install them in more of the Elementary bathrooms.			
C. Edge EX with Edgenuity	Vote	Debbie Deem	5 m
Proposal to purchase Edge EX with Edgenuity for students who are recovering graduation credits.			
III. Administrative Business			5:01 PM
A. Administrative Board Report	FYI	Administration	10 m
B. Athletic Director Report	FYI	Dalton Zundel	5 m
C. Uniform Change	Vote	Debbie Deem	5 m
The Family Engagement Committee has requested adding a color to the uniform shirts: Yellow Gold.			
Due to the concerns over the variety of yellow shirts, it is suggested that the shirt only be allowed as a "school shirt" available for purchase from the school with a logo.			
D. Policies	Vote	Debbie Deem	5 m
• Framework for School Improvement Plan - Review, no changes proposed. • SHiNE Policy - New ◦ Salary Supplement for Highly Needed Educators ◦ Replaces Teacher Salary Supplement Program which was managed by USBE. ◦ LEA managed			

	Purpose	Presenter	Time
	◦ Specific positions or qualifications are determined to be high need based on availability of applicants/personnel ◦ LEA is allocated specific funds from USBE which are divided amongst eligible candidates		
	• 504 Policy - New ◦ Outlines the 504 process including: ▪ Referral, ▪ Evaluation, ▪ Eligibility Determination, ▪ Reevaluation, ▪ Accommodation Plans, ▪ Transfer Students, and ▪ Grievance Procedures • FMLA/Parental Leave Policy Updates ◦ Added PTO allowance for employees who provide lesson plans and substitute support during the leave period. ◦ Added Parental and Postpartum leave specifications as required by Utah Code 63A-17-51.		
IV. Other Business			5:26 PM
A. Discussion	Discuss	Debbie Deem	5 m
V. Closing Items			5:31 PM
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for OPA Board of Directors Meeting on September 18, 2025

APPROVED



OGDEN PREPARATORY
ACADEMY

Ogden Preparatory Academy

Minutes

OPA Board of Directors Meeting

Date and Time

Thursday September 18, 2025 at 4:30 PM

Location

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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.

Directors Present

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

Directors Absent

B. Lucas, P. Valiente

Ex Officio Members Present

D. Deem, K. Kennington, S. Lopez

Non Voting Members Present

D. Deem, K. Kennington, S. Lopez

Guests Present

A. McPhee, S. Adams, T. Young

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. Mejeur called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Sep 18, 2025 at 4:36 PM.

C. Approve Minutes

S. Zwygart made a motion to approve the minutes from OPA Board of Directors Meeting on 06-19-25.

S. Mejeur seconded the motion.

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

D. Approve Minutes

S. Zwygart made a motion to approve the minutes from OPA Board of Directors Hearing on 09-04-25.

S. Mejeur seconded the motion.

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

E. Opportunity for Public Input

No public present.

F. Ratify Votes from Board Meeting on June 19, 2025

An in-person quorum was not present. This was tabled.

II. Finance

A. Budget Review

Spencer Adams reviewed the budget.

Ratios are a little low, but we will watch and monitor, adjusting as needed.

ClassWallet is preloaded, so those line items will be high for this time of year.

Other budget items are typically higher this time of year due to the preparation of school opening.

The audit has been underway. We have submitted our budget reports and they have been certified.

We missed a line item in the formulas in the June budget. We are anticipating some revenue that will balance it out.

B. TSSA Budget Plan

S. Zwygart made a motion to approve TSSA fund plan.

S. Mejeur seconded the motion.

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

C. Snow Removal

S. Zwygart made a motion to approve Earthworks for snow removal for 2025-2026 season.

S. Mejeur seconded the motion.

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

D. Elementary Bathroom Vents

S. Zwygart made a motion to approve the \$7,000+ quote to replace the vents in the bathrooms.

S. Mejeur seconded the motion.

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

E. Live Scan Equipment

S. Zwygart made a motion to approve the crossmatch w/laptop; \$6,050.

S. Mejeur seconded the motion.

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

III. Administrative Business

A. Administrative Board Report

Principals reviewed the Board Report.

Spencer Adams and Kasey Kennington left.

B. Early Learning Plan Review

Angela McPhee reviewed the Early Learning Plan.

C. LEA Specific Licenses

S. Zwygart made a motion to approve LEA-Specific licenses as listed.

S. Mejeur seconded the motion.

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

D. Training

Tabled to October.

E.

Audit Committee Review

Tabled to October.

F. Policies

Tabled to October.

IV. Closing Items

A. Adjourn Meeting

S. Zwygart made a motion to adjourn.

S. Mejeur 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 5:00 PM.

Respectfully Submitted,

S. Mejeur

Coversheet

Budget Review

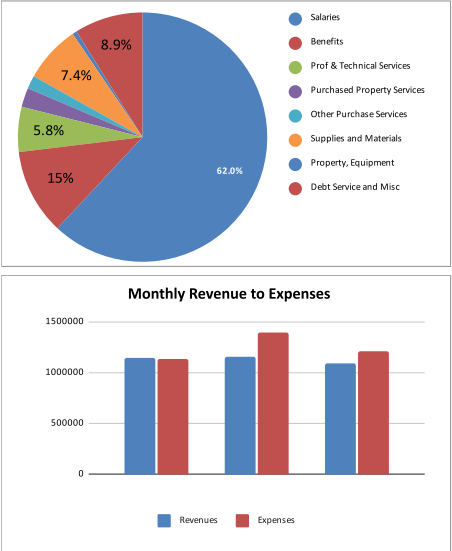
Section:	II. Finance
Item:	A. Budget Review
Purpose:	Discuss
Submitted by:	
Related Material:	OPA FY26 Budget Report - Summary.pdf OPA FY26 Budget Report - Budget Detail.pdf



