



## Ogden Preparatory Academy

### **OPA Board of Directors Meeting**

Published on January 13, 2026 at 1:39 PM MST

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#### **Date and Time**

Thursday January 15, 2026 at 4:30 PM MST

#### **Location**

1487 Lincoln Avenue  
Ogden UT 84404

Board Room (ECC upstairs)

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

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#### **Agenda**

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

Approve minutes for OPA Board of Directors Meeting on December 11, 2025

	Purpose	Presenter	Time
D. Opportunity for Public Input	Discuss	Sara Mejeur	5 m
E. Ratify previous meetings' votes; June-December			
1. June 19, 2025 votes and approvals:			
1. 3/20/2025 minutes.			
2. 5/15/2025 minutes.			
3. Addition of Cyber Legal Liability to the insurance policy.			
4. Final FY25 Budget.			
5. Initial FY26 Budget.			
6. Removal of the funds from the short term CD at expiration.			
7. HVAC economizers.			
8. Elevate phone carrier.			
9. Purchase of a new copy machine.			
10. Purchase of kitchen office furniture.			
11. Curriculum renewals.			
12. Purchase of Teach FX for 3 years.			
13. Purchase of Read 180 and Math 180.			
14. FY26 Board Meeting Schedule.			
15. FY26 School Plan.			
16. Updates to the Student-Parent Handbook and the Data Governance Plan.			
17. Adjournment.			
2. September 18, 2025 votes and approvals:			
1. 6/19/2025 Minutes.			
2. 9/4/2025 Minutes.			
3. TSSA Budget Plan.			
4. Snow Removal with Earthworks.			
5. Replacement of Elementary bathroom vents.			
6. Purchase of Live Scan Equipment.			
7. LEA Specific Licenses.			
8. Adjournment.			
3. October 23, 2025 votes and approvals:			
1. 9/18/2025 Minutes.			
2. Purchase and installation of Verdaka sensors.			
3. Purchase of Edge EX.			
4. Addition of yellow-gold shirts to the uniform option.			
5. Policies updated and approved:			
1. Framework for School Improvement			
2. SHiNE Policy			
3. 504 Policy			

	Purpose	Presenter	Time
	4. FMLA and Parental Leave Policy		
	6. Adjournment.		
4.	December 11, 2025 votes and approvals		
1.	10/23/2025 meeting minutes		
2.	Enter and exit closed session		
3.	Executive Director Fall Evaluation approval		
4.	New Board Member approval		
5.	Policies		
1.	Special Education Policies and Procedures		
2.	Fee and Fee Waiver Policy		
3.	Budget and Title 1 Policy		
6.	Audit Committee		
7.	Adjournment		

<b>II.</b>	<b>Finance</b>		<b>4:37 PM</b>
A.	Budget Review	Discuss	Spencer Adams 10 m
B.	Finance Training	Discuss	Spencer Adams 5 m
<b>III.</b>	<b>Executive Session</b>		<b>4:52 PM</b>
A.	Enter Closed Session	Vote	Sara Mejeur 5 m
	...to protect the privacy of an individual.		
B.	Exit Closed Session	Vote	Sara Mejeur 5 m
C.	Student Discipline Decision	Vote	Sara Mejeur 5 m
<b>IV.</b>	<b>Administrative Business</b>		<b>5:07 PM</b>
A.	Administrative Board Report	FYI	Administration 10 m
B.	Policies	Vote	Debbie Deem 5 m
	1. Educational Services Outside of an Educator's Regular Employment (new)		
	2. School Visitor and Campus Conduct (new)		
	3. Early Childhood Center Fees		
	1. Added collection section		

	Purpose	Presenter	Time
<b>V. Other Business</b>			<b>5:22 PM</b>
A. Discussion	Discuss	Debbie Deem	5 m
<b>VI. Closing Items</b>			<b>5:27 PM</b>
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 December 11, 2025

APPROVED



OGDEN PREPARATORY  
ACADEMY

## Ogden Preparatory Academy

### Minutes

#### OPA Board of Directors Meeting

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##### Date and Time

Thursday December 11, 2025 at 4:30 PM

##### Location

1487 Lincoln Avenue  
Ogden UT 84404

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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.

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##### Directors Present

B. Lucas, J. Zepeda, P. Valiente (remote), S. Zwygart (remote)

##### Directors Absent

S. Mejeur

##### Ex Officio Members Present

D. Deem, K. Kennington

##### Non Voting Members Present

D. Deem, K. Kennington

##### Guests Present

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A. McPhee, S. Adams, S. Wright, T. Young

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## 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 Dec 11, 2025 at 4:31 PM.

### C. Approve Minutes

S. Zwygart made a motion to approve the minutes from OPA Board of Directors Meeting on 10-23-25.

P. Valiente seconded the motion.

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

#### Roll Call

S. Zwygart Aye

S. Mejeur Absent

B. Lucas Aye

P. Valiente Aye

J. Zepeda Aye

### D. Opportunity for Public Input

No public at this time.

### E. Ratify June, September, and October Board Meeting Votes

Tabled for next meeting.

We do not have an in-person quorum.

## II. Finance

### A. Budget Review

Presented by Spencer Adams.

- Topics Discussed
  - Revenue
    - State Revenue has been trued up
  - Ratios
    - Safe above the covenants
    - Specific Line items to watch

### **III. Executive Session**

#### **A. Enter Closed Session**

P. Valiente made a motion to enter into closed session.

S. Zwygart seconded the motion.

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

##### **Roll Call**

P. Valiente Aye

J. Zepeda Abstain

S. Zwygart Aye

B. Lucas Aye

S. Mejeur Absent

#### **B. Exit Closed Session**

S. Zwygart made a motion to exit closed session.

P. Valiente seconded the motion.

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

##### **Roll Call**

B. Lucas Aye

S. Mejeur Absent

P. Valiente Aye

J. Zepeda Abstain

S. Zwygart Aye

#### **C. Executive Director Fall Evaluation Approval**

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

P. Valiente seconded the motion.

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

#### **D. New Board Member Decision**

S. Zwygart made a motion to approve Jessica Zepeda as a new Board Member.

P. Valiente seconded the motion.

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

### **IV. Administrative Business**

#### **A. Administrative Board Report**

Presented by Administration.

#### **B. Policies**

S. Zwygart made a motion to approve the three policies as listed.

J. Zepeda seconded the motion.

Discussed the updates to the three policies presented.

1. Nonacademic services added

2. Fee and Fee Waiver policy has language added

3. Title I Compliance has a section added specifically for federally funded items

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

### **C. Board Training**

Jessica Zepeda completed the State Auditor training.

Training presented by Debbie Deem:

1. Open Meetings Rules

2. School Land Trust Council

3. Our adopted system of order is the Roberts Rules.

### **D. Audit Committee Review**

S. Zwygart made a motion to approve the Audit Committee as listed.

P. Valiente seconded the motion.

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

## **V. Other Business**

### **A. Discussion**

No other business.

