



# Ogden Preparatory Academy

## OPA Board of Directors Meeting

Published on May 26, 2026 at 2:26 PM MDT

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### Date and Time

Wednesday May 27, 2026 at 4:30 PM MDT

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

Approve minutes for OPA Board of Directors Meeting on March 19, 2026

	Purpose	Presenter	Time
<b>D.</b> Opportunity for Public Input	Discuss	Sara Mejeur	5 m
<b>E.</b> Ratify March Board Meeting Votes	Vote	Sara Mejeur	5 m

1. Approved meeting minutes for 2/19/2026.
2. Selected Squire as the financial auditor.
3. Approved E-Rate vendor 801 Technology.
4. Approved proposed carpet installation with Paul Wolff.
5. Approved FY27 School Calendar.
6. Approved FY27 Calendar Days and Hours.
7. Approved the Fee Schedule.
8. Approved the Health Curriculum for the 8th Grade Health class.
9. Approved FY27 School Land Trust Plan.
10. Meeting Adjourned.

**II. Finance 4:42 PM**

<b>A.</b> Budget Review	Discuss	Spencer Adams	10 m
<b>B.</b> Fraud Risk Assessment	Vote	Debbie Deem	5 m
<b>C.</b> Meal Prices	Vote	Debbie Deem	5 m

After completing the annual meal cost review, it is proposed that we increase the following:

- Student full-priced breakfast from \$1 to \$1.50
- Adult Breakfast to \$3.00
- Adult Lunch to \$4.00

The following prices will remain unchanged:

- Student full-priced lunch : \$2.00
- Student Reduced breakfast: \$0.30
- Student Reduced lunch: \$0.40

<b>D.</b> Speech Therapy Services for FY27	Vote	Debbie Deem	5 m
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Something To Talk About (current provider):

- 3.4 FTE
- \$307,392]

	Purpose	Presenter	Time	
eLuma:				
	<ul style="list-style-type: none"> <li>• 2.6 FTE (estimated)</li> <li>• \$303,264</li> </ul>			
<b>E.</b>	Curriculum Purchases	Vote	Stephanie Wright	5 m
	<ul style="list-style-type: none"> <li>• Phonics curriculum renewals: \$12,383.15</li> <li>• CPM Student Licenses: \$12,600.00</li> </ul>			
<b>F.</b>	Classroom Computer Monitoring and Filtering	Vote	Debbie Deem	5 m
	We have been using GoGuardian to support classroom computer monitoring and filtering.			
	Quotes attached for Go Guardian and Securly.			
	Securly: 3 year quote (paid annually) for \$27,192.00 (\$9,064/year).			
	GoGuardiiian: 3 year quote (paid annually) for \$43,890.00 (\$14,630/year).			
<b>G.</b>	Charging Cart Purchase	Vote	Debbie Deem	5 m
	It is proposed that we move away from the 1:1 chromebook system to classroom carts. To accomplish this, we need 12 computer carts.			
	Les Olsen: \$19,140			
	Bluum: \$21,000			
	Overall the prices are similar; however, the overall quality of the Power Technologies carts from Bluum is better. They provide superior power management and will increase the lifetime of both the cart and the Chromebooks.			
	We propose accepting the Bluum quote due to the quality, and the fact they have provided us with two free carts at significant cost to the vendor.			
<b>H.</b>	Teacher Computer Purchase	Vote	Debbie Deem	5 m
	We have 15 teacher issued computers that are reaching end of life.			
	Proposal to purchase 15 Mac Neos @ \$499 each for a total of \$7,485			
<b>I.</b>	Painting	Vote	Debbie Deem	5 m

	Purpose	Presenter	Time	
	Proposal to use Daniel Solorio to paint the hallways, stairwells, and 7 classrooms for a total sum of \$29,000			
<b>J.</b>	Phone services	Vote	Debbie Deem	5 m
	High Country Networks has worked to solve any issues that we were having, and have agreed to maintain the price at \$845/month.			
	It is proposed that we stay with High Country Networks and enter a 3 year agreement.			
<b>K.</b>	Solution Tree PD	Vote	Debbie Deem	5 m
	It is proposed that we contract with Solution Tree to provide professional development services for teachers and staff for the FY27 school year in conjunction with our school plan.			
	\$32,300.24			
<b>L.</b>	Sean Kavannaugh Professional Development	Vote	Debbie Deem	5 m
	It is proposed that Sean continue working with the Principals in conjunction with the School Improvement Plan.			
	8 days; \$16,000			
<b>III.</b>	<b>Closed Session</b>			<b>5:47 PM</b>
<b>A.</b>	Enter Closed Session	Vote	Sara Mejeur	5 m
	To discuss the Director's Spring Evaluation.			
	"To protect the privacy of an individual."			
<b>B.</b>	Exit Closed Session	Vote	Sara Mejeur	5 m
<b>C.</b>	Director's Evaluation, Salary, and Bonus	Vote	Sara Mejeur	5 m
<b>IV.</b>	<b>Administrative Business</b>			<b>6:02 PM</b>
<b>A.</b>	Administrative Board Report	FYI	Administration	10 m
<b>B.</b>	Mental Health Screener Determination	Vote	Sara Mejeur	5 m
	Proposal to use a Mental Health Screener in conjunction with the Junior High Counseling program.			

	Purpose	Presenter	Time
<b>C. E-Rate Discussion</b>	Discuss	Debbie Deem	10 m

- Cost:
  - Meraki = lower upfront but requires ongoing licensing (~\$27k every 5 years).
  - Ruckus = higher upfront with perpetual licensing (no recurring licensing).
- Lifecycle:
  - Current Meraki environment is a mix of newer + aging gear; some devices are already at/past EOSL, increasing risk/support limitations.
  - Ruckus proposal replaces infrastructure fully for a consistent, modern environment and longer lifecycle.
- Management:
  - Meraki is simpler cloud-managed but tightly tied to licensing;
  - Ruckus offers more flexibility/control with less licensing dependency.
- Risk:
  - Staying Meraki keeps aging gear + recurring licensing;
  - moving to Ruckus requires a one-time migration but reduces long-term risk and standardizes equipment.
- Current equipment highlights (EOSL):
  - Switches: MS420-24 (10/31/2023), MS320-24P (3/31/2024), MS220-48FP (7/29/2024), MS355-48X2 (8/8/2030), MS225-48FP (4/30/2031)
  - APs: MR34 (10/31/2023), MR42/MR46/MR76 (7/21/2026), MR56 (8/1/2028), CW9164I/CW9166I (4/30/2029)
- Proposed Ruckus gear listed as N/A for EOSL:
  - Switches: ICX8200-48PF core (3), ICX8100-48PF-X access (14)
  - APs: R670 WiFi 7 (50), T350 Outdoor WiFi 6 (4)

<b>D. Policies</b>	Vote	Debbie Deem	5 m
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1. Child Nutrition Procurement and Code of Conduct Policy Revision: records maintained for 6 years (previously 3).
2. Early Childhood Center Fees revision: due to the need to rearrange some of the classrooms, the fees will need to be by age rather than room.