Financial Summary
as of September 30, 2025

25.0% through the Year BUDGET REPORT EXPENSES RATIOS

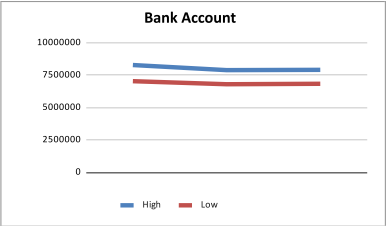
	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	984	984	984	
Revenue				
1000 Local	\$ 244,659	\$ 929,606	\$ 933,454	26%
3000 State	\$ 3,151,088	\$ 12,768,516	\$ 12,894,998	24%
4000 Federal	\$ 1,459	\$ 1,087,221	\$ 1,088,680	0%
Total Revenue	\$ 3,397,206	\$ 14,785,343	\$ 14,917,132	23%
Expenses				
100 Salaries	\$ 2,001,407	\$ 8,969,851	\$ 9,056,127	22%
200 Benefits	\$ 364,677	\$ 1,619,239	\$ 1,626,055	22%
300 Prof & Technical Services	\$ 238,517	\$ 708,018	\$ 852,464	28%
400 Purchased Property Services	\$ 140,786	\$ 364,000	\$ 364,000	39%
500 Other Purchase Services	\$ 41,052	\$ 260,517	\$ 250,517	16%
600 Supplies and Materials	\$ 386,065	\$ 1,099,700	\$ 1,082,700	36%
700 Property, Equipment	\$ 49,540	\$ 90,000	\$ 84,328	59%
800 Debt Service and Misc	\$ 358,435	\$ 1,300,736	\$ 1,300,736	28%
Total Expenses	\$ 3,580,479	\$ 14,412,061	\$ 14,616,927	24%
Net Income from Operations	\$ (183,273)	\$ 373,282	\$ 300,205	
Operating Margin	-5.4%	2.5%	2.0%	



	Actual	Goal	Covenants
Operating Margin	2.01%	2.50%	
MADS (Modified Acc)	1.24	1.3	1.10
Days Cash on Hand	198	100	30
Unrestricted DCOH	196	100	30
Building Payment %	9%	20%	

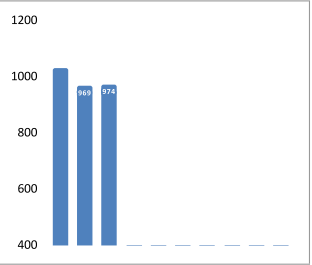
CASH RESERVES ENROLLMENT

Ending Cash Balance	\$ 7,921,288
Ending Unrestricted Cash Balance	\$ 7,868,010
Days Cash on Hand	198



	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 2,398,744	\$ 2,398,744
Reserves Added this Year	\$ (183,273)	\$ 300,205
Project 1	\$ -	\$ -
Expenses from Reserves		
HVAC Economizers	\$ (162,018)	\$ (162,018)
Project 2	\$ -	\$ -
	\$ -	\$ -
New Reserve Balance	\$ 2,053,453	\$ 2,536,931

	A	S	O	N	D	J	F	M	A	M
Pre-K/DC	56	53	53							
K	105	99	100							
1	107	106	105							
2	97	95	95							
3	109	106	107							
4	88	82	83							
5	105	101	101							
6	107	92	94							
7	114	103	103							
8	92	85	85							
9	107	100	101							
Total	1031	969	974	0	0	0	0	0	0	0





Budget Detail Report

Revenue

	(984 Students)	(985 Students)	985	(-0 Students)	974	% of
	FY25 Actuals	FY26 Actuals	FY26 Budget	Changes	FY26 Forecast	Forecast
1000 Local						
1510 Interest on Investments	\$ 434,905	\$ 116,047	\$ 400,000	\$ -	\$ 400,000	29.0%
1600 Lunch Program (Students & Adults)	\$ 87,115	\$ 18,102	\$ 80,000	\$ -	\$ 80,000	22.6%
1710 Student Sales	\$ 24,280	\$ 11,541	\$ 25,000	\$ -	\$ 25,000	46.2%
1710 Art Expo	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1740 Student Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1745 Trips (Co-Curricular Fees)	\$ 63,941	\$ 6,226	\$ 80,000	\$ -	\$ 80,000	7.8%
1747 Free Dress (Extra-Curricular Fees)	\$ 6,078	\$ 830	\$ 4,106	\$ -	\$ 4,106	20.2%
1760 Fines	\$ 2,399	\$ 494	\$ 1,300	\$ -	\$ 1,300	38.0%
1770 Fundraisers	\$ 14,045	\$ 191	\$ -	\$ -	\$ -	0.0%
1340 Preschool Revenue	\$ 233,692	\$ 28,751	\$ 241,200	\$ -	\$ 241,200	11.9%
1820 Afterschool Revenue (Daycare)	\$ 8,320	\$ -	\$ 8,000	\$ -	\$ 8,000	0.0%
1910 Rental of Facility	\$ 13,408	\$ 2,183	\$ 10,000	\$ -	\$ 10,000	21.8%
1920 Contributions & Donations	\$ 7,549	\$ 2,320	\$ 30,000	\$ -	\$ 30,000	7.7%
1920 Employer Childcare Startup Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1930 Gain on Sale of Assets	\$ 1,236	\$ -	\$ -	\$ -	\$ -	0.0%
1990 Medicaid	\$ 41,481	\$ 53,848	\$ 50,000	\$ 3,848	\$ 53,848	100.0%
1990 Miscellaneous	\$ 26,404	\$ 4,126	\$ -	\$ -	\$ -	0.0%
Total 1000:	\$ 964,853	\$ 244,659	\$ 929,606	\$ 3,848	\$ 933,454	26.2%
3000 State						
0.3005 Regular School Prgm K	\$ 354,459	\$ 99,471	\$ 431,177	\$ -	\$ 431,177	23.1%
0.3010 Regular School Prgm 1-12	\$ 3,445,814	\$ 965,860	\$ 3,830,149	\$ -	\$ 3,830,149	25.2%
0.3020 Professional Staff	\$ 248,865	\$ -	\$ -	\$ -	\$ -	0.0%
31.1205 Special Education -- Add-On	\$ 933,425	\$ 249,796	\$ 999,185	\$ -	\$ 999,185	25.0%
31.1210 Special Education -- Self-Contained	\$ 45,818	\$ 26,869	\$ 107,476	\$ -	\$ 107,476	25.0%
31.1220 Special Education -- Extended Year	\$ 5,193	\$ 1,403	\$ 5,613	\$ -	\$ 5,613	25.0%
31.1225 Special Education - Impact Aid	\$ 15,680	\$ 4,801	\$ 19,204	\$ -	\$ 19,204	25.0%
31.1278 Special Education- Extended Year Stipend	\$ 1,725	\$ 1,840	\$ -	\$ -	\$ -	0.0%
31.5201 Class Size Reduction K-8	\$ 340,474	\$ 94,424	\$ 373,901	\$ -	\$ 373,901	25.3%
31.5344 Enhancement for At-risk students	\$ 405,849	\$ 114,680	\$ 453,355	\$ -	\$ 453,355	25.3%
31.5901 CTE College & Career Awareness	\$ 6,082	\$ -	\$ 4,674	\$ -	\$ 4,674	0.0%
32.0500 Charter School Base Amount	\$ 108,604	\$ 28,779	\$ 115,115	\$ -	\$ 115,115	25.0%
32.5310 Flexible Allocation	\$ 2,414	\$ 100,897	\$ 403,458	\$ -	\$ 403,458	25.0%
32.5619 Charter School Local Replacement	\$ 3,002,852	\$ 907,907	\$ 3,573,580	\$ (39,908)	\$ 3,533,672	25.7%
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	\$ 9,138	\$ -	\$ 36,552	\$ 36,552	25.0%
34.5868 Teacher Materials and Supplies	\$ 22,230	\$ 17,787	\$ 22,230	\$ -	\$ 22,230	80.0%
34.5876 Educator Salary Adjustment	\$ 743,984	\$ 232,941	\$ 920,763	\$ -	\$ 920,763	25.3%
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%
38.0500 School Fees PEESRA	\$ -	\$ 14,956	\$ -	\$ 14,956	\$ 14,956	100.0%
38.5618 Early Interactive Software Program (EISP)	\$ 24,335	\$ -	\$ 19,650	\$ -	\$ 19,650	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	\$ -	\$ 1,000	100.0%
38.5697 LETRS Professional Development	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
38.5813 Stipends for Future Educators	\$ 2,947	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	100.0%
38.5846 Innovation Grant	\$ 50,000	\$ -	\$ -	\$ -	\$ -	0.0%