## **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 5:28 PM.

Respectfully Submitted,

B. Lucas

## Coversheet

### Opportunity for Public Input

**Section:**

I. Opening Items

**Item:**

D. Opportunity for Public Input

**Purpose:**

Discuss

**Submitted by:****Related Material:**

7.16.POL Fee Schedule (EN) - Google Docs.pdf



# OGDEN PREPARATORY A C A D E M Y

## Official Policy

### 7. Students

#### 7.16.POL Fee Schedule

**Effective/Revision Date:** 05/15/2025

**Page 1 of 5**

Fee Name	Amount
<b>Course/Grade Related Fees (Curricular)</b>	
Endurance Training/ <del>year</del>  <small>VASA membership; Sports program pays balance of membership.</small>	\$8.00/month
Credit Recovery	\$25/semester
Advanced Placement Testing Fees <i>(not to be waived)</i>	Varies by test
<b>Personal Discretionary Expenses <i>(not to be waived)</i></b>	
PE Uniform Shirt - 1 item	8.00
PE Uniform Shirt - 2 items	15.00
Yearbook Elementary, Soft Cover	17.00
Yearbook Elementary, Hard Cover	22.00
Yearbook Junior High	24.00
Class Change Fee	10.00
Replacement Name Tag*	5.00
Replacement Headphones*	178.00
Replacement Binder*	\$25.00
Replacement Planner*	\$7.00

Replacement or Repair for Chromebook**	Up to \$343
Lost or damaged books	Cost of book
<b>Extracurricular Opportunities</b>	
School Dances	Varies \$1-\$5
Lagoon School Day	Varies \$45-\$65
After Hours Program Monthly Charge Daily (services end at 5 pm) Minimum Days only (services end at 3 pm)	\$200 \$20
<b>Optional Fundraising Opportunities</b>	
Uniform Free Day	\$2 grades 7-9 \$1 grades PreK-6
<b>Expeditionary Learning Opportunities (Co-Curricular)</b>	
Spain Field Trip** <i>Air and bus travel; lodging; food; tuition; tour guides; entrance fees</i>	\$4,000
West Coast Science Expedition** <i>Fuel expenses; entrance fees; lodging fees; supplies; tours</i>	\$400 <del>350</del> .00
Southern Utah Science Expedition** <i>Fuel expenses; entrance fees; lodging fees; supplies; tours</i>	\$100.00

\*Work alternatives to payment are available.

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

### Fee Limits

#### Curricular Fees

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

#### Personal Discretionary Expenses

No Limits

#### Expeditionary Learning Opportunities

1. No Limits

### **7.16.POL Fee Schedule**

Effective/Revision Date: 05/15/2025

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## 2. Service Requirements:

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

**Student Device (chromebook) Repair Costs**

- *Part costs are wholesale costs and may be subject to change based on availability.*
- *These costs are based on the device being repairable in house. Additional costs or replacement may be required for extensive damages.*
- *Repairs will only be made if the cost is less than replacement.*

Item	Amount
Casing	\$20.00
Battery	\$65 <del>25</del> .00
Radiator	\$22.00
WiFi Card	\$25.00
Motherboard	\$150.00
Speakers	\$250.00/pair
USB Board (if applicable)	\$35.00
Trackpad	\$35.00
Keyboard	\$60.00
Display Bezel	\$20.00
Display	\$90 <del>130</del> .00
Camera	\$15.00
Keys	\$0.10/each
Labor	\$40.00/hour

Fee Collections**7.16.POL Fee Schedule**

Effective/Revision Date: 05/15/2025

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- OPA will make attempts to collect any negative balance through parent notifications; however, the balance is the responsibility of the parent/guardian with or without notification.
- Parents/Guardians of OPA students agree to pay all amounts owed within 30 days of when amounts are incurred. Delinquent accounts may be referred to a debt collection agency.
- Collection proceedings can be stopped by making a payment on the account, or establishing a payment plan with the OPA finance secretary.
- In the event any amount is referred to a debt collection agency, the parents/guardians will be responsible for a collection fee of up to 33.33% of the principal amount owing as well as any related attorney fees and court costs as allowed by Utah Code.

### Document History

Approved: unknown

Revised: 06/16/2016

06/14/2017 *Added: Ultimate Frisbee, Environmental Science, Biology, Weight*

*Training;*

*Equalized electives; Simplified/increased yearbook; Removed robotics.*

07/19/2017 *Changed the PE shirt fee to \$8, made the PE shorts optional.*

06/13/2018 *Changed the Endurance Training Fee to \$8/month; \$72/year due to VASA membership costs*

06/12/2019 *Added Credit Recovery at \$25/semester.*

*Removed Grade level fees to increase transparency.*

*Added Student and Family maximums.*

*Added additional fees to make the schedule more inclusive.*

08/15/2019 *Reduced the cost of Junior High Yearbook to reflect actual costs.*

*Added replacement earbud costs.*

03/19/2020 *Removed course specific charges except Endurance Training and*

*Weight*

*training facility fees. Added one grade level fee. Added spend plan information, and service and fundraising requirements for trips.*

05/21/2020 *Increased grade level fee to account for chromebook check out.*

*Increased*

*individual and family maximums to correspond to grade level fee increase.*

03/11/2021 *Added Chromebook repair costs, adjusted some fees as needed, and*

*corrected*

*trip descriptions.*

### **7.16.POL Fee Schedule**

Effective/Revision Date: 05/15/2025

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07/14/2021 *Removed class fees and sports fees.*

03/10/2021 *Updated category names to reflect reporting language; adjusted some fees due to changes in costs.*

03/09/2023 *Vasa membership charges removed. Replacement planner removed.*

09/14/2023 *Raised yearbook prices due to increased costs. Effective October 19, 2023.*