**V. Other Business** **6:32 PM**

<b>A. Discussion</b>	Discuss	Debbie Deem	5 m
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	Purpose	Presenter	Time
<b>VI. Closing Items</b>			<b>6:37 PM</b>
<b>A. Adjourn Meeting</b>	Vote		

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for OPA Board of Directors Meeting on March 19, 2026

APPROVED



OGDEN PREPARATORY  
ACADEMY

## Ogden Preparatory Academy

# Minutes

## OPA Board of Directors Meeting

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### **Date and Time**

Thursday March 19, 2026 at 4:30 PM

### **Location**

1487 Lincoln Avenue  
Ogden UT 84404

Board Room (ECC upstairs)

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### **Directors Present**

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

### **Directors Absent**

B. Lucas, P. Valiente

### **Ex Officio Members Present**

D. Deem

### **Non Voting Members Present**

D. Deem

### **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

S. Mejeur called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Mar 19, 2026 at 4:43 PM.

### C. Approve Minutes

J. Zepeda made a motion to approve the minutes from OPA Board of Directors Meeting on 02-19-26.

S. Zwygart seconded the motion.

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

### D. Opportunity for Public Input

No public.

## II. Finance

### A. Budget Review

Presented by Spencer Adams.

- 66% of the way through the fiscal year.
- Discussed Revenue Line Items
- Discussed Ratios, and the Bond Covenants
- No questions

#### ERC Settlement

- Money we have to pay back to the IRS
  - Do we want to make a check, or request a payment plan?
    - Attorneys do not recommend litigation - because of fees
    - If you request a payment plan - there is a potential of saving, if they lower the cost but there would be a 7% interest.
    - Discussed pros and cons

### B. Auditor Review

J. Zepeda made a motion to approve Squire as the Auditor.

S. Zwycart seconded the motion.

Two Auditor recommendations. Both are well equipped for Charter Schools, and have experience in Utah. Discussed the three main components we would want to look for. We have used both in the past.

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

### C. E Rate

J. Zepeda made a motion to approve the e-rate vendor of 801 Technology.

S. Zwycart seconded the motion.

Discussed proposals received. Another 5-year window.

- MIBS - which is the management
- Biggest difference is the hardware of the proposals
  - Discussed pros and cons of each vendor. And the timeline of when we want to install the new equipment.

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

### D. Carpet

J. Zepeda made a motion to approve the carpet installation with Paul Wolff.

S. Zwycart seconded the motion.

Multiple bids received this year!

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

### E. Classroom Computer Monitoring and Filtering

Tabled for next month.

## III. Administrative Business

### A. Administrative Board Report

Discussed the Admin Board Report.

### B. FY27 Calendar

S. Zwycart made a motion to approve the FY27 calendar.

J. Zepeda seconded the motion.

Calendar for next year - very similar to this year. The biggest shift is starting later - based on the feedback from the surveys.

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

### C. FY27 Calendar Days and Hours

J. Zepeda made a motion to approve the calendar days and hours.

S. Zwycart seconded the motion.  
Number of days and hours in session of our  
Hours need to be above 990 and the days at 180.  
The board **VOTED** to approve the motion.

#### **D. Fee Schedule**

J. Zepeda made a motion to approve the Fee Schedule.  
S. Zwycart seconded the motion.  
A few minor updates - like the cost of headphones. Added in language for collections,  
should we ever have to collect.  
The board **VOTED** to approve the motion.

#### **E. Gifted and Talented Plan**

Goals to close the gap with our Honors classes and credits. We are working on  
increasing awareness and scaffolds and supports for students. Moving forward we would  
like the gap to be within 5%.

#### **F. Uniform Discussion**

- Discussion and collecting feedback on the uniform - specifically with tucked shirts.
- Staff proposal - wearing blue jeans whenever, instead of just specific days.

#### **G. Health Curriculum**

J. Zepeda made a motion to approve the curriculum used in Health class.  
S. Zwycart seconded the motion.  
Discussed the curriculums used in Health class.  
The board **VOTED** to approve the motion.

#### **H. Weber Morgan Health Data Report**

Discussed highlights and trends.

- Our biggest concern is with Vaping
- Working with mental health, as that trend is increasing. We have a mental health team to help support.
- Protective Factors to help our students

#### **I. School Land Trust Plan**

J. Zepeda made a motion to approve the School Land Trust Plan.  
S. Zwycart seconded the motion.  
New Goals and how we are planning to spend the money.  
The board **VOTED** to approve the motion.

### **IV. Other Business**

**A. Discussion**

None.

**V. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:32 PM.

Respectfully Submitted,  
S. Mejeur

# Coversheet

## Budget Review

**Section:** II. Finance  
**Item:** A. Budget Review  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** April 2026 Budget Summary.pdf  
April 2026 Budget Detail.pdf

# Financial Summary as of April 30, 2026

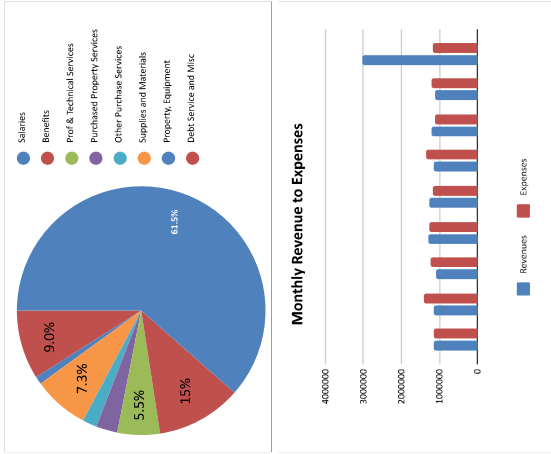


## BUDGET REPORT EXPENSES RATIOS

83.3% through the Year

	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	984	984	984	
<b>Revenue</b>				
1000 Local	\$ 905,226	\$ 929,606	\$ 975,388	93%
3000 State	\$ 10,318,607	\$ 12,569,629	\$ 12,668,778	81%
4000 Federal	\$ 450,832	\$ 1,286,109	\$ 1,363,774	33%
<b>Total Revenue</b>	<b>\$ 11,674,665</b>	<b>\$ 14,785,343</b>	<b>\$ 15,007,939</b>	<b>78%</b>
<b>Expenses</b>				
100 Salaries	\$ 7,440,902	\$ 8,969,851	\$ 9,100,757	82%
200 Benefits	\$ 1,297,577	\$ 1,619,239	\$ 1,644,823	79%
300 Prof & Technical Services	\$ 652,661	\$ 708,018	\$ 817,234	80%
400 Purchased Property Services	\$ 306,935	\$ 364,000	\$ 408,000	75%
500 Other Purchase Services	\$ 249,213	\$ 260,517	\$ 275,032	91%
600 Supplies and Materials	\$ 947,898	\$ 1,099,700	\$ 1,083,028	88%
700 Property, Equipment	\$ 137,959	\$ 90,000	\$ 146,655	94%
800 Debt Service and Misc	\$ 1,020,264	\$ 1,300,736	\$ 1,329,236	77%
<b>Total Expenses</b>	<b>\$ 12,053,410</b>	<b>\$ 14,412,061</b>	<b>\$ 14,804,765</b>	<b>81%</b>
<b>Net Income from Operations</b>	<b>\$ (378,745)</b>	<b>\$ 373,282</b>	<b>\$ 203,174</b>	

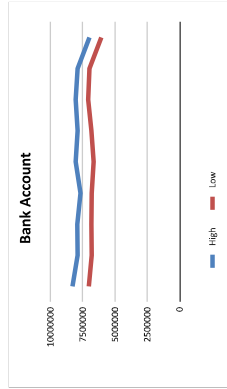
Operating Margin -3.2% 2.5% 1.4%



	Actual	Goal	Covenants
Operating Margin	1.35%	2.50%	
MADS (Modified Acc)	1.16	1.3	1.10
Days Cash on Hand	172	100	30
Unrestricted DCOH	171	100	30
Building Payment %	9%	20%	