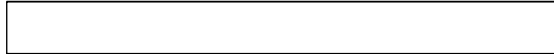


Budget Detail Report

	(984 Students)	(985 Students)	985	(-0 Students)	974	
	FY25 Actuals	FY26 Actuals	FY26 Budget	Changes	FY26 Forecast	% of Forecast
Professional Educator Licensure Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
38.5914 School Safety Specialist Stipend Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
School Safety and Support Grant (SRO)	\$ 137,079	\$ -	\$ 144,446	\$ -	\$ 144,446	0.0%
School Safety and Support Grant (Facilities)				\$ 10,245	\$ 10,245	0.0%
38.8070 Liquor Tax (Lunch Program)	\$ 86,081	\$ 1,124	\$ 150,000	\$ -	\$ 150,000	0.7%
GEARUP		\$ -	\$ 122,800	\$ 54,533	\$ 177,333	0.0%
CSI		\$ -	\$ 198,888	\$ -	\$ 198,888	0.0%
URAPT				\$ 44,000	\$ 44,000	0.0%
Prevention Block Grant	\$ -	\$ -	\$ 85,953	\$ -	\$ 85,953	0.0%
Total 3000:	\$ 10,623,374	\$ 3,151,088	\$ 12,768,516	\$ 126,482	\$ 12,894,998	24.4%
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	\$ 164	\$ -	\$ 164	\$ 164	100.0%
45-8077 Child & Adult Day Care	\$ 10,761	\$ 1,295	\$ -	\$ 1,295	\$ 1,295	100.0%
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	\$ 1,459	\$ 1,087,221	\$ 1,459	\$ 1,088,680	0.1%
Total Revenue:	\$ 12,149,215	\$ 3,397,206	\$ 14,785,343	\$ 131,789	\$ 14,917,132	22.8%

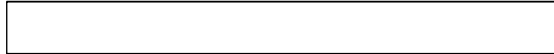
Expenses

100 Salaries						
121 Principals and Assistants	\$ 629,244	\$ 193,634	\$ 812,257	\$ -	\$ 812,257	23.8%
131a Teachers	\$ 3,450,106	\$ 971,742	\$ 3,937,899	\$ 43,103	\$ 3,981,002	24.4%
131f Stipends (Sports, other)	\$ 38,456	\$ 3,370	\$ 30,000	\$ -	\$ 30,000	11.2%
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)		\$ -		\$ 36,552	\$ 36,552	0.0%
131l HB 396 Educator Professional Time Stipend	\$ 69,351	\$ 29,785	\$ 110,000	\$ -	\$ 110,000	27.1%
131a Preschool Teachers	\$ 166,328	\$ 43,133	\$ 207,162	\$ (362)	\$ 206,800	20.9%
131c Special Education Director & Teachers	\$ 559,840	\$ 161,905	\$ 713,684	\$ 14,141	\$ 727,825	22.2%
132a Substitute Teachers	\$ 112,142	\$ 24,726	\$ 95,000	\$ (7,105)	\$ 87,895	28.1%
132b PTO Cash out	\$ (28,530)	\$ (3,936)	\$ 15,000	\$ (5,000)	\$ 10,000	-39.4%
142a Counselor & Social Worker	\$ 229,271	\$ 70,476	\$ 302,183	\$ -	\$ 302,183	23.3%
142b Occupational Therapist	\$ 26,764	\$ 3,483	\$ 26,000	\$ 5,324	\$ 31,324	11.1%
143 Nurse	\$ 302	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
145 Librarian	\$ 153,208	\$ 46,931	\$ 201,875	\$ -	\$ 201,875	23.2%
152 Secretarial & Clerical	\$ 234,506	\$ 70,009	\$ 281,077	\$ -	\$ 281,077	24.9%
161a Special Education TA	\$ 384,832	\$ 100,870	\$ 490,444	\$ 55,766	\$ 546,210	18.5%
161b General Ed and At-Risk TA	\$ 134,803	\$ 24,984	\$ 26,742	\$ -	\$ 26,742	93.4%