03/14/2024 *Increased free dress to \$2, increased West Coast trip to \$350.*

06/13/2024 *Adjusted some fees to meet expenses. Added Binder replacement.*

05/15/2025 *Adjusted some fees to meet expenses.*

### Legal References

#### **7.16.POL Fee Schedule**

Effective/Revision Date: 05/15/2025

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## Coversheet

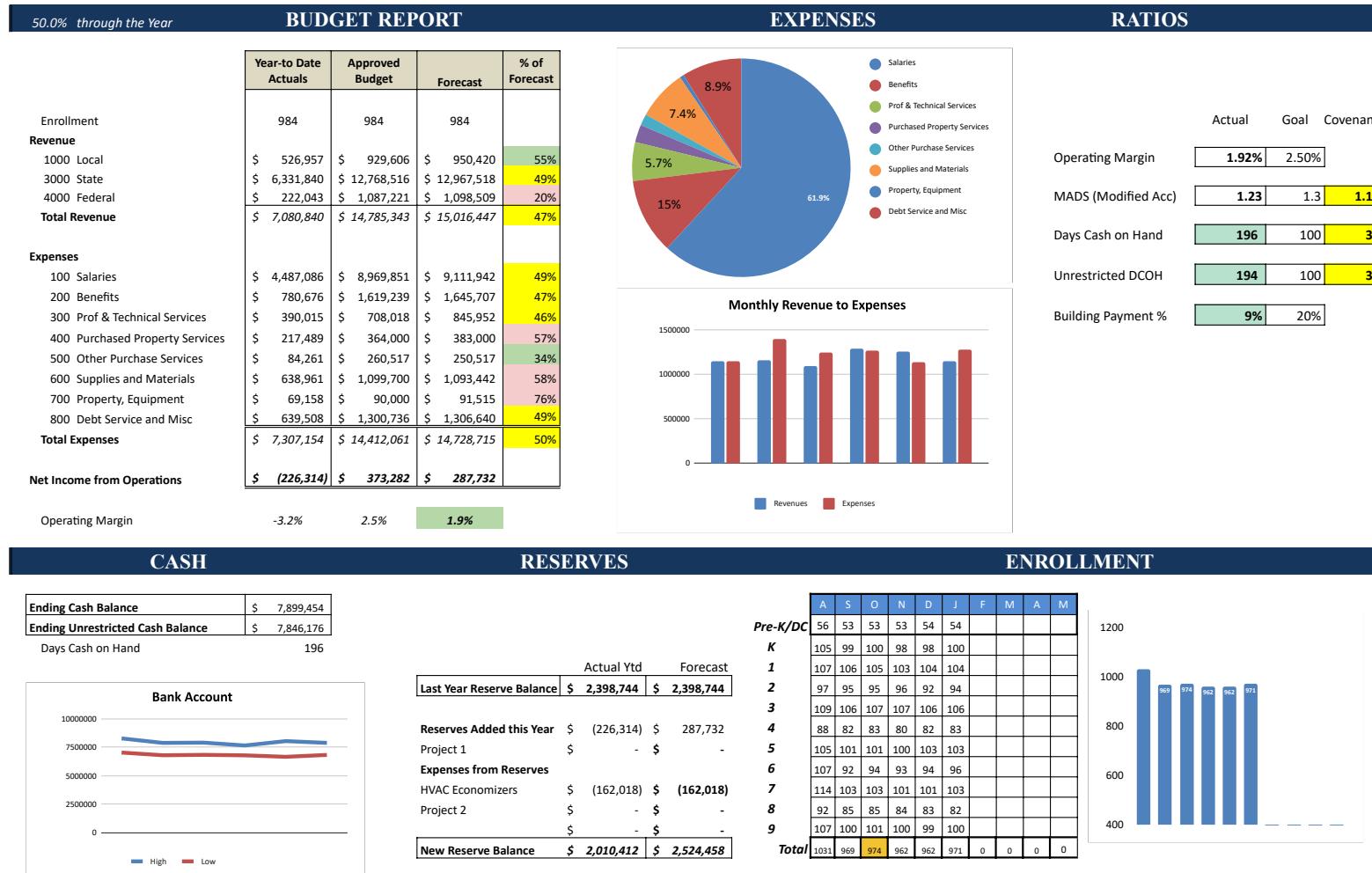
### Budget Review

<b>Section:</b>	II. Finance
<b>Item:</b>	A. Budget Review
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	December 2025 Budget Summary.pdf December 2025 Budget Detail.pdf