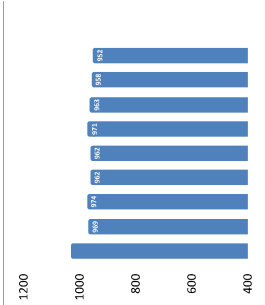
## CASH RESERVES ENROLLMENT

Ending Cash Balance	\$ 6,981,430
Ending Unrestricted Cash Balance	\$ 6,926,152
Days Cash on Hand	172



Pre-K/DC	Actual Yrd	Forecast
<b>Last Year Reserve Balance</b>	<b>\$ 2,398,744</b>	<b>\$ 2,398,744</b>
Reserves Added this Year	\$ (378,745)	\$ 203,174
ERC Funding	\$ 1,882,556	\$ 1,882,556
Expenses from Reserves	\$ (162,018)	\$ (162,018)
HVAC Economizers	\$ -	\$ -
Project 2	\$ -	\$ -
<b>New Reserve Balance</b>	<b>\$ 3,740,537</b>	<b>\$ 4,322,456</b>

Pre-K/DC	A	S	O	N	D	J	F	M	A	M
K	56	53	53	53	54	54	55	56	58	58
1	105	99	100	98	98	100	100	100	100	97
2	107	106	105	103	104	104	102	102	102	102
3	97	95	95	96	92	94	92	90	89	89
4	109	106	107	107	106	106	105	104	104	104
5	88	82	83	80	82	83	84	83	83	83
6	105	101	101	100	103	103	100	99	98	98
7	107	92	94	93	94	96	99	100	100	100
8	114	103	103	101	101	103	102	102	100	100
9	92	85	85	84	83	82	82	82	82	82
Total	1021	969	974	962	962	971	963	928	952	952





Actuals as of: April 30, 2026 Percentage of Year: 83.3%

Budget Detail Report	(984 Students)		(985 Students)		(985 Students)		(0 Students)		(974 Students)	
	FY25 Actuals	FY26 Actuals	FY26 Budget	Changes	FY26 Forecast	% of Forecast				
<b>Revenue</b>										
1000 Local										
1510 Interest on Investments	\$ 434,905	\$ 342,784	\$ 400,000	\$ -	\$ 400,000	85.7%				
1600 Lunch Program (Students & Adults)	\$ 87,115	\$ 68,652	\$ 80,000	\$ -	\$ 80,000	85.8%				
1710 Student Sales	\$ 24,280	\$ 22,583	\$ 25,000	\$ -	\$ 25,000	90.3%				
1710 Art Expo	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%				
1740 Student Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%				
1745 Trips (Co-Curricular Fees)	\$ 63,941	\$ 59,554	\$ 80,000	\$ (20,446)	\$ 59,554	100.0%				
1747 Free Dress (Extra-Curricular Fees)	\$ 6,078	\$ 6,013	\$ 4,106	\$ 1,907	\$ 6,013	100.0%				
1760 Fines	\$ 2,399	\$ 2,059	\$ 1,300	\$ 759	\$ 2,059	100.0%				
1770 Fundraisers	\$ 14,045	\$ 20,398	\$ -	\$ 20,398	\$ 20,398	100.0%				
1340 Preschool Revenue	\$ 233,692	\$ 237,059	\$ 241,200	\$ -	\$ 241,200	98.3%				
1820 Afterschool Revenue (Daycare)	\$ 8,320	\$ 100	\$ 8,000	\$ -	\$ 8,000	1.3%				
1910 Rental of Facility	\$ 13,408	\$ 8,536	\$ 10,000	\$ -	\$ 10,000	85.4%				
1920 Contributions & Donations	\$ 7,549	\$ 17,444	\$ 30,000	\$ -	\$ 30,000	58.1%				
1920 Employer Childcare Startup Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%				
1930 Gain on Sale of Assets	\$ 1,236	\$ -	\$ -	\$ -	\$ -	0.0%				
1990 Medicaid	\$ 41,481	\$ 93,164	\$ 50,000	\$ 43,164	\$ 93,164	100.0%				
1990 Miscellaneous	\$ 26,404	\$ 26,880	\$ -	\$ -	\$ -	0.0%				
<b>Total 1000:</b>	<b>\$ 964,853</b>	<b>\$ 905,226</b>	<b>\$ 929,606</b>	<b>\$ 45,782</b>	<b>\$ 975,388</b>	<b>92.8%</b>				
3000 State										
0.3005 Regular School Prgm K	\$ 354,459	\$ 359,333	\$ 431,177	\$ 23	\$ 431,200	83.3%				
0.3010 Regular School Prgm 1-12	\$ 3,445,814	\$ 3,157,791	\$ 3,830,149	\$ (49,032)	\$ 3,781,117	83.5%				
0.3020 Professional Staff	\$ 248,865	\$ -	\$ -	\$ -	\$ -	0.0%				
31.1205 Special Education -- Add-On	\$ 933,425	\$ 853,116	\$ 999,185	\$ 24,554	\$ 1,023,739	83.3%				
31.1210 Special Education -- Self-Contained	\$ 45,818	\$ 89,563	\$ 107,476	\$ -	\$ 107,476	83.3%				
31.1220 Special Education -- Extended Year	\$ 5,193	\$ 4,677	\$ 5,613	\$ -	\$ 5,613	83.3%				
31.1225 Special Education - Impact Aid	\$ 15,680	\$ 16,003	\$ 19,204	\$ -	\$ 19,204	83.3%				
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	\$ 314,079	\$ 373,901	\$ 2,905	\$ 376,806	83.4%				
31.5344 Enhancement for At-risk students	\$ 405,849	\$ 379,452	\$ 453,355	\$ 1,612	\$ 454,967	83.4%				
31.5901 CTE College & Career Awareness	\$ 6,082	\$ -	\$ 4,674	\$ -	\$ 4,674	0.0%				