Budget Detail Report

	(984 Students)	(985 Students)	985	(-0 Students)	974	
	FY25 Actuals	FY26 Actuals	FY26 Budget	Changes	FY26 Forecast	% of Forecast
161c Title I TA	\$ 398,222	\$ 76,700	\$ 552,645	\$ (22,039)	\$ 530,606	14.5%
161d Early Literacy (K-3) TA	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
161e Land Trust TA	\$ 44,379	\$ 10,036	\$ 100,208	\$ (45,360)	\$ 54,848	18.3%
161f Early Intervention TA	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
161g After School Program (Prev Block Grant)	\$ -	\$ 4,914	\$ 103,505	\$ 8,403	\$ 111,907	4.4%
161h Preschool Aides	\$ 91,964	\$ 17,302	\$ 90,745	\$ -	\$ 90,745	19.1%
182 Facility Support	\$ 60,900	\$ 21,775	\$ 74,024	\$ 2,854	\$ 76,878	28.3%
184 IT Support	\$ 125,005	\$ 36,437	\$ 148,129	\$ -	\$ 148,129	24.6%
191 Food Service	\$ 431,720	\$ 90,327	\$ 499,322	\$ -	\$ 499,322	18.1%
Total 100:	\$ 7,444,035	\$ 2,001,407	\$ 8,969,851	\$ 86,276	\$ 9,056,127	22.1%
200 Benefits						
220 Social Security	\$ 555,991	\$ 143,800	\$ 708,674	\$ 6,816	\$ 715,490	20.1%
230 Retirement	\$ 162,377	\$ 47,227	\$ 184,758	\$ -	\$ 184,758	25.6%
241 Group Insurance	\$ 494,171	\$ 150,324	\$ 595,541	\$ -	\$ 595,541	25.2%
242 Waiver Benefit	\$ 98,125	\$ 17,250	\$ 96,000	\$ -	\$ 96,000	18.0%
270 Worker's Compensation Fund	\$ 14,900	\$ 2,735	\$ 19,266	\$ -	\$ 19,266	14.2%
280 Unemployment Insurance	\$ 12,269	\$ 3,341	\$ 15,000	\$ -	\$ 15,000	22.3%
Total 200:	\$ 1,337,833	\$ 364,677	\$ 1,619,239	\$ 6,816	\$ 1,626,055	22.4%
300 Prof & Technical Services						
310 Other Contracted Services	\$ 36,250	\$ -	\$ 80,000	\$ (60,000)	\$ 20,000	0.0%
320 Substitute Services	\$ 1,608	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%
330 Employee Training & Development	\$ 107,587	\$ 71,357	\$ 100,000	\$ 60,000	\$ 160,000	44.6%
352 Audit Services	\$ 23,823	\$ 8,400	\$ 23,000	\$ -	\$ 23,000	36.5%
345 Business Manager Services	\$ 82,511	\$ 23,178	\$ 92,718	\$ -	\$ 92,718	25.0%
347 Mental Health (Weber Health Services)	\$ 6,889	\$ 1,875	\$ 7,500	\$ -	\$ 7,500	25.0%
347 Speech Therapy	\$ 238,139	\$ 48,300	\$ 289,800	\$ -	\$ 289,800	16.7%
347 Psychology / Behavior	\$ 11,456	\$ 466	\$ 12,000	\$ -	\$ 12,000	3.9%
349 Legal	\$ 8,117	\$ 55,765	\$ 10,000	\$ -	\$ 10,000	557.7%
350 IT Services	\$ 66,016	\$ 29,176	\$ 88,000	\$ -	\$ 88,000	33.2%
350 SRO	\$ 140,176	\$ -	\$ 144,446	\$ -	\$ 144,446	0.0%
Total 300:	\$ 722,572	\$ 238,517	\$ 708,018	\$ -	\$ 852,464	28.0%
400 Purchased Property Services						
410 Garbage / Sewer / Water	\$ 45,742	\$ 27,419	\$ 61,000	\$ -	\$ 61,000	44.9%
423 Cleaning & Custodial Services	\$ 121,000	\$ 33,000	\$ 132,000	\$ -	\$ 132,000	25.0%
424 Lawn Care & Snow Removal	\$ 22,614	\$ 1,800	\$ 35,000	\$ -	\$ 35,000	5.1%
430 Repairs / Maintenance / Monitoring	\$ 204,704	\$ 78,567	\$ 135,000	\$ -	\$ 135,000	58.2%
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	\$ 140,786	\$ 364,000	\$ -	\$ 364,000	38.7%
500 Other Purchase Services						
517 Trips	\$ 50,508	\$ -	\$ 100,000	\$ -	\$ 100,000	0.0%
518 Field Trips (Bussing & Entrance Fees)	\$ 21,839	\$ 2,084	\$ 30,000	\$ (5,000)	\$ 25,000	8.3%
518 Student Activities - Aguilas Bussing	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	0.0%
518 Sports (Bussing, Fees, Tri, Weight Training)	\$ 18,237	\$ 4,524	\$ 21,000	\$ -	\$ 21,000	21.5%
520 Property & Liability Insurances	\$ 58,005	\$ 27,127	\$ 68,268	\$ -	\$ 68,268	39.7%
530 Communication (Phone & Internet)	\$ 15,360	\$ 3,964	\$ 15,049	\$ (0)	\$ 15,049	26.3%
540 Marketing	\$ 2,174	\$ 1,727	\$ 5,000	\$ -	\$ 5,000	34.5%
560 After School Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
580 Travel / Per Diem	\$ 16,727	\$ 1,626.11	\$ 20,000	\$ (5,000)	\$ 15,000	10.8%
Total 500:	\$ 182,850	\$ 41,052	\$ 260,517	\$ (10,000)	\$ 250,517	16.4%
600 Supplies and Materials						
610 Classroom/ Legislative Supplies	\$ 56,628	\$ 43,334	\$ 50,000	\$ -	\$ 50,000	86.7%
610 SpEd Supplies	\$ 19,863	\$ 6,454	\$ 15,000	\$ -	\$ 15,000	43.0%
610 Preschool Supplies	\$ 2,525	\$ 691	\$ 8,000	\$ (2,000)	\$ 6,000	11.5%
610 After School (Hope Squad - Prevention Block)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%