## Financial Summary

as of December 31, 2025





Budget Detail Report							
		Actuals as of: December 31, 2025		Percentage of Year: 50%			
		(984 Students)	(985 Students)	985	(-0 Students)	974	
		FY25 Actuals	FY26 Actuals	FY26 Budget	Changes	FY26 Forecast	% of Forecast
<b>Revenue</b>							
1000 Local							
1510 Interest on Investments	\$ 434,905	\$ 221,200	\$ 400,000	\$ -	\$ 400,000		55.3%
1600 Lunch Program (Students & Adults)	\$ 87,115	\$ 37,676	\$ 80,000	\$ -	\$ 80,000		47.1%
1710 Student Sales	\$ 24,280	\$ 15,681	\$ 25,000	\$ -	\$ 25,000		62.7%
1710 Art Expo	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%
1740 Student Fees	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%
1745 Trips (Co-Curricular Fees)	\$ 63,941	\$ 33,161	\$ 80,000	\$ -	\$ 80,000		41.5%
1747 Free Dress (Extra-Curricular Fees)	\$ 6,078	\$ 3,174	\$ 4,106	\$ -	\$ 4,106		77.3%
1760 Fines	\$ 2,399	\$ 1,030	\$ 1,300	\$ -	\$ 1,300		79.2%
1770 Fundraisers	\$ 14,045	\$ 4,069	\$ -	\$ -	\$ -		0.0%
1340 Preschool Revenue	\$ 233,692	\$ 115,720	\$ 241,200	\$ -	\$ 241,200		48.0%
1820 Afterschool Revenue (Daycare)	\$ 8,320	\$ 80	\$ 8,000	\$ -	\$ 8,000		1.0%
1910 Rental of Facility	\$ 13,408	\$ 5,706	\$ 10,000	\$ -	\$ 10,000		57.1%
1920 Contributions & Donations	\$ 7,549	\$ 13,218	\$ 30,000	\$ -	\$ 30,000		44.1%
1920 Employer Childcare Startup Grant	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%
1930 Gain on Sale of Assets	\$ 1,236	\$ -	\$ -	\$ -	\$ -		0.0%
1990 Medicaid	\$ 41,481	\$ 70,814	\$ 50,000	\$ 20,814	\$ 70,814		100.0%
1990 Miscellaneous	\$ 26,404	\$ 5,428	\$ -	\$ -	\$ -		0.0%
<b>Total 1000:</b>	<b>\$ 964,853</b>	<b>\$ 526,957</b>	<b>\$ 929,606</b>	<b>\$ 20,814</b>	<b>\$ 950,420</b>		<b>55.4%</b>
3000 State							
0.3005 Regular School Prgm K	\$ 354,459	\$ 215,600	\$ 431,177	\$ 23	\$ 431,200		50.0%
0.3010 Regular School Prgm 1-12	\$ 3,445,814	\$ 1,911,139	\$ 3,830,149	\$ (49,032)	\$ 3,781,117		50.5%
0.3020 Professional Staff	\$ 248,865	\$ -	\$ -	\$ -	\$ -		0.0%
31.1205 Special Education – Add-On	\$ 933,425	\$ 511,869	\$ 999,185	\$ 24,554	\$ 1,023,739		50.0%
31.1210 Special Education – Self-Contained	\$ 45,818	\$ 53,738	\$ 107,476	\$ -	\$ 107,476		50.0%
31.1220 Special Education – Extended Year	\$ 5,193	\$ 2,806	\$ 5,613	\$ -	\$ 5,613		50.0%
31.1225 Special Education - Impact Aid	\$ 15,680	\$ 9,602	\$ 19,204	\$ -	\$ 19,204		50.0%
31.1278 Special Education- Extended Year Stipend	\$ 1,725	\$ 2,760	\$ -	\$ 2,760	\$ 2,760		100.0%
31.5201 Class Size Reduction K-8	\$ 340,474	\$ 188,625	\$ 373,901	\$ 2,905	\$ 376,806		50.1%
31.5344 Enhancement for At-risk students	\$ 405,849	\$ 228,421	\$ 453,355	\$ 1,612	\$ 454,967		50.2%
31.5901 CTE College & Career Awareness	\$ 6,082	\$ -	\$ 4,674	\$ -	\$ 4,674		0.0%
32.0500 Charter School Base Amount	\$ 108,600	\$ 56,781	\$ 115,115	\$ (3,105)	\$ 112,010		50.7%
32.5310 Flexible Allocation	\$ 2,414	\$ 201,077	\$ 403,458	\$ (2,736)	\$ 400,722		50.2%
32.5619 Charter School Local Replacement	\$ 3,002,852	\$ 1,791,325	\$ 3,573,580	\$ (39,908)	\$ 3,533,672		50.7%
34.5651 Educator Professional Time (HB 396)	\$ 144,405	\$ 149,694	\$ 144,405	\$ (23,144)	\$ 121,261		123.4%
34.5659 Educator Support Prof Bonus	\$ -	\$ 114,617	\$ -	\$ 114,617	\$ 114,617		100.0%
34.5665 Grow Your Own Teacher	\$ -	\$ -	\$ 40,000	\$ 15,940	\$ 55,940		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	\$ 18,276	\$ -	\$ 36,552	\$ 36,552		50.0%
34.5868 Teacher Materials and Supplies	\$ 22,230	\$ 21,043	\$ 22,230	\$ (1,187)	\$ 21,043		100.0%
34.5876 Educator Salary Adjustment	\$ 743,984	\$ 459,710	\$ 920,763	\$ (13,686)	\$ 907,077		50.7%
33.5911 FL 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	\$ (1)	\$ 38,166		0.0%
35.5666 Professional Learning	\$ 6,221	\$ -	\$ 7,465	\$ -	\$ 7,465		0.0%
35.5678 TSA	\$ 265,618	\$ 169,835	\$ 339,669	\$ -	\$ 339,669		50.0%
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	\$ -	\$ 4,000		100.0%
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%
Professional Educator Licensure Grant	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%
38.5914 School Safety Specialist Stipend Grant	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000		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	\$ 38,111	\$ 150,000	\$ -	\$ 150,000		25.4%
GEARUP	\$ -	\$ -	\$ 122,800	\$ 54,533	\$ 177,333		0.0%
CSI	\$ -	\$ -	\$ 198,888	\$ -	\$ 198,888		0.0%
URAPT	\$ -	\$ -	\$ 44,000	\$ 44,000	\$ 44,000		0.0%
38.5672 Prevention Block Grant	\$ -	\$ 10,701	\$ 85,953	\$ -	\$ 85,953		12.4%
<b>Total 3000:</b>	<b>\$ 10,623,374</b>	<b>\$ 6,331,840</b>	<b>\$ 12,768,516</b>	<b>\$ 199,002</b>	<b>\$ 12,967,518</b>		<b>48.8%</b>
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	\$ 145,946	\$ 330,000	\$ -	\$ 330,000		44.2%
45-8075b National School Lunch Program	\$ 60,830	\$ 27,124	\$ 75,000	\$ -	\$ 75,000		36.2%
45-8075c NSLP - Breakfast	\$ 58,900	\$ 25,526	\$ 75,000	\$ -	\$ 75,000		34.0%
45-8075d Supply Chain Assistance	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%
45-8075e Kitchen Equipment Grant	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%
45-8076 Cash in Lieu	\$ 1,394	\$ 789	\$ -	\$ 789	\$ 789		100.0%
45-8077 Child & Adult Day Care	\$ 10,761	\$ 9,550	\$ -	\$ 9,550	\$ 9,550		100.0%
45-8079a After School Program	\$ 5,718	\$ 3,679	\$ 11,060	\$ -	\$ 11,060		33.3%
45-8079b Fresh Fruits and Vegetables	\$ 57,293	\$ 9,429	\$ 34,959	\$ -	\$ 34,959		27.0%
45-8079c Local Food for Schools	\$ 10,120	\$ -	\$ -	\$ -	\$ -		0.0%
45-8080 Pandemic EBT	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%
48.7801 Title I - Remedial Services	\$ -	\$ -	\$ 285,489	\$ 1,138	\$ 286,627		0.0%
48.7860 Title II - MAP	\$ -	\$ -	\$ 9,050	\$ -	\$ 9,050		0.0%
48.7860 Title II	\$ -	\$ -	\$ 30,958	\$ (567)	\$ 30,391		0.0%
48.7880 Title III A - English Lang Acq	\$ -	\$ -	\$ 27,686	\$ (1,230)	\$ 26,456		0.0%
48.7905 Title IV Supporting Effective Instruction	\$ 18,388	\$ -	\$ 18,957	\$ 1,608	\$ 20,565		0.0%
<b>Total 4000:</b>	<b>\$ 560,988</b>	<b>\$ 222,043</b>	<b>\$ 1,087,221</b>	<b>\$ 11,288</b>	<b>\$ 1,098,509</b>		<b>20.2%</b>
<b>Total Revenue:</b>	<b>\$ 12,149,215</b>	<b>\$ 7,080,840</b>	<b>\$ 14,785,343</b>	<b>\$ 231,104</b>	<b>\$ 15,016,447</b>		<b>47.2%</b>