32.0500 Charter School Base Amount	\$ 108,604	\$ 93,600	\$ 115,115	\$ (3,105)	\$ 112,010	83.6%				
32.5310 Flexible Allocation	\$ 2,414	\$ 334,129	\$ 403,458	\$ (2,736)	\$ 400,722	83.4%				
32.5619 Charter School Local Replacement	\$ 3,002,852	\$ 2,952,890	\$ 3,573,580	\$ (39,908)	\$ 3,533,672	83.6%				
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	\$ (17,928)	\$ 22,072	0.0%				
33.5331 Gifted and Talented	\$ 7,632	\$ 6,517	\$ 7,121	\$ -	\$ 7,121	91.5%				
33.5805 Early Literacy (K-3)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%				
34.5807 SHINE (formerly TSSP)	\$ 8,942	\$ 30,460	\$ -	\$ 36,552	\$ 36,552	83.3%				
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	\$ 757,955	\$ 920,763	\$ (13,686)	\$ 907,077	83.6%				
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	\$ (1)	\$ 38,166	0.0%				
35.5666 Professional Learning	\$ 6,221	\$ -	\$ 7,465	\$ (7,465)	\$ -	0.0%				
35.5678 TSSA	\$ 265,618	\$ 283,058	\$ 339,669	\$ -	\$ 339,669	83.3%				
35.5679 Student Health & Counseling	\$ -	\$ -	\$ 51,919	\$ 3,103	\$ 55,022	0.0%				
35.5679 Mental Health Add-On Grant (Carry-Fwd)	\$ -	\$ -	\$ -	\$ 1,432	\$ 1,432	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	\$ 831	\$ 20,481	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	\$ (16,782)	\$ 127,664	0.0%				
School Safety and Support Grant (Facilities)	\$ -	\$ -	\$ -	\$ 10,245	\$ 10,245	0.0%				
38.8070 Liquor Tax (Lunch Program)	\$ 86,081	\$ 79,426	\$ 150,000	\$ -	\$ 150,000	53.0%				
3990 GEARUP	\$ -	\$ 131,633	\$ 122,800	\$ 54,533	\$ 177,333	74.2%				
38.5672 Prevention Block Grant	\$ -	\$ 10,701	\$ 85,953	\$ -	\$ 85,953	12.4%				
<b>Total 3000:</b>	<b>\$10,623,374</b>	<b>\$ 10,318,607</b>	<b>\$12,569,629</b>	<b>\$ 99,149</b>	<b>\$ 12,668,778</b>	<b>81.4%</b>				
4000 Federal										
42-7230 GEER II (Unpaid Lunch)	\$ 8,332	\$ -	\$ -	\$ -	\$ -	0.0%				
45-4522 IDEA Preschool	\$ -	\$ -	\$ 3,575	\$ (54)	\$ 3,521	0.0%				
45-4524 IDEA	\$ -	\$ -	\$ 185,487	\$ (4,181)	\$ 181,306	0.0%				
45-4524 PIP	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%				
45-7663 URAPT	\$ -	\$ -	\$ -	\$ 44,000	\$ 44,000	0.0%				
45-8075a NSLP - Free & Reduced	\$ 329,252	\$ 293,627	\$ 330,000	\$ -	\$ 330,000	89.0%				
45-8075b National School Lunch Program	\$ 60,830	\$ 54,414	\$ 75,000	\$ -	\$ 75,000	72.6%				
45-8075c NSLP - Breakfast	\$ 58,900	\$ 46,715	\$ 75,000	\$ -	\$ 75,000	62.3%				
45-8075d Supply Chain Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%				
45-8075e Kitchen Equipment Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%				
45-8076 Cash in Lieu	\$ 1,394	\$ 1,681	\$ -	\$ 1,681	\$ 1,681	100.0%				
45-8077 Child & Adult Day Care	\$ 10,761	\$ 22,328	\$ -	\$ 22,328	\$ 22,328	100.0%				
45-8079a After School Program	\$ 5,718	\$ 7,953	\$ 11,060	\$ -	\$ 11,060	71.9%				
45-8079b Fresh Fruits and Vegetables	\$ 57,293	\$ 24,114	\$ 34,959	\$ -	\$ 34,959	69.0%				
45-8079b Local Food for Schools	\$ 10,120	\$ -	\$ -	\$ -	\$ -	0.0%				
45-8080 Pandemic EBT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%				
48.7801 Title I - Remedial Services	\$ -	\$ -	\$ 285,489	\$ 63,493	\$ 348,982	0.0%				
48.7801 CSI	\$ -	\$ -	\$ 198,888	\$ -	\$ 198,888	0.0%				
48.7860 Title II - MAPP	\$ -	\$ -	\$ 9,050	\$ (9,050)	\$ -	0.0%				
48.7860 Title II	\$ -	\$ -	\$ 30,958	\$ 5,978	\$ 36,936	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	\$ (18,844)	\$ 113	0.0%				
<b>Total 4000:</b>	<b>\$ 560,988</b>	<b>\$ 450,832</b>	<b>\$ 1,286,109</b>	<b>\$ 77,665</b>	<b>\$ 1,363,774</b>	<b>33.1%</b>				
<b>Total Revenue:</b>	<b>\$12,149,215</b>	<b>\$ 11,674,665</b>	<b>\$14,785,343</b>	<b>\$ 222,596</b>	<b>\$ 15,007,939</b>	<b>77.8%</b>				