Budget Detail Report

	(984 Students)	(985 Students)	985	(-0 Students)	974	
	FY25 Actuals	FY26 Actuals	FY26 Budget	Changes	FY26 Forecast	% of Forecast
610 Event Supplies	\$ 16,886	\$ 2,172	\$ 17,500	\$ -	\$ 17,500	12.4%
610 Sports Supplies	\$ 4,167	\$ 98	\$ 5,000	\$ -	\$ 5,000	2.0%
610 Clubs	\$ 8,475	\$ 5,221	\$ 9,000	\$ -	\$ 9,000	58.0%
610 Yearbooks	\$ 10,007	\$ -	\$ 6,000	\$ -	\$ 6,000	0.0%
610 Art Expo	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
610 Aguilas & 7 Habits	\$ 7,203	\$ 9,164	\$ 10,000	\$ -	\$ 10,000	91.6%
610 OPA Apparel / Concessions	\$ 29,400	\$ 20,532	\$ 30,000	\$ -	\$ 30,000	68.4%
610 Staff Meals / Appreciation / Prof Dev	\$ 26,910	\$ 6,870	\$ 30,000	\$ -	\$ 30,000	22.9%
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	\$ 17,124	\$ 50,000	\$ -	\$ 50,000	34.2%
610 Non Food Kitchen Supplies	\$ 40,134	\$ 10,823	\$ 25,000	\$ -	\$ 25,000	43.3%
621 Natural Gas	\$ 28,231	\$ 702	\$ 40,000	\$ -	\$ 40,000	1.8%
622 Electricity	\$ 83,914	\$ 27,269	\$ 85,000	\$ -	\$ 85,000	32.1%
630 Lunch Program Food & Supplies	\$ 510,353	\$ 89,808	\$ 515,000	\$ -	\$ 515,000	17.4%
641 Curriculum	\$ 89,698	\$ 106,947	\$ 105,000	\$ 5,000	\$ 110,000	97.2%
644 Library	\$ 16,917	\$ 19,800	\$ 15,000	\$ -	\$ 15,000	132.0%
650 Technology Related Supplies	\$ 6,040	\$ 1,128	\$ 10,000	\$ -	\$ 10,000	11.3%
670 Educational Software	\$ 50,469	\$ 9,939	\$ 30,000	\$ (15,000)	\$ 15,000	66.3%
680 Maintenance Supplies	\$ 16,716	\$ 4,335	\$ 25,000	\$ (5,000)	\$ 20,000	21.7%
680 Cleaning Supplies (BEAR)	\$ 15,676	\$ 3,654	\$ 15,000	\$ -	\$ 15,000	24.4%
Total 600:	\$ 1,096,920	\$ 386,065	\$ 1,099,700	\$ (17,000)	\$ 1,082,700	35.7%
700 Property, Equipment						
710 Land and Site Improvement	\$ 14,791	\$ 9,220	\$ 10,000	\$ -	\$ 10,000	92.2%
720 Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
733 Furniture and Fixtures	\$ 27,448	\$ 13,505	\$ 20,000	\$ (2,000)	\$ 18,000	75.0%
733 ECC Furniture and Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
734 Technology Related Hardware	\$ 75,152	\$ 18,254	\$ 40,000	\$ -	\$ 40,000	45.6%
735 Non-Bus Vehicle - SRO Car	\$ 60,918	\$ -	\$ -	\$ -	\$ -	0.0%
736 Technology Related Software	\$ 10,049	\$ 6,923	\$ 10,000	\$ -	\$ 10,000	69.2%
739 Equipment	\$ -	\$ 328	\$ -	\$ 328	\$ 328	100.0%
739 Kitchen Equipment	\$ 6,528	\$ 1,310	\$ 10,000	\$ (4,000)	\$ 6,000	21.8%
Total 700:	\$ 194,886	\$ 49,540	\$ 90,000	\$ (5,672)	\$ 84,328	58.7%
800 Debt Service and Misc						
810 Dues and Fees	\$ 37,177	\$ 32,627	\$ 35,000	\$ -	\$ 35,000	93.2%
812 Banking Fees	\$ 8,710	\$ 2,294	\$ 8,500	\$ -	\$ 8,500	27.0%
850 Bond - Restricted Assets	\$ 972,459	\$ 319,863	\$ 1,237,236	\$ -	\$ 1,237,236	25.9%
850 Contingency	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%
890 Miscellaneous	\$ 1,660	\$ 3,651	\$ -	\$ -	\$ -	0.0%
Total 800:	\$ 1,020,006	\$ 358,435	\$ 1,300,736	\$ -	\$ 1,300,736	27.6%
Total Expenses:	\$ 12,393,714	\$ 3,580,479	\$ 14,412,061	\$ 60,420	\$ 14,616,927	24.5%

Net Income: \$ (244,499) \$ (183,273) \$ 373,282

\$ 71,369 \$ 300,205 \$ 120,000.00

MADS Goal 1.30 1.24 1.10

Reserve Funds Used in Year:

Goal w/respect to MADS \$ 371,171 Diff: \$ (70,965.90)

Coversheet

Verdaka Sensors

Section: II. Finance
Item: B. Verdaka Sensors
Purpose: Vote

Submitted by:

Related Material:

Verkada Procurement Comparison Form.pdf

Quote_387289_1760469472507.pdf

lesolson.my.salesforce-sites.com_quote_id=3fa0d2be7c1801836f9562a12ead2598.pdf

MITQ221318_QuoteValet_2025-10-15T14-33.52Z.pdf

Estimate OPA Vapes.pdf



OGDEN PREPARATORY ACADEMY

Official Form

3. Fiscal Management

3.06.TPL.1 Procurement Comparison Form

Effective/Revision Date: 05/11/2020

Page 1 of 2

Items and/or services being procured

Verkada Sensors totalling four sensors overall in the 1st and 4th grade halls' bathrooms.