Actuals as of: December 31, 2025 Percentage of Year: 50%

## Budget Detail Report

## Expenses

	(984 Students)	(985 Students)	985	(-0 Students)	974	
	FY25 Actuals	FY26 Actuals	FY26 Budget	Changes	FY26 Forecast	% of Forecast
<b>100 Salaries</b>						
121 Principals and Assistants	\$ 629,244	\$ 387,421	\$ 812,257	\$ -	\$ 812,257	47.7%
131a Teachers	\$ 3,450,106	\$ 2,017,026	\$ 3,937,899	\$ 43,103	\$ 3,981,002	50.7%
131f Stipends (Sports, other)	\$ 38,456	\$ 31,999	\$ 30,000	\$ 15,000	\$ 45,000	71.1%
131g End of Year Bonus / Returning Bonus	\$ 43,928	\$ 33,890	\$ 57,950	\$ (306)	\$ 57,644	58.8%
131h Christman Bonus	\$ 71,772	\$ 70,815	\$ 82,000	\$ -	\$ 82,000	86.4%
131j Stipends (Greensheets)	\$ 2,613	\$ 2,178	\$ 6,000	\$ -	\$ 6,000	36.3%
131k Stipends (flow through: ESY, School Safety)	\$ 12,909	\$ 3,021	\$ 5,000	\$ 5,760	\$ 10,760	28.1%
131k Educator Support Prof Bonus	\$ -	\$ 95,125	\$ -	\$ 114,617	\$ 114,617	83.0%
131k Stipends (SHINE)	\$ -	\$ 10,090	\$ -	\$ 36,552	\$ 36,552	27.6%
131l HB 396 Educator Professional Time Stipend	\$ 69,351	\$ 30,223	\$ 110,000	\$ -	\$ 110,000	27.5%
131a Preschool Teachers	\$ 166,328	\$ 89,415	\$ 207,162	\$ (362)	\$ 206,800	43.2%
131c Special Education Director & Teachers	\$ 559,840	\$ 322,140	\$ 713,684	\$ 14,141	\$ 727,825	44.3%
132a Substitute Teachers	\$ 112,142	\$ 52,430	\$ 95,000	\$ (7,105)	\$ 87,895	59.7%
132b PTO Cash out	\$ (28,530)	\$ (5,608)	\$ 15,000	\$ (5,000)	\$ 10,000	56.1%
142a Counselor & Social Worker	\$ 229,271	\$ 146,022	\$ 302,183	\$ -	\$ 302,183	48.3%
142b Occupational Therapist	\$ 26,764	\$ 11,380	\$ 26,000	\$ 5,324	\$ 31,324	36.3%
143 Nurse	\$ 303	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
145 Librarian	\$ 153,208	\$ 97,676	\$ 201,875	\$ -	\$ 201,875	48.4%
152 Secretarial & Clerical	\$ 234,506	\$ 140,279	\$ 281,077	\$ -	\$ 281,077	49.9%
161a Special Education TA	\$ 384,832	\$ 251,858	\$ 490,444	\$ 55,766	\$ 546,210	46.1%
161b General Ed and At-Risk TA	\$ 134,803	\$ 48,496	\$ 26,742	\$ 73,258	\$ 100,000	48.5%
161c Title I TA	\$ 398,222	\$ 204,746	\$ 552,645	\$ (142,645)	\$ 410,000	49.9%
161d Early Literacy (K-3) TA	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
161e Land Trust TA	\$ 44,379	\$ 19,967	\$ 100,208	\$ (45,360)	\$ 54,848	36.4%
161f Early Intervention TA	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
161g After School Program (Prev Block Grant)	\$ -	\$ 39,800	\$ 103,505	\$ (23,505)	\$ 80,000	49.8%
161h Preschool Aides	\$ 91,964	\$ 34,272	\$ 90,745	\$ -	\$ 90,745	37.8%
182 Facility Support	\$ 60,900	\$ 39,752	\$ 74,024	\$ 2,854	\$ 76,878	51.7%
184 IT Support	\$ 125,005	\$ 73,469	\$ 148,129	\$ -	\$ 148,129	49.6%
191 Food Service	\$ 431,720	\$ 239,204	\$ 499,322	\$ -	\$ 499,322	47.9%
<b>Total 100:</b>	<b>\$ 7,444,035</b>	<b>\$ 4,487,086</b>	<b>\$ 8,969,851</b>	<b>\$ 142,091</b>	<b>\$ 9,111,942</b>	<b>49.2%</b>
<b>200 Benefits</b>						
220 Social Security	\$ 555,991	\$ 327,997	\$ 708,674	\$ 11,226	\$ 719,900	45.6%
230 Retirement	\$ 162,377	\$ 98,100	\$ 184,758	\$ 15,242	\$ 200,000	49.1%
241 Group Insurance	\$ 494,171	\$ 300,611	\$ 595,541	\$ -	\$ 595,541	50.5%
242 Waiver Benefit	\$ 98,125	\$ 42,500	\$ 96,000	\$ -	\$ 96,000	44.3%
270 Worker's Compensation Fund	\$ 14,900	\$ 8,127	\$ 19,266	\$ -	\$ 19,266	42.2%
280 Unemployment Insurance	\$ 12,269	\$ 3,341	\$ 15,000	\$ -	\$ 15,000	22.3%
<b>Total 200:</b>	<b>\$ 1,337,833</b>	<b>\$ 780,676</b>	<b>\$ 1,619,239</b>	<b>\$ 26,468</b>	<b>\$ 1,645,707</b>	<b>47.4%</b>
<b>300 Prof &amp; Technical Services</b>						
310 Other Contracted Services	\$ 36,250	\$ -	\$ 80,000	\$ (60,000)	\$ 20,000	0.0%
320 Substitute Services	\$ 1,608	\$ 2,208	\$ 5,000	\$ -	\$ 5,000	44.2%
330 Employee Training & Development	\$ 107,587	\$ 95,314	\$ 100,000	\$ 60,000	\$ 160,000	59.6%
352 Audit Services	\$ 23,823	\$ 11,582	\$ 23,000	\$ -	\$ 23,000	50.4%
345 Business Manager Services	\$ 82,511	\$ 46,356	\$ 92,718	\$ -	\$ 92,718	50.0%
347 Mental Health (Weber Health Services)	\$ 6,889	\$ 3,750	\$ 7,500	\$ -	\$ 7,500	50.0%
347 Speech Therapy	\$ 238,139	\$ 120,750	\$ 289,800	\$ -	\$ 289,800	41.7%
347 Psychology / Behavior	\$ 11,456	\$ 6,005	\$ 12,000	\$ -	\$ 12,000	50.0%
349 Legal	\$ 8,117	\$ 6,799	\$ 10,000	\$ -	\$ 10,000	638.0%
350 IT Services	\$ 66,016	\$ 40,251	\$ 88,000	\$ (6,512)	\$ 81,488	49.4%
350 SRO	\$ 140,176	\$ -	\$ 144,446	\$ -	\$ 144,446	0.0%
<b>Total 300:</b>	<b>\$ 722,572</b>	<b>\$ 390,015</b>	<b>\$ 708,018</b>	<b>\$ (6,512)</b>	<b>\$ 845,952</b>	<b>46.1%</b>
<b>400 Purchased Property Services</b>						
410 Garbage / Sewer / Water	\$ 45,742	\$ 39,454	\$ 61,000	\$ 19,000	\$ 80,000	49.3%
423 Cleaning & Custodial Services	\$ 121,000	\$ 66,000	\$ 132,000	\$ -	\$ 132,000	50.0%
424 Lawn Care & Snow Removal	\$ 22,614	\$ 3,704	\$ 35,000	\$ -	\$ 35,000	10.6%
430 Repairs / Maintenance / Monitoring	\$ 204,704	\$ 108,331	\$ 135,000	\$ -	\$ 135,000	80.2%
442 Rental of Equipment & Vehicles	\$ 552	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
443 Lease of Copy Machines	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
450 Construction Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total 400:</b>	<b>\$ 394,612</b>	<b>\$ 217,489</b>	<b>\$ 364,000</b>	<b>\$ 19,000</b>	<b>\$ 383,000</b>	<b>56.8%</b>
<b>500 Other Purchase Services</b>						
517 Trips	\$ 50,508	\$ 5,878	\$ 100,000	\$ -	\$ 100,000	5.9%
518 Field Trips (Bussing & Entrance Fees)	\$ 21,839	\$ 10,819	\$ 30,000	\$ (5,000)	\$ 25,000	43.3%
518 Student Activities - Aguilas Bussing	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	0.0%
518 Sports (Bussing, Fees, Tri, Weight Training)	\$ 18,237	\$ 8,294	\$ 21,000	\$ -	\$ 21,000	39.5%
520 Property & Liability Insurances	\$ 58,005	\$ 44,806	\$ 68,268	\$ -	\$ 68,268	65.6%
530 Communication (Phone & Internet)	\$ 15,360	\$ 7,311	\$ 15,049	\$ (0)	\$ 15,049	48.6%
540 Marketing	\$ 2,174	\$ 4,519	\$ 5,000	\$ -	\$ 5,000	90.4%
560 After School Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
580 Travel / Per Diem	\$ 16,727	\$ 2,634	\$ 20,000	\$ (5,000)	\$ 15,000	17.6%
<b>Total 500:</b>	<b>\$ 182,850</b>	<b>\$ 84,261</b>	<b>\$ 260,517</b>	<b>\$ (10,000)</b>	<b>\$ 250,517</b>	<b>33.6%</b>