Actuals as of: April 30, 2026 Percentage of Year: 83.3%

Budget Detail Report	984 (Students)		985 (Students)		985		(-0 Students)		974	
	FY25 Actuals	FY26 Actuals	FY26 Budget	Changes	FY26 Forecast	% of Forecast				
<b>Expenses</b>										
100 Salaries										
121 Principals and Assistants	\$ 629,244	\$ 655,473	\$ 812,257	\$ -	\$ 812,257	80.7%				
131a Teachers	\$ 3,450,106	\$ 3,396,407	\$ 3,937,899	\$ 43,103	\$ 3,981,002	85.3%				
131f Stipends (Sports, other)	\$ 38,456	\$ 40,967	\$ 30,000	\$ 15,000	\$ 45,000	91.0%				
131g End of Year Bonus / Returning Bonus	\$ 43,928	\$ 33,890	\$ 57,950	\$ (306)	\$ 57,644	58.8%				
131h Christmas Bonus	\$ 71,772	\$ 70,815	\$ 82,000	\$ (11,185)	\$ 70,815	100.0%				
131j Stipends (Greensheets)	\$ 2,613	\$ 5,108	\$ 6,000	\$ -	\$ 6,000	85.1%				
131k Stipends (flow through: ESY, School Safety)	\$ 12,909	\$ 3,143	\$ 5,000	\$ 5,760	\$ 10,760	29.2%				
131k Educator Support Prof Bonus	\$ -	\$ 95,125	\$ -	\$ 114,617	\$ 114,617	83.0%				
131k Stipends (SHINE)	\$ -	\$ 25,319	\$ -	\$ 36,552	\$ 36,552	69.3%				
131i HB 396 Educator Professional Time Stipend	\$ 69,351	\$ 38,222	\$ 110,000	\$ -	\$ 110,000	34.7%				
131a Preschool Teachers	\$ 166,328	\$ 150,713	\$ 207,162	\$ (362)	\$ 206,800	72.9%				
131c Special Education Director & Teachers	\$ 559,840	\$ 523,268	\$ 713,684	\$ 14,141	\$ 727,825	71.9%				
132a Substitute Teachers	\$ 112,142	\$ 84,590	\$ 95,000	\$ (7,105)	\$ 87,895	96.2%				
132b PTO Cash out	\$ (28,530)	\$ (16,397)	\$ 15,000	\$ (5,000)	\$ 10,000	-164.0%	minus			
142a Counselor & Social Worker	\$ 229,271	\$ 246,750	\$ 302,183	\$ -	\$ 302,183	81.7%				
142b Occupational Therapist	\$ 26,764	\$ 20,265	\$ 26,000	\$ 5,324	\$ 31,324	64.7%	minus			
143 Nurse	\$ 302	\$ 342	\$ 1,000	\$ -	\$ 1,000	34.2%				
145 Librarian	\$ 153,208	\$ 164,967	\$ 201,875	\$ -	\$ 201,875	81.7%				
152 Secretarial & Clerical	\$ 234,506	\$ 233,971	\$ 281,077	\$ -	\$ 281,077	83.2%				
161a Special Education TA	\$ 384,832	\$ 434,054	\$ 490,444	\$ 55,766	\$ 546,210	79.5%				
161b General Ed and At-Risk TA	\$ 134,803	\$ 85,396	\$ 26,742	\$ 73,258	\$ 100,000	85.4%				
161c Title I TA	\$ 398,222	\$ 375,412	\$ 552,645	\$ (142,645)	\$ 410,000	91.6%				
161d Early Literacy (K-3) TA	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%				
161e Land Trust TA	\$ 44,379	\$ 32,808	\$ 100,208	\$ (45,360)	\$ 54,848	59.8%				
161f Early Intervention TA	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%				
161g After School Program (Prev Block Grant)	\$ -	\$ 70,888	\$ 103,505	\$ (23,505)	\$ 80,000	88.6%				
161h Preschool Aides	\$ 91,964	\$ 58,101	\$ 90,745	\$ -	\$ 90,745	64.0%				
182 Facility Support	\$ 60,900	\$ 63,291	\$ 74,024	\$ 2,854	\$ 76,878	82.3%				
184 IT Support	\$ 125,005	\$ 122,845	\$ 148,129	\$ -	\$ 148,129	82.9%				
191 Food Service	\$ 431,720	\$ 425,169	\$ 499,322	\$ -	\$ 499,322	85.1%				
<b>Total 100:</b>	<b>\$ 7,444,035</b>	<b>\$ 7,440,902</b>	<b>\$ 8,969,851</b>	<b>\$ 130,906</b>	<b>\$ 9,100,757</b>	<b>81.8%</b>				
200 Benefits										
220 Social Security	\$ 555,991	\$ 547,494	\$ 708,674	\$ 10,342	\$ 719,016	76.1%				
230 Retirement	\$ 162,377	\$ 164,108	\$ 184,758	\$ 15,242	\$ 200,000	82.1%				
241 Group Insurance	\$ 494,171	\$ 491,379	\$ 595,541	\$ -	\$ 595,541	82.5%				
242 Waiver Benefit	\$ 98,125	\$ 71,500	\$ 96,000	\$ -	\$ 96,000	74.5%				
270 Worker's Compensation Fund	\$ 14,900	\$ 14,898	\$ 19,266	\$ -	\$ 19,266	77.3%				
280 Unemployment Insurance	\$ 12,269	\$ 8,198	\$ 15,000	\$ -	\$ 15,000	54.7%				
<b>Total 200:</b>	<b>\$ 1,337,833</b>	<b>\$ 1,297,577</b>	<b>\$ 1,619,239</b>	<b>\$ 25,584</b>	<b>\$ 1,644,823</b>	<b>78.9%</b>				
300 Prof & Technical Services										
310 Other Contracted Services	\$ 36,250	\$ -	\$ 80,000	\$ (60,000)	\$ 20,000	0.0%				
320 Substitute Services	\$ 1,608	\$ 11,601	\$ 5,000	\$ 10,000	\$ 15,000	77.3%				
330 Employee Training & Development	\$ 107,587	\$ 114,506	\$ 100,000	\$ 36,000	\$ 136,000	84.2%				
352 Audit Services	\$ 23,823	\$ 25,064	\$ 23,000	\$ 2,064	\$ 25,064	100.0%				
345 Business Manager Services	\$ 82,511	\$ 77,260	\$ 92,718	\$ -	\$ 92,718	83.3%				
347 Mental Health (Weber Health Services)	\$ 6,889	\$ 5,625	\$ 7,500	\$ -	\$ 7,500	75.0%				
347 Speech Therapy	\$ 238,139	\$ 217,350	\$ 289,800	\$ -	\$ 289,800	75.0%				
347 Psychology / Behavior	\$ 11,456	\$ 8,945	\$ 12,000	\$ -	\$ 12,000	74.5%				
349 Legal	\$ 8,117	\$ 73,646	\$ 10,000	\$ -	\$ 10,000	736.5%				
350 IT Services	\$ 66,016	\$ 59,141	\$ 88,000	\$ (6,512)	\$ 81,488	72.6%				
350 SRO	\$ 140,176	\$ 59,523	\$ 144,446	\$ (16,782)	\$ 127,664	46.6%				
<b>Total 300:</b>	<b>\$ 722,572</b>	<b>\$ 652,661</b>	<b>\$ 708,018</b>	<b>\$ (35,230)</b>	<b>\$ 817,234</b>	<b>79.9%</b>				
400 Purchased Property Services										
410 Garbage / Sewer / Water	\$ 45,742	\$ 53,477	\$ 61,000	\$ 19,000	\$ 80,000	66.8%				
423 Cleaning & Custodial Services	\$ 121,000	\$ 110,000	\$ 132,000	\$ -	\$ 132,000	83.3%				
424 Lawn Care & Snow Removal	\$ 22,614	\$ 7,669	\$ 35,000	\$ (20,000)	\$ 15,000	51.1%				
430 Repairs / Maintenance / Monitoring	\$ 204,704	\$ 135,789	\$ 135,000	\$ 45,000	\$ 180,000	75.4%				
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>\$ 306,935</b>	<b>\$ 364,000</b>	<b>\$ 44,000</b>	<b>\$ 408,000</b>	<b>75.2%</b>				
500 Other Purchase Services										
517 Trips	\$ 50,508	\$ 104,229	\$ 100,000	\$ 4,229	\$ 104,229	100.0%				
518 Field Trips (Bussing & Entrance Fees)	\$ 21,839	\$ 29,552	\$ 30,000	\$ -	\$ 30,000	98.5%				
518 Student Activities - Aguilas Bussing	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	0.0%				
518 Sports (Bussing, Fees, Tri, Weight Training)	\$ 18,237	\$ 13,388	\$ 21,000	\$ (5,000)	\$ 16,000	83.7%				
520 Property & Liability Insurances	\$ 58,005	\$ 74,661	\$ 68,268	\$ 18,335	\$ 86,603	86.2%				
530 Communication (Phone & Internet)	\$ 15,360	\$ 13,262	\$ 15,049	\$ 951	\$ 16,000	82.9%				
540 Marketing	\$ 2,174	\$ 5,809	\$ 5,000	\$ 1,000	\$ 6,000	96.8%				
560 After School Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%				
580 Travel / Per Diem	\$ 16,727	\$ 8,312	\$ 20,000	\$ (5,000)	\$ 15,000	55.4%				
<b>Total 500:</b>	<b>\$ 182,850</b>	<b>\$ 249,213</b>	<b>\$ 260,517</b>	<b>\$ 14,515</b>	<b>\$ 275,032</b>	<b>90.6%</b>				