Vendor #1	Total Cost/time frame	Date Received
Les Olson Company	7027.80	10/21/2025
Contact Name	Contact Number/Email	Website/other
Wade Barrus	8016212323/wbarrus@lesolson.com	www.lesolson.com
Specific Characteristics of Proposal		
- The total price is \$7,027.80 Quote (Parts) Quote (Install)		
Vendor #2	Total Cost	Date Received
Bluum	7061.32	10/21/2025
Contact Name	Contact Number/Email	Website/other
Adil Moledina	1.888.226.5727/Adil.Moledina@bluum.com	www.bluum.com
Specific Characteristics of Proposal		
- The total price is \$7,061.32 Quote		

Vendor #3	Total Cost	Date Received
801 Technologies	7592.00	10/21/2025
Contact Name	Contact Number/Email	Website/other
Alex	alex@801technology.com	West Jordan, UT 84081
Specific Characteristics of Proposal		
• The total price is \$7,592.00 • Quote		

Specific documents to support bids should be attached to this form.

- ☐ Check if a second form is attached for additional vendor proposals. If completing digitally, additional vendor fields may be copied and pasted above in lieu of an additional form.

OPA Employee Contact Name	Date of Review
Michael Berube	10/21/2025
Considerations for Decision	
All bids are for the same product. The only difference is price. I suggest going with Les Olson; it's both the lowest price and local.	
Vendor Selected	Date of Approval

Document History

Approved: 05/11/2020

Legal References

3.06.TPL.1 Procurement Comparison Form	
Effective/Revision Date: 05/11/2020	Page 2 of 2



Bloom USA, Inc.
1771 Energy Park Drive
Suite 100
St Paul MN 55108
www.bloom.com

Quote

#387289

10/14/2025

Bill To

Accounts Payable
OGDEN PREPARATORY ACADEMY
1415 Lincoln Ave.
Ogden UT 84404

Ship To

OGDEN PREPARATORY ACADEMY
1415 Lincoln Ave.
Ogden UT 84404

Memo:

Verkada SV23 Environmental Sensor

Expires	Sales Rep	Contract	Terms
10/31/2025	822 Adil Moledina		Net 30

Qty	Item	MFG	Price	Ext. Price
4	SV23-HW Verkada SV23 Environmental Sensor	Verkada	\$711.79	\$2,847.16
4	LIC-SV-5Y-CAP Verkada 5-Year SV License, Capacity Increase	Verkada	\$711.79	\$2,847.16
1	Services - Integration Install 4 Verkada Environmental Sensors. Provide a data network home run for each. Provide cable, terminations and testing		\$1,299.00	\$1,299.00

Please note that our tariff policy is outlined within our Terms and Conditions, which govern all sales and agreements. By proceeding with this order, you acknowledge and agree to the terms and conditions, including any applicable tariffs or fees that may apply.

****Bloom provides professional development from former educators who are committed to providing world class instructional training. With the purchase of educational technology, we recommend including PD to ensure effective adoption. Ask about our getting started package, 3-hour remote and 6-hour onsite training.**

Subtotal	\$6,993.32
Tax Total	\$0.00
Shipping Cost	\$68.00
Total	\$7,061.32

Thank you,

Adil Moledina

E: adil.moledina@bloom.com

bloom.com



387289



Bloom USA, Inc.
1771 Energy Park Drive
Suite 100
St Paul MN 55108
www.bloom.com

Quote

#387289

10/14/2025

To accept this quotation, sign here : _____

Printed Name/Title/Date : _____

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

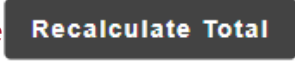
This document is subject to the terms and conditions found here: www.bloom.com/terms-conditions. For quotes over \$25,000 a Purchase Order is required, please reference this quote number on your PO. If purchasing via credit card a 2.5% surcharge fee will apply. For questions please contact your Bloom Account Representative.

Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods. Returns require an authorization number and must be made within 30 days. A minimum 25% restocking fee may apply with the exception of out of box failures and replacements under warranty.



387289

Please review the below quote and use buttons Deny or Accept.

Use  to accept or deny the line Items. Then use  to see the final Price.
Then scroll to the button to finalize the Quote.



LES OLSON IT

Sales Order # 668532

Customer # 03-OGDPR

Sales Rep: Wade Barrus

Order Date: Oct 21, 2025

S.O. Expiration Date: Oct 31, 2025

Sold To

Ogden Preparatory Academy
1435 Lincoln Ave
Ogden, UT 84404-5678

Attn: Andrew Smith
asmith@ogdenprep.org
(801) 627-3066

Project: Ogden Preparatory Academy Vape Sensor Installation

Prepared For: Ogden Preparatory Academy

Location: 1435 Lincoln Ave Ogden, UT 84404

Prepared By: Les Olson Company

Date: 10/15/2025

Project Summary-

This project includes the structured cabling and installation of (4) Verkada Vape Sensors in the bathrooms in the 1st floor Northeast hallway, and 2nd floor Northeast hallway.

Equipment and Materials Provided by Les Olson-

- Cat6 Riser Cable Blue
- Keystone HD Black (4)
- 1ft Patch Cable Black (4)
- RJ45 (4)

Testing and Verification-

- All Cat6 cables tested for continuity and PoE capability
- All terminations labeled; as-built documentation to be provided

Project Assumptions-

- Switch space availability with adequate PoE requirements
- Bathrooms can be closed to the students while Les Olson is working

Timeline-

Estimated Installation Time: 1 business day

Working Hours: Standard business hours unless otherwise arranged

Exclusions-

- The furnishing or installation of grounding, and 110v electrical work
- The furnishing or installation of vinyl cable tracking
- Structural modifications or core drilling
- Scissor lift rental

Change Orders-

Any deviations from this scope must be documented and approved via **Change Order**. No additional work will be performed without written authorization.