## Coversheet

### Administrative Board Report

**Section:** IV. Administrative Business  
**Item:** A. Administrative Board Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Administrative Board Report January 2026.pdf

# ADMINISTRATIVE BOARD REPORT

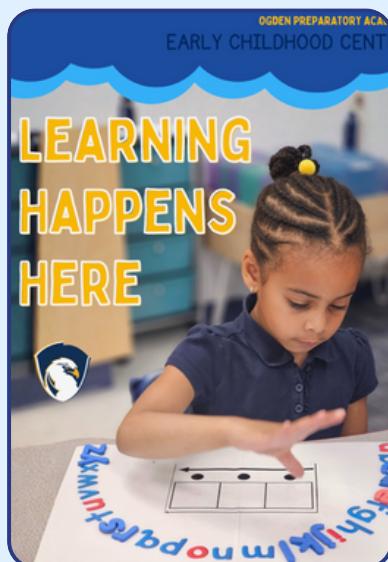
January 2026



## Early Childhood Center

### Happenings:

- The first half of the year was a **HUGE** concentration on letters and sounds, now we are focusing on our math skills!



# ADMINISTRATIVE BOARD REPORT

## January 2026



OGDEN PREPARATORY  
ACADEMY

### Elementary Updates

- Attendance Awareness Month (January)

- Frozen Friday
  - January 6-23
  - All students with one or fewer absences are invited
- November attendance
  - Tardies
    - Down 17 daily average tardies from November 024
  - Absences
    - Down 12.5 daily average absences from November 2024
  - Mr Flinders class had 98% attendance!
- Current chronic absenteeism is just below 20%

- MLL Classes have begun!

- Jamie Fullmer, Betty Cooper, Rosalinda Lerma
- 2x per week
- Used WIDA assessment to identify

- Mid Year Assessments completed

Goals	Actual Scores as of December 19
Acadience Reading Grade 1: 63% will meet or exceed the typical growth goal.	Actual: 67.5% of students met/exceeded typical growth.
Acadience Reading Grade 2: 60% will meet or exceed the typical growth goal.	Actual: 71% of students met/exceeded typical growth.
Acadience Reading Grade 3: 55% will meet or exceed the typical growth goal.	Actual: 54% of students met/exceeded typical growth.



Goals	Actual Scores as of December 19
Acadience Math Grade 1: 63% will meet or exceed the typical growth goal.	Actual: 57% of students met/exceeded typical growth goal.
Acadience Math Grade 2: 80% will meet or exceed the typical growth goal	Actual: 87% of students met/exceeded typical growth goal.
Acadience Math Grade 3: 40% will meet or exceed the typical growth goal.	Actual: 42% of students met/exceeded typical growth.

# ADMINISTRATIVE BOARD REPORT

## January 2026



OGDEN PREPARATORY  
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### Junior High

- Semester 1 Data:
  - Chronic absenteeism for Quarter 2 was at 27% compared to 40% during Quarter 2 last year. YTD is 20%. Goal: 27%
  - Behavior referrals continue to stay down.
  - We had a higher percentage of students receive failing grades during quarter two than typical. SLT is exploring the why behind this.
- We're currently doing an "On Time" schoolwide challenge for third period classes.
- January's attendance challenge completers will earn a uniform-free dress day with a hoodie.
- Champion Teacher: Mrs. Boer (Math)

	Class Overview					
	A3	B3	A3	B3	A3	B3
Andersen	100.00%	100.00%	Mendelson		100.00%	
Boer	98.90%		Nateras/Vance		93.94%	
Brudwick	96.97%		Nielsen		94.64%	
Davila	84.85%	92.00%	Norvell		#DIV/0!	
Freeman	100.00%	100.00%	Price		100.00%	
Hislop	92.86%		Rhodes		100.00%	
Hoxer	93.90%		Rodriguez		100.00%	
Kipnis	100.00%		A.Sanchez		97.50%	
Kendell	95.59%	76.19%	S.Sanchez		100.00%	
Marchesano	87.93%	86.67%				





OGDEN PREPARATORY  
ACADEMY

# ADMINISTRATIVE BOARD REPORT

## January 2026

### Family Engagement

#### 6th Grade Literacy Night



#### Elementary Choir Concert



#### Family Team Dance February 5, 2026

PreK-6<sup>th</sup> students can  
bring 1 special guest  
to a Wizard of Oz  
themed dance



#### Spanish Holiday Concerts

Watch it on our YouTube channel



#### Family Book Club Mid-Book Meeting



#### Story Time - ECC Read Aloud Videos

Watch them on our YouTube channel





OGDEN PREPARATORY  
ACADEMY

# ADMINISTRATIVE BOARD REPORT

## January 2026

### Teaching & Learning

### MOY ASSESSMENT

	Assessment	Actual	1/15 Goal
<b>Star Reading</b>			
Grade 4	50% of students will meet or exceed their SGP Growth Goal (50)	51%	50%
Grade 5	50% of students will meet or exceed their SGP Growth Goal (50)	49%	50%
Grade 6	50% of students will meet or exceed their SGP Growth Goal (50)	66%	50%
Grades 7-9	40% of students will have a SGP of 66 or higher	38%	40%
<b>MAP Growth</b>			
Grades 7-9	60% of students will meet their projected growth goal for the middle of the year benchmark.		
<b>iReady Diagnostic</b>			
Grade 1	25% will meet or exceed the typical growth goal.	26%	25%
Grade 2	25% will meet or exceed the typical growth goal.	32%	25%
Grade 3	22% will meet or exceed the typical growth goal.	9%	22%
Grade 4	20% will meet or exceed the typical growth goal.	16%	20%
Grade 5	20% will meet or exceed the typical growth goal.	17%	20%
Grade 6	27% will meet or exceed the typical growth goal.	47%	27%
<b>Acadience Reading</b>			
Kinder	55% will meet or exceed the typical growth goal.	60%	55%
Grade 1	63% will meet or exceed the typical growth goal.	68%	63%
Grade 2	60% will meet or exceed the typical growth goal.	67%	60%
Grade 3	55% will meet or exceed the typical growth goal.	55%	55%
<b>Acadience Math</b>			
Kinder	55% will meet or exceed the typical growth goal.	96%	55%
Grade 1	63% will meet or exceed the typical growth goal.	95%	63%
Grade 2	80% will meet or exceed the typical growth goal.	91%	80%
Grade 3	40% will meet or exceed the typical growth goal.	94%	40%

OGDEN PREPARATORY  
ACADEMY

# ADMINISTRATIVE BOARD REPORT

## January 2026

### Operations

- State submissions:
  - Grants
    - Applied for the Mental Health Carry Forward funds
    - Updates to all Title applications
    - Submitted the quarterly reduced lunch grant reimbursement
  - Reporting
    - Erica Burgess, our Kitchen Director, has been working on getting ready for our kitchen review.
- FY27 Registration is underway.