Actuals as of: April 30, 2026 Percentage of Year: 83.3%

Budget Detail Report	(984 Students)	(985 Students)	985	(0 Students)	974	% of Forecast
	FY25 Actuals	FY26 Actuals	FY26 Budget	Changes	FY26 Forecast	
600 Supplies and Materials						
610 Classroom/ Legislative Supplies	\$ 56,628	\$ 38,079	\$ 50,000	\$ (5,000)	\$ 45,000	84.6%
610 SpEd Supplies	\$ 19,863	\$ 4,117	\$ 15,000	\$ (7,500)	\$ 7,500	54.9%
610 <b>Preschool Supplies</b>	\$ 2,525	\$ 2,159	\$ 8,000	\$ (2,000)	\$ 6,000	36.0%
610 After School (Hope Squad - Prevention Block)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
610 Event Supplies	\$ 16,886	\$ 11,871	\$ 17,500	\$ -	\$ 17,500	67.8%
610 Sports Supplies	\$ 4,167	\$ 2,426	\$ 5,000	\$ -	\$ 5,000	48.5%
610 Clubs	\$ 8,475	\$ 5,443	\$ 9,000	\$ (2,000)	\$ 7,000	77.8%
610 Yearbooks	\$ 10,007	\$ 10,393	\$ 6,000	\$ 4,393	\$ 10,393	100.0%
610 Art Expo	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
610 Aguilas & 7 Habits	\$ 7,203	\$ 6,469	\$ 10,000	\$ -	\$ 10,000	64.7%
610 OPA Apparel / Concessions	\$ 29,400	\$ 42,682	\$ 30,000	\$ 12,682	\$ 42,682	100.0%
610 Staff Meals / Appreciation / Prof Dev	\$ 26,910	\$ 13,865	\$ 30,000	\$ (10,000)	\$ 20,000	69.3%
610 Counseling / Cultural Supplies	\$ 177	\$ 59	\$ 200	\$ -	\$ 200	29.5%
610 Board Expenses	\$ 3,904	\$ 3,861	\$ 4,000	\$ -	\$ 4,000	96.5%
610 Office Supplies	\$ 52,627	\$ 45,516	\$ 50,000	\$ -	\$ 50,000	91.0%
610 Non Food Kitchen Supplies	\$ 40,134	\$ 55,716	\$ 25,000	\$ 35,000	\$ 60,000	92.9%
621 Natural Gas	\$ 28,231	\$ 22,685	\$ 40,000	\$ (15,000)	\$ 25,000	90.7%
622 Electricity	\$ 83,914	\$ 81,619	\$ 85,000	\$ 15,000	\$ 100,000	81.6%
630 Lunch Program Food & Supplies	\$ 510,353	\$ 411,977	\$ 515,000	\$ (75,000)	\$ 440,000	93.6%
641 Curriculum	\$ 89,698	\$ 117,787	\$ 105,000	\$ 38,000	\$ 143,000	82.4%
644 Library	\$ 16,917	\$ 20,494	\$ 15,000	\$ 6,000	\$ 21,000	97.6%
650 Technology Related Supplies	\$ 6,040	\$ 6,968	\$ 10,000	\$ 753	\$ 10,753	64.8%
670 Educational Software	\$ 50,469	\$ 10,307	\$ 30,000	\$ (15,000)	\$ 15,000	68.7%
680 Maintenance Supplies	\$ 16,716	\$ 17,024	\$ 25,000	\$ -	\$ 25,000	68.1%
680 Cleaning Supplies (BEAR)	\$ 15,676	\$ 16,380	\$ 15,000	\$ 3,000	\$ 18,000	91.0%
<b>Total 600:</b>	\$ 1,096,926	\$ 947,898	\$ 1,099,700	\$ (16,672)	\$ 1,083,028	87.5%
700 Property, Equipment						
710 Land and Site Improvement	\$ 14,791	\$ 14,286	\$ 10,000	\$ 4,286	\$ 14,286	100.0%
720 Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
733 Furniture and Fixtures	\$ 27,448	\$ 15,761	\$ 20,000	\$ (2,000)	\$ 18,000	87.6%
733 ECC Furniture and Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
734 Technology Related Hardware	\$ 75,152	\$ 63,453	\$ 40,000	\$ 25,000	\$ 65,000	97.6%
735 Non-Bus Vehicle - SRO Car	\$ 60,918	\$ -	\$ -	\$ -	\$ -	0.0%
736 Technology Related Software	\$ 10,049	\$ 42,747	\$ 10,000	\$ 32,747	\$ 42,747	100.0%
739 Equipment	\$ -	\$ 360	\$ -	\$ 622	\$ 622	57.9%
739 Kitchen Equipment	\$ 6,528	\$ 1,352	\$ 10,000	\$ (4,000)	\$ 6,000	22.5%
<b>Total 700:</b>	\$ 194,886	\$ 137,959	\$ 90,000	\$ 56,655	\$ 146,655	94.1%
800 Debt Service and Misc						
810 Dues and Fees	\$ 37,177	\$ 51,462	\$ 35,000	\$ 27,000	\$ 62,000	83.0%
812 Banking Fees	\$ 8,710	\$ 8,912	\$ 8,500	\$ 1,500	\$ 10,000	89.1%
850 Bond - Restricted Assets	\$ 972,459	\$ 959,706	\$ 1,237,236	\$ -	\$ 1,237,236	77.6%
850 Contingency	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%
890 Miscellaneous	\$ 1,660	\$ 184	\$ -	\$ -	\$ -	0.0%
<b>Total 800:</b>	\$ 1,020,006	\$ 1,020,264	\$ 1,300,736	\$ 28,500	\$ 1,329,236	76.8%
<b>Total Expenses:</b>	\$ 12,393,714	\$ 12,053,410	\$ 14,412,061	\$ 248,259	\$ 14,804,765	81.4%
<b>Net Income:</b>	\$ (244,499)	\$ (378,745)	\$ 373,282	\$ (25,662)	\$ 203,174	\$ 120,000.00
<b>MADS Goal 1.30</b>					<b>1.16</b>	<b>1.10</b>
<b>Reserve Funds Used in Year:</b>					\$ 371,171	Diff: \$(167,996.87)
<b>Fund Reserve:</b>					119986	\$ (36,812.07)
					\$ 83,188	
					<b>1.06</b>	

# Coversheet

## Fraud Risk Assessment

**Section:** II. Finance  
**Item:** B. Fraud Risk Assessment  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** OPA\_Fraud-Risk-Assessment-Questionnaire\_FY26.pdf



OFFICE OF THE  
STATE AUDITOR

# Questionnaire

Revised December 2020

## Fraud Risk Assessment

### INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

# Fraud Risk Assessment

Continued

\*Total Points Earned: 395 /395 \*Risk Level: Very Low Low Moderate High Very High  
 > 355      316-355      276-315      200-275      < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training ( <a href="http://training.auditor.utah.gov">training.auditor.utah.gov</a> ) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	20	20
9. Does the entity have a formal audit committee?	20	20

\*Entity Name: Ogden Preparatory Academy

\*Completed for Fiscal Year Ending: 2026 \*Completion Date: 4/14/2026

\*CAO Name: Debbie Deem \*CFO Name: Spencer Adams

\*CAO Signature: *Debbie Deem* \*CFO Signature: *Spencer Adams*

\*Required

# Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".	X			
4. Are all the people who have access to blank checks different from those who are authorized signers?	X			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			

\* MC = Mitigating Control

# Basic Separation of Duties

Continued

**Instructions:** Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

## Definitions:

**Board Chair** is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

**Clerk** is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

**Chief Administrative Officer (CAO)** is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

**General Ledger** is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

**Mitigating Controls** are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

**Original Bank Statement** means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

**Treasurer** is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

# Coversheet

## Speech Therapy Services for FY27

**Section:** II. Finance  
**Item:** D. Speech Therapy Services for FY27  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
OPA\_2026-27\_School\_Year-Contract\_for\_Speech\_Therapy\_Services.pdf  
UT\_Ogden\_Preparatory\_Academy\_SLP\_2026-27.pdf

## Contract for Speech Therapy Services for the 2026-2027 OPA School

### Contracting parties:

#### Something To Talk About, LLC (Contractor)

[somethingtotalkaboutspeech@gmail.com](mailto:somethingtotalkaboutspeech@gmail.com) 197

West 2050 South

Perry UT 84302

435-830-8647

#### Ogden Preparatory Academy

(School) [ddeem@ogdenprep.org](mailto:ddeem@ogdenprep.org)

1435 Lincoln Avenue

Ogden UT 84404

801-627-3066

Katie Poland M.S., CCC-SLP &  
Heather Ferguson M.S., CCC-SLP

Debbie Deem, Executive Director

This contract is for speech-language services during the 2026-2027 school year provided by Something To Talk About, LLC (Contractor) and provided to Ogden Preparatory Academy (School). Contracted dates will be August 10, 2025 to May 28, 2026 according to the School's published 2026-27 school year calendar.