Warranty-

A 1-year labor warranty covers:

- All newly installed cabling and cable terminations
- Mounting of all devices installed by Les Olson Company

Purchase Type	Purchase Option	Subtotal
Cash	Net 30	\$ 1,287.80 (plus applicable taxes)

☐ I accept the Terms & Conditions (click **HERE** to view)

☐ I consent to the use of electronic signature

Accepted By:

Date:

PO:

Sign:

Clear

Title:

Initials:

Accept Quote



LES OLSON IT

YOUR OFFICE

TECHNOLOGY PARTNER



A custom proposal prepared for:

Ogden Preparatory Academy

Attn: Michael Berube

Prepared By

Wade Barrus

Managed IT Solutions

wbarrus@lesolson.com

801-621-2323

www.lesolson.com

3244 South 300 West
Salt Lake City, UT 84115

801-486-7431



LES OLSON IT

QUOTE

Number MITQ221318

Date Sep 22, 2025

YOUR OFFICE TECHNOLOGY PARTNER

Sold To

Ogden Preparatory Academy
Michael Berube
1415 Lincoln Ave
Ogden, UT 84404

Ship To

Ogden Preparatory Academy
Michael Berube
1415 Lincoln Ave
Ogden, UT 84404

Your Sales Rep



Wade Barrus
801-621-2323
wbarrus@lesolson.com

Phone (801) 695-5925

Phone (801) 695-5925

Here is the quote you requested.

Terms	P.O. Number	Ship Via
NET 30		

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

Verkada Environmental Sensor Hardware

4	Verkada SV23 Environmental Sensor	\$709.00	\$2,836.00
4	Verkada 5-Year Sensor License	\$709.00	\$2,836.00

Utah Department of Commerce - Burglar Alarm Company License No. 14031383-6501

**Pricing does not include setup or installation of hardware on customer site.
*Additional items may be required for install (brackets, mount plates, cable runs or cable corrections)
Installation services and mounting accessories are available and may be quoted upon request

SubTotal	\$5,672.00
Tax	\$0.00
Shipping	\$68.00
Total	\$5,740.00

Please contact me if I can be of further assistance.

801 Technology LLC

9553 Alane Hollow Rd
West Jordan, UT 84081 USA
alex@801technology.com

Estimate

ADDRESS
Ogden Preparatory Academy
1415 Lincoln Ave
Ogden, UT 84404

ESTIMATE
DATE
OPA Vapes
10/09/2025

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	SV-23-HW	Verkada SV23 Environmental Sensor	4	799.00	3,196.00
	Verkada License 5YR	Verkada 5-Year SV License	4	799.00	3,196.00
	Low Voltage Cable	CAT6 Cable Run To Sensor Location	4	200.00	800.00
	Install/Configuration	Installation and Configuration of Verkada Sensor	4	100.00	400.00

SUBTOTAL					7,592.00
TAX					0.00

TOTAL					\$7,592.00

Accepted By

Accepted Date

Coversheet

Edge EX with Edgenuity

Section:	II. Finance
Item:	C. Edge EX with Edgenuity
Purpose:	Vote
Submitted by:	
Related Material:	Quote_-_Edgenuity.pdf



100 S. Mill Ave
Suite 1700
Tempe, AZ 85281
877-725-4257

Ogden Preparatory Academy
1415 Lincoln Ave
Ogden UT 84404
United States

Price Quote

Date	10/15/2025
Quote No.	Q-183737
Acct. No.	12279092
Total	5,165.00
Pricing Expires	02/18/2026

Payment Term	Contract Start	Contract End
Due on receipt	10/1/2025	9/30/2026

Site	Description	End Date	Qty
Ogden Preparatory Academy	Imagine EdgeEX with Edgenuity 9-12 Comprehensive Concurrent User	09/30/2026	5
	Edgenuity Academic Integrity	09/30/2026	1
	PL - CW/Supp/SS Virtual Session	09/30/2026	1

Subtotal	5,165.00
Tax Total	0.00
Total	5,165.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Terms and Conditions of Company Services ("Terms and Conditions"). These Terms and Conditions are available at www.imaginelearning.com/standard-terms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential and may not be shared with third parties without Imagine Learning's written consent.

Please note that the paper used in our products and the paper and components included in our science and math kits are sourced from suppliers that may become subject to tariffs. While we are actively managing our supply chain to minimize the effect of any tariffs that may be imposed, we reserve the right to apply a tariff surcharge to offset increased costs if necessary. We will provide thirty (30) days advance notice regarding the imposition of any such surcharges.

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.

Ogden Preparatory Academy

Signature: _____
Print Name: _____
Title: _____
Date: _____

Imagine Learning Representative

Hannah Lee
Account Executive -
hannah.lee@imaginelearning.com
imaginelearning.com

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

October 2025



OGDEN PREPARATORY
ACADEMY

Early Childhood Center

Happenings:

- Kindergarten Literacy Night is tonight!
- Trunk-or-Treat October 24th
- The 50th day of school is coming up on October 30th!
- The unannounced child care licensing inspection is completed for the year! Only one minor thing to fix.



ADMINISTRATIVE BOARD REPORT

October 2025



OGDEN PREPARATORY
ACADEMY

Elementary Updates



- **Attendance Awareness Month (September)**
 - Attendance committee meets weekly
 - Phone calls, warning/truancy letters, home visits
 - Updates sent in report cards and at Family Conferences
 - Weekly class competitions for recognition
 - Weekly Attendance Minute in the Eagle News
 - Monthly class attendance winners
 - September - extra recess with administration
 - October - FREE free dress
 - November - Hats and Hoodies
 - December - Donuts & Disco
 - December 1-19
 - Students with 95% attendance or better (0-1 absences) get to participate
 - August absences down 39 absences per day average
 - September absences up 1 absence per day
 - Week of October 13
 - 95% attendance!!!
 - 2 classes with 100%
 - Staff had 88%
 - Only 2 days



ADMINISTRATIVE BOARD REPORT

October 2025



OGDEN PREPARATORY
ACADEMY

Junior High

- **Quarter 1 Data:**
 - Chronic absenteeism is at 20%. Goal is 27%.
 - Q1 behavior referrals are down 42% from last year. Goal is 20%.
 - Teachers have consistently met the School Improvement Plan milestone for the first component of Teacher Clarity: Learning Target.
- Mrs. Vance's class was the winner of the September Attendance Challenge. They chose to do a mini field trip to the park.
- Boys basketball is starting next week.
- All 7th graders will be visiting Weber State University on Thursday and Friday.
- Halloween dance is Friday.