#### Health update:

Measles. We have pulled a report of students who do not have the MMR vaccine or an exemption. The secretaries are contacting families to encourage them to submit evidence of one or the other.

Jenny Westbroek is working on getting documentation from staff.

	Lacking MMR	Exemption
Students	20	20
Staff	59	1

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

December 31, 2025

Beginning Balance:	\$6,445,014.20
Transfer:	\$0.00
Interest:	\$21,958.78
Ending Balance:	\$6,466,972.98

OGDEN PREPARATORY  
ACADEMY

# ADMINISTRATIVE BOARD REPORT

## January 2026

### Data Enrollment

Grade	Daycare	Pre-K	K	1	2	3	4	5	6	7	8	9	All	
<b>FY26 Jan</b>	25	29	100	104	94	106	83	103	96	103	82	100	1025	971
<b>FY25 Jan</b>	17	28	103	97	101	89	92	100	110	89	100	95	1021	976
<b>October 1</b>	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	8	59	7	1	0	0
K	1	161	1	0	0	0
1	20	17	20	0	0	0
2	1	41	1	0	0	0
3	0	29	0	0	0	0
4	1	31	1	0	0	0
5	0	48	0	0	0	0
6	1	43	1	0	0	0
7	3	62	3	0	0	0
8	1	25	0	1	0	0
9	0	29	0	0	0	0
<b>Totals:</b>	<b>36</b>	<b>545</b>	<b>34</b>	<b>2</b>	<b>0</b>	<b>0</b>

### 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	Student Re-enrollment %	Annual Withdrawals	Year	Attendance Percentage
2018	83.00%	2017	76	95.16%
2019	87.00%	2018	70	95.19%
2020	90.00%	2019	58	94.89%
2021	87.14%	2020	77	94.99%
2022	89.47%	2021	94	88.82%
2023	85.54%	2022	78	88.84%
2024	84.21%	2023	100	90.22%
2025	83.54%	2024	109	90.75%
2026	95.95%	2025	115	
*Used September enrollment				

## Coversheet

### Policies

**Section:** IV. Administrative Business

**Item:** B. Policies

**Purpose:** Vote

**Submitted by:**

**Related Material:**

6.34.POL Educational Services Outside of an Educator's Regular Employment.pdf

8.08.POL School Visitors and Campus Conduct Policy.pdf

10.01.POL\_Early\_Childhood\_Center\_Fees\_Policy\_-\_Google\_Docs.pdf



## Official Policy

### 6. Human Resources

#### 6.34.POL Educational Services Outside of an Educator's Regular Employment

**Effective/Revision Date:**

**Page 1 of 3**

## 1. Purpose

In accordance with Utah State Board of Education Rule R277-107, Ogden Preparatory Academy (OPA) establishes this policy to provide direction to public education employees regarding participation in education-related services or activities outside of their regular employment. The purpose is to protect the integrity of public education, avoid conflicts of interest, and ensure compliance with ethical standards while allowing employees to contribute their expertise outside of school employment.

Ogden Preparatory Academy is committed to upholding ethical standards in public education and supporting staff in sharing their expertise within appropriate professional and legal boundaries.

## 2. Scope

This policy applies to all OPA employees, including full-time, part-time, and contracted staff.

## 3. Definitions

For the purposes of this policy:

- **Private, but public education-related activity:** Any compensated activity where the primary clients are students from OPA. This includes, but is not limited to, tutoring, lessons, clinics, camps, and travel programs.
- **Extracurricular activity:** A non-curricular activity sanctioned by OPA that may enrich the school experience.
- **Activity sponsor:** An individual or organization (public or private) that employs an OPA employee for programs involving OPA students.
- **School time:** Any time during which the employee is scheduled or expected to fulfill their duties at OPA.

## 4. General Guidelines

OPA allows employees to participate in private, education-related activities under the following conditions:

**a. Separation from Public Duties**

- i. All private activities must be **clearly separate** from the employee's role and responsibilities at OPA.
- ii. Employees may not use school time to plan, promote, or engage in private, but public education-related activities.
- iii. No use of **OPA resources, facilities, records, or information** is allowed unless that information is publicly available.

**b. Communication and Promotion**

- i. Employees may not contact students during school time or on school premises to promote private activities.
- ii. Private services may only be promoted:
  1. Outside of school hours
  2. Off school premises
  3. In publicly available forums (e.g., community bulletin boards, online listings)
- iii. Promotional materials **may not** imply OPA sponsorship unless explicitly approved.
- iv. Any advertisement distributed to OPA students must state clearly:  
“This activity is not sponsored by Ogden Preparatory Academy.”

**c. Use of School Publications or Facilities**

- i. Employees may purchase ad space in school publications if allowed by OPA's advertising policy.
- ii. The use of OPA's name in advertising is only permitted if it references the employee's work history or if OPA facilities are officially rented for the activity.

## **5. Student Participation**

- a. Participation in private activities must be **completely voluntary**.
- b. Employees may not require, pressure, or imply that a student's participation in school-sponsored programs or grades depends on participation in private activities.
- c. Students may request academic credit for extracurricular learning experiences if consistent with OPA policy.

## **6. Contracts with Private Sponsors**

- a. Employees entering into contracts for private, education-related activities must:
  - i. Clearly state the activity is not sponsored by OPA.
  - ii. Acknowledge the activity is outside the scope of their employment.

<b>6.34.POL Educational Services Outside of an Educator's Regular Employment</b>
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Effective/Revision Date:	Page 2 of 3
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- iii. Comply with all applicable laws and OPA policies.
- b. A signed copy of the contract must be submitted to the **OPA Executive Director or Business Administrator** prior to the start of the activity.
- c. OPA will retain copies of such contracts in the employee's personnel file.

## 7. Ethics and Gift Acceptance

- a. Employees must comply with:
  - i. Utah Procurement Code (Title 63G, Chapter 6a)
  - ii. Utah Public Officers' and Employees' Ethics Act (Title 67, Chapter 16)
- b. Employees may not accept gifts, incentives, or payments from private sources related to their school role, except:
  - i. Items of nominal value (e.g., holiday or appreciation gifts)
  - ii. Public awards for service
  - iii. Any gift must align with OPA policy and ethics laws.