**The total cost for all services shall be \$307,392 for the school year. This amount shall be paid in 12 equal monthly installments of \$25,616** payable the first of each month beginning July 1, 2026 and concluding June 1, 2027. This amount may be changed and reassessed as the workload changes during the 2026-2027 school year. All changes shall be approved by both parties prior to taking effect. Any changes initiated without both parties consent shall not affect the cost of services.

### Cost Calculation:

1. The rate of \$67/hour will be charged for a Speech-Language Pathologist's (SLP) time.
2. The rate of \$56/hour will be charged for a Speech-Language Technician's (SLT) time.
3. Elementary Caseload (K-4)
  - a. \$603/day for work done by the Primary Elementary Speech-Language Pathologist (SLP) (Heather).
    - i. A full day is considered 9 hours. The full-day rate will also include any paperwork that is done at home by the Speech-Language Pathologist (SLP).
    - ii. 180 full days. **(\$108,540)** (5 days/week of work)
  - b. \$536/day (full day) & \$268/day (half day) for work done by the Kindergarten Elementary Speech-Language Pathologist (SLP) (Melissa).
    - i. A full day is considered 8 hours. A half day is considered 4 hours. Both the full day and half day rates will include any paperwork that is done at home by the Speech-Language Pathologist (SLP).
    - ii. 33 full days **(\$17,688)**, 34 half days **(\$9,112)** (1.5 days/week of work)
  - c. \$420/day for work done by the Primary Elementary Speech-Language Technician (SLT).
    - i. A full day is considered 7.5 hours.
    - ii. 170 full days. **(\$71,400)** (5 days/week of work).

*FY27 OPA and Something to Talk About Contract  
Page 1 of 3*

Jr. High Caseload (5-9)

- a. \$536/full day for work done by the Jr. High Speech-Language Pathologist (SLP) (Paula).
  - i. A full day is considered 8 hours. The full day rate will also include any paperwork that is done at home by the Speech-Language Pathologist (SLP).
  - ii. 144 full days. **(\$77,184)** (4 days/week of work)
- b. \$420/day for work done by the Jr. High Speech-Language Technician (SLT).
  - i. A full day is considered 7.5 hours.
  - ii. 68 full days. **(\$28,560)** (2 days/week of work)

5. Kindergarten articulation and language screeners

- a. Charged on a flat rate of \$67/hour.
- b. 45 hours, approximately 30 minutes per kindergarten student.
- c. Total cost of **\$3,015**.

6. Hearing screeners for Kindergarten, 1st, and 3rd grade students.

- a. Charged a flat rate of \$67/hour.
- b. 15 hours.
- c. Total cost of **\$1,005**.

7. Future Costs

- a. Payments may be changed and reassessed as the workload changes during the 2026-2027 school year. All changes shall be approved by both parties prior to taking effect. Any changes initiated without both parties consent shall not affect the cost of services.

8. Services to be provided by Contractor

- a. Provide consultative and direct speech/language services.
- b. Consult with teachers, parents, and other professionals as needed.
- c. Screen and/or evaluate each referred student in all areas of suspected language dysfunction as identified by the RTI/CAT team or the IEP team members for possible services. Evaluations and reports will be completed with timelines required by the School and IDEA.
- d. Review progress of each student receiving speech/language services and document progress with the same frequency as general education students.
- e. Revise IEP goals and objectives with IEP team members, as needed.
- f. Make recommendations to parents and other professionals as appropriate.
- g. Confer with classroom teachers concerning the classroom application of speech/language services recommendations.
- h. Participate in the individual education planning process by collaborating with special education and general education teachers as appropriate for each student who is to receive speech/language services.
- i. Maintain appropriate records and files for students receiving speech/language services.
- j. Maintain current speech/language services evaluations for students receiving speech/language services to be in compliance with IDEA.

*FY26 OPA and Something to Talk About Contract*  
*Page 2 of 3*

9. Student Data Privacy

- a. All student records and information, whether created by Something to Talk About employees or others, shall be kept confidential. Sharing of student data shall comply with all State and Federal laws and State and School policies.

10. Termination

- a. This contract may be terminated, with or without cause, by either party upon sixty (60) days written notice to the other party; provided that, if either party breaches any of the terms of this Contract, the non-breaching party may, in addition to any other remedy, terminate the Contract immediately. Upon termination or expiration of this Contract, all amounts due shall be paid within thirty (30) days. Upon termination, any amount unpaid in this agreement shall be prorated based on time worked. Upon termination for any reason, SLP shall return all student data or information to School. Any further disputes over termination shall be resolved under the laws of the State of Utah.

11. Records Administration

- a. Contractor shall maintain, or supervise the maintenance, of all records necessary to properly account for Contractor's performance and the payments made by the School to Contractor under this Contract. These records shall be retained by Contractor for at least six (6) years after final payment, or until all audits initiated within the six (6) years have been completed, whichever is later. Contractor agrees to allow, at no additional cost, the State of Utah, federal auditors, and School staff access to all such records.

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Ogden Preparatory Academy Representative

---

Date

---

Something To Talk ABOUT, LLC representative

---

Date





### Order Form

**Ogden Preparatory Academy**

1415 Lincoln Ave  
Ogden, Utah 84404

**Debbie Deem**

ddeem@ogdenprep.org  
801-627-2066

**Prepared By:**

Steven Kiisel  
Director of School Partnerships  
skiisel@elumatherapy.com  
+14358628990

**eLuma, LLC**

2801 N Thanksgiving Way  
Suite 170  
Lehi, Utah 84043

Order Form Number: 20260309-194731313  
Order Date: March 9, 2026  
Service Term: August 10, 2026 - June 30, 2027  
Billing Schedule: Monthly

**Products & Services**

Product	Quantity	Unit	Unit Price	Total
Speech Therapy - Full Time Dedicated	36	Week	\$3,600.00	\$116,640.00 after 10% discount
Speech Therapy - Full Time Dedicated	36	Week	\$3,600.00	\$116,640.00 after 10% discount
Speech Therapy - Full Time Dedicated	36	Week	\$2,160.00	\$69,984.00 after 10% discount

**Subtotals**

One-time subtotal \$303,264.00  
after \$33,696.00 discount

**Total (USD) \$303,264.00**

## Scope of Services

### Onsite Speech Therapy – Full Time Dedicated (FTD)

Onsite Speech-Language Pathologist staffing models that include direct services, evaluations, and participation in required meetings based on student needs and workload.

- (Qty 2) x 1.0 FTE – 5 days/week; 7.5 hours/day (37.5 hours/week); up to 22 evaluations per year
- (Qty 1) x 0.6 FTE – 3 days/week; 7.5 hours/day (22.5 hours/week); up to 13 evaluations per year

## Terms and Conditions

This Order Form is subject to the eLuma Master Service Agreement.

View the agreement here: [eLuma Master Service Agreement](#)

By signing this Order Form, Customer acknowledges that it has reviewed and agrees to the terms of the Agreement, which is incorporated herein by reference.

## Signature

Choose a profile to start the e-signature process.

**Debbie Deem**

ddeem@ogdenprep.org

[ sig|req|signer1 ]

**Zac Makin**

zmakin@elumatherapy.com

[ sig|req|signer2 ]

# Coversheet

## Curriculum Purchases

**Section:** II. Finance  
**Item:** E. Curriculum Purchases  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** cpm\_quote\_-\_student\_licenses.pdf  
Ogden\_Prep\_-\_Phonics\_Curriculum\_Renwals.pdf



**Quote To**

Stephanie Wright  
 Ogden Preparatory Academy  
 1415 Lincoln Ave  
 Ogden, Utah 84404-5678  
 United States  
 (801) 627-2066

**Shipping Information**

Stephanie Wright  
 Ogden Preparatory Academy  
 1415 Lincoln Ave  
 Ogden, Utah 84404-5678  
 United States  
 (801) 627-2066

**Quote Details**

Quote No: 100027131  
 Status: Approved  
 Date: 03/09/2026  
 Expires: 09/30/2026

Items Ordered

Product Name	SKU	Unit Price	Qty	Subtotal
Core Connections 2nd Ed, Course 1 – Student License   1-Year Subscription Renewal	R1603280730-1	\$30.00	105	\$3,150.00
Core Connections 2nd Ed, Course 2 – Student License   1-Year Subscription Renewal	R1603280808-1	\$30.00	105	\$3,150.00
Core Connections 2nd Ed, Course 3 – Student License   1-Year Subscription Renewal	R1603280877-1	\$30.00	90	\$2,700.00
Core Connections 2nd Ed, Integrated I – Student License   1-Year Subscription Renewal	R1603283243-1	\$30.00	105	\$3,150.00
Core Connections 2nd Ed, Integrated II – Student License   1-Year Subscription Renewal	R1603283496-1	\$30.00	15	\$450.00
<b>Subtotal</b>				\$12,600.00
<b>No Shipping</b>				\$0.00
<b>Tax</b>				\$0.00
<b>Estimated Total</b>				\$12,600.00

**Thank you for your business!**

[Contact Us](#) [Support](#)



PO Box 160250 Clearfield, UT 84016  
801-773-3200  
Fax 801-773-3265  
www.mssd.com

## DRAFT QUOTE

<b>Bill To:</b> Ogden Prep Acad Charter Attn: Office 1435 Lincoln Ave Ogden, UT 84404		<b>Ship To:</b> Ogden Prep Acad ES Attn: Office 1415 Lincoln Ave Ogden, UT 84404	
<b>Account Number</b> <b>Date</b>	511116 04/14/2026	<b>Draft Number</b>	<b>113607</b>

Line #	Pub	ISBN-13	Description	Ty	Yr	Qty	Price	Amount
(1)	NFP	99900PH400008	95 Phonics Core K Digital Presentation School	OX	24	5	75.00	375.00
(2)	NFP	9990PH4000050	95 Phonics Core K Student WB Set Pk5	WB	11	22	82.00	1804.00
(3)	NFP	9990PH4001050	95 Phonics Core 1 Student WB Set Pk5	WB	11	5	103.00	515.00
(4)	NFP	99900PH400208	95 Phonics Core 2 Digital Presentation School	OX	24	4	69.00	276.00
(5)	NFP	9990PH4002050	95 Phonics Core 2 Student WB Set Pk5	WB	11	27	103.00	2781.00
(6)	NFP	99900PH400308	95 Phonics Core 3 Digital Presentation School	OX	24	4	75.00	300.00
(7)	NFP	9990PH4003050	95 Phonics Core 3 Student WB Set Pk5	WB	11	13	103.00	1339.00
(8)	NFP	99900PH400408	95 Phonics Core 4 Digital Presentation School	OX	24	4	75.00	300.00
(9)	NFP	9990PH4004050	95 Phonics Core 4 Student WB Set Pk5	WB	11	21	103.00	2163.00
(10)	NFP	99900PH400508	95 Phonics Core 5 Digital Presentation School	OX	NA	4	75.00	300.00
(11)	SAD	9781421720715	From Phonics to Reading 1 SE w/Resources	TX	20	110	16.99	1868.90

**Comments:**

<b>Subtotal</b>	12,021.90
<b>Shipping</b>	361.25
<b>Sales Tax</b>	0.00
<b>Estimated Total</b>	<b>\$12,383.15</b>

Prices are set by the publisher and subject to change without notice.  
 Shipping/Handling, Sales Tax, and any other fees are based on the item total.  
 All No Charge items are subject to approval.  
 A convenience fee will be applied to credit card orders.

# Coversheet

## Classroom Computer Monitoring and Filtering

**Section:** II. Finance  
**Item:** F. Classroom Computer Monitoring and Filtering  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Quote\_401298\_1771513700923 (1).pdf  
Ogden\_Quotes\_-\_Sheet1.pdf



# Quote

#401298

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

02/19/2026

**Bill To**  
 Accounts Payable  
 OGDEN PREPARATORY ACADEMY  
 1487 Lincoln Ave.  
 Ogden UT 84404

**Ship To**  
 Michael Berube  
 OGDEN PREPARATORY ACADEMY  
 1415 Lincoln Ave.  
 Ogden UT 84404

Memo:  
 Securly - 3 Year

Expires	Sales Rep	Contract	Terms
03/13/2026	822 Adil Moledina		Net 30

Qty	Item	MFG	Price	Ext. Price
1,100	<b>Product Required</b> HOME-500-2499-3Y-U Home	Securly	\$0.00	\$0.00
1,100	<b>Product Required</b> CLASSROOM-500-2499-3Y-U Securly Classroom	Securly	\$11.59	\$12,749.00
1,100	<b>Product Required</b> FILTER-500-2499-3Y-U Securly Filter	Securly	\$13.13	\$14,443.00
1	<b>IMPL.CR</b> Implementation: Classroom	Securly	\$0.00	\$0.00

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.

**\*\*Bluum 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.**

<b>Subtotal</b>	\$27,192.00
<b>Tax Total</b>	\$0.00
<b>Shipping Cost</b>	\$0.00
<b>Total</b>	\$27,192.00





# Quote

#401298

02/19/2026

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

Thank you,

**Adil Moledina**

**E:** [adil.moledina@bluum.com](mailto:adil.moledina@bluum.com)

[bluum.com](http://bluum.com)

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.bluum.com/terms-conditions](http://www.bluum.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 Bluum 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.



401298

OGDEN PREPATORY ACADEMY QUOTES								
3 Year Options					5 Year Options			
Product	Per Unit	Years	Total		Product	Per Unit	Years	Total
GoGuardian Teacher	6.65	3	19.95		GoGuardian Teacher	6.18	5	30.9
GoGuardian Admin	6.65	3	19.95		GoGuardian Admin	6.18	5	30.9
			\$43,890.00					\$67,980.00
Product	Per Unit	Years	Total		Product	Per Unit	Years	Total
GoGuardian Teacher	6	3	18		GoGuardian Teacher	5.58	5	27.9
GoGuardian Admin	6	3	18		GoGuardian Admin	5.58	5	27.9
GoGuardian HallPass	3	3	9		GoGuardian HallPass	2.79	5	13.95
			\$49,500.00					\$76,725.00
Product	Per Unit	Years	Total		Product	Per Unit	Years	Total
GoGuardian Teacher	5.5	3	16.5		GoGuardian Teacher	5.12	5	25.6
GoGuardian