OGDEN PREPARATORY
ACADEMY

ADMINISTRATIVE BOARD REPORT

October 2025

Family Engagement



Fall Family Festival
4 Food Vendors
Bounce Houses
Train & Games
Snacks & Treats
Swag Swap
School Info
GEAR-UP



**Family Team
Conference Snacks
for Teachers**



Spanish Parent Workshop Series
1st Qtr Session: 5 time slots available,
over 30 attendees, 2 guest speakers



ADMINISTRATIVE BOARD REPORT

October 2025



OGDEN PREPARATORY
ACADEMY

Teaching & Learning

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

Enrollment

State enrollment overall is decreasing year to year.

From FY25 to FY26 overall state enrollment dropped by 11,478 students, or a 1.7% decrease. This is attributed to lower birth and immigration rates.

OPA is seeing a reduction in alternating grades. This year, grades K, 2, 4, 6, and 8 are below our expected enrollment while grades 1, 3, 5, 7, and 9 are closer to our planning levels.

From FY25 to FY26, Ogden City School District saw a similar reduction in enrollment in grades K, 2, 4, and 6 while grades 1, 3, and 5 either saw growth or much smaller reductions.

Ogden City Enrollment:

	K	Grade_1	Grade_2	Grade_3	Grade_4	Grade_5	Grade_6	Grade_7	Grade_8	Grade_9
2026	9798	694	725	756	718	814	768	745	708	671
2025	10045	737	790	733	814	760	771	795	668	713
FY26-FY25	-247	-43	-65	23	-96	54	-3	-50	40	-42



OGDEN PREPARATORY
ACADEMY

ADMINISTRATIVE BOARD REPORT

October 2025

Operations

- IRS rebate funds and B-10 Capital.
 - We have engaged HK Law Firm to assist with the appeal.
 - B-10 Capital will reduce their fee to cover the attorney fees.
 - 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
- State submissions in process:
 - Title III (Multi-Lingual Learner)
 - Title I (Economically Disadvantaged support in Reading and Mathematics)
 - Digital Teaching and Learning
 - TSSA (Teacher and Student Success Act)
 - School Safety Grant
 - IDEA (Federal Special Education Funds)

PTIF (Public Treasurer's Interest Fund)

September 30, 2025

Beginning Balance:	\$6,377,007.74
Transfer:	\$0.00
Interest:	\$22,974.55
Ending Balance:	\$6,399,982.29



OGDEN PREPARATORY
ACADEMY

ADMINISTRATIVE BOARD REPORT

October 2025

Data

Enrollment

Grade	Daycare	Pre-K	K	1	2	3	4	5	6	7	8	9	All	
FY26 Oct	25	28	100	105	95	108	83	101	94	103	85	101	1028	975
FY25 Oct	17	26	102	97	101	91	90	103	112	87	99	102	1027	984
October 1	25	28	100	105	95	108	83	101	94	103	85	101	1028	975

Waitlist- 2025-2026

OGDEN PREPARATORY ACADEMY						
Grade	I	A	GWL	SWL	TWL	FWL
PS	0	54	0	0	0	0
K	0	160	0	0	0	0
1	20	15	19	1	0	0
2	0	30	0	0	0	0
3	0	25	0	0	0	0
4	0	26	0	0	0	0
5	0	41	0	0	0	0
6	1	34	1	0	0	0
7	0	59	0	0	0	0
8	1	25	1	0	0	0
9	0	27	0	0	0	0
Totals:	22	496	21	1	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

Policies

Section: III. Administrative Business

Item: D. Policies

Purpose: Vote

Submitted by:

Related Material:

2.07.POL Framework for School Improvement Plan.pdf

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

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2. Administration

2.07.POL Framework for School Improvement Plan

Effective/Revision Date: 2/10/2023

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It is the policy of the Ogden Preparatory Academy Board of Directors (OPA Board) that the OPA Administration shall create, review, and make adjustments to an OPA School Improvement Plan (SIP) according to the following framework at least annually.

1. Needs Assessment.

- a. Administration shall gather and analyze data to determine school improvement needs. The following methods may be used.
 - i. Staff surveys
 - ii. Parent surveys
 - iii. Student surveys
 - iv. Assessment results
 - v. Administrative structures of observation and evaluation
- b. Data shall be gathered in key areas including:
 - i. Collaborative Leadership and Staff Development
 - ii. Curriculum, Instruction, and Assessment
 - iii. School Environment

2. Goal Setting.

- a. OPA Administration shall prioritize school improvement needs and identify SMART goals to address needs.
- b. OPA Administration shall present and discuss goals with the OPA Board annually.

3. Implementation.

- a. The OPA SIP shall be reviewed with OPA employees.
- b. All employees shall be given responsibilities for progress on OPA SIP goals.

4. Monitor and Review.

- a. OPA Administration and staff shall review the school improvement goals at least annually to determine progress and make adjustments as necessary.
- b. OPA Administration shall report progress to the OPA Board annually.

Document History

Approved: 06/12/2019

Reviewed: 02/10/2023

Reviewed by Board. No changes made.

Legal References

2.07.POL Framework for School Improvement Plan

Effective/Revision Date: 2/10/2023

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OGDEN PREPARATORY ACADEMY

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6. Human Resources

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

Effective/Revision Date:

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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

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- 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.

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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	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:

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OGDEN PREPARATORY ACADEMY

Official Policy

7. Students

7.09.POL Section 504 Student Accommodations

Effective/Revision Date:

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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

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- 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

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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).

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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

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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")



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6. Human Resources

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

Effective/Revision Date: 11/09/2023

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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:

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Effective/Revision Date: 11/09/2023

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- 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

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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

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Effective/Revision Date: 11/09/2023

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

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Effective/Revision Date: 11/09/2023

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