## 8. Compliance and Discipline

Employees who violate this policy or related state rules may be subject to:

- Disciplinary action by OPA, up to and including termination;
- Reporting to the Utah State Board of Education;
- Educator license review and potential discipline by the Utah Professional Practices Advisory Commission (UPPAC)

### Document History

Origination: xx/xx/xxxx

### Legal References

Utah Admin. Rules R277-107

### **6.34.POL Educational Services Outside of an Educator's Regular Employment**

Effective/Revision Date:

Page 3 of 3



# OGDEN PREPARATORY A C A D E M Y

## Official Policy

### 8. Parents and Community

#### 8.08.POL School Visitors and Campus Conduct Policy

Effective/Revision Date:

Page 1 of 4

## Purpose

Ogden Preparatory Academy (OPA) is committed to maintaining a safe, respectful, and disruption-free environment for students, staff, families, and visitors. As an educational institution operating across three buildings, OPA has established the following expectations for school visitors and conduct on school premises. This policy outlines the conditions under which visitors may access school property, what constitutes disruptive or abusive behavior, and how OPA will respond to violations.

## Scope

This policy applies to all OPA buildings, outdoor areas, events, parking lots, and school-sponsored activities. Restrictions or exclusions from one building shall apply to all campus areas and facilities.

## Definitions

- **School Property:** All real property owned, leased, or used by OPA, including the interior and exterior of buildings, grounds, parking lots, and any location used for school functions.
- **Visitor:** Any individual who is not a currently enrolled student, employee, or authorized volunteer of OPA.
- **Abusive Conduct:** Behavior that causes or is intended to cause intimidation, humiliation, or unwarranted distress to school employees. Includes false or malicious accusations, verbal threats, or harassment.
- **Disruption:** Behavior that substantially interferes with school operations, instruction, or safety, including noise, obstruction, physical interference, or incitement.

- **Trespasser:** Any individual who enters or remains on school property without authorization or after being directed to leave.

## Visitor Authorization Requirements

### 1. Check-In Requirement

All visitors must report immediately to the main office of the building they are visiting. Visitors must present identification and receive approval from the Principal or their designee.

### 2. Denial of Access

Access will be denied if the Principal or designee determines the visitor:

- May cause fear for the safety of others;
- Intends to disrupt or injure others or damage property;
- Has no legitimate business at the school;
- Is currently under a suspension, exclusion, or trespass notice;
- Has previously engaged in abusive or disruptive behavior.

### 3. Trespassing

Any unauthorized visitor will be considered a trespasser under Utah Code § 53G-8-603 and may be removed and/or reported to law enforcement.

## Campus Conduct Expectations

OPA expects all visitors, students, and staff to adhere to the following conduct standards:

### 1. Prohibited Conduct

The following behaviors are strictly prohibited on school property or during school-sponsored events:

- **Disruption of Classes or Activities**

Including loud noises, unauthorized entry into classrooms, or attempts to remove students from instruction.

- **Obstruction of Movement**

Blocking hallways, entrances, or exits without authorization.

<b>8.08.POL School Visitors and Campus Conduct Policy</b>
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Effective/Revision Date:	Page 2 of 4
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- **Disruption of Official Meetings or Events**

Including board meetings or school events through verbal outbursts or physical interference.

- **Abusive or Threatening Behavior**

Toward students, staff, or other patrons, including harassment, intimidation, or making baseless accusations.

- **Possession of Alcohol, Tobacco, or E-Cigarettes**

Prohibited on all school property and at all school functions. (Utah Code § 53G-8-602; § 76-9-701)

- **Possession of Weapons or Dangerous Items**

No person shall possess firearms, knives, explosives, or other weapons on or about school premises unless legally exempt. (Utah Code § 76-10-505.5)

- **Electronic Device Misuse**

Visitors may not use electronic devices to:

- Access inappropriate content;
- Bully, harass, or intimidate others;
- Record audio/video in private areas (e.g., bathrooms, locker rooms); or
- Monitor students or staff without consent.

## **Administrative Actions and Enforcement**

### **Principal Authority**

The Principal (or designee) is authorized to:

- Direct individuals to **cease** disruptive conduct;
- Order individuals to **leave** school property;
- Issue written **trespass notices**;
- Involve **law enforcement** for violations of school policy or criminal law;
- Restrict future access to OPA facilities.

### **Schoolwide Enforcement**

- A restriction or ban issued for one building will apply to all buildings and campus areas.
- OPA reserves the right to take legal action and impose administrative penalties against violators.

<b>8.08.POL School Visitors and Campus Conduct Policy</b>	
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## Law Enforcement Involvement

OPA may involve law enforcement in situations involving:

- Criminal trespass;
- Physical threats or assaults;
- Disorderly conduct;
- Unlawful possession of weapons;
- Electronic surveillance or harassment.

OPA will fully cooperate with investigations and enforce any protective measures deemed necessary for the safety of the school community.

## Conclusion

Ogden Preparatory Academy is committed to fostering a safe and respectful environment. Visitors are welcome when their presence supports the mission of the school and complies with this policy. All community members are expected to help uphold the standards of behavior that make OPA a safe and effective place to learn and grow.

### Document History

Adopted: xx/xx/xxxx

### Legal References

<b>8.08.POL School Visitors and Campus Conduct Policy</b>	
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# OGDEN PREPARATORY A C A D E M Y

## Official Policy

### 10. Early Childhood Center

#### 10.01.POL Early Childhood Center Fees Policy

**Effective/Revision Date:** 05/15/2025

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The OPA Early Childhood Center cannot be funded with K-12 educational funds; therefore, tuition is necessary for its operation.

### Definitions

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

### Room Capacities and Age Groups

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

### Restrictions

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

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

## Fee Schedule

- Full Time; Part Time

Age	Monthly Cost		Daily Rate (charged per day)	
	Full	OPA Staff	Full	OPA Staff
Nursery	\$1,043.00	\$521.50	\$52.15	\$26.08
Daycare	\$800.000	\$400.00	\$40.00	\$20.00
Preschool	\$754.00	\$377.00	\$37.70	\$18.85

- Part Day

Age	Part day (charged per day)		Monthly/part day (full month of part days)	
	Full	OPA Staff	Full	OPA Staff
Nursery	\$31.29	\$18.77	\$625.80	\$375.48
Daycare	\$24.00	\$14.008	\$480.00	\$280.00
Preschool	\$22.62	\$13.57	\$452.40	\$271.44

## OPA Staff Qualifications

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

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

### 10.03.POL Early Childhood Center Fees Policy

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## **Payments and Collections**

- OPA will make attempts to collect any negative balance through parent notifications; however, the balance is the responsibility of the parent/guardian with or without notification.
- Parents/Guardians of OPA students agree to pay all amounts owed within 30 days of when amounts are incurred. Delinquent accounts may be referred to a debt collection agency.
- Collection proceedings can be stopped by making a payment on the account, or establishing a payment plan with the OPA finance secretary.
- In the event any amount is referred to a debt collection agency, the parents/guardians will be responsible for a collection fee of up to 33.33% of the principal amount owing as well as any related attorney fees and court costs as allowed by Utah Code.

## Document History

Initial Creation: 1/26/2024

Revised: 4/17/2025

Revised: 5/15/2025

## Legal References

### **10.03.POL Early Childhood Center Fees Policy**

Effective/Revision Date: 05/15/2025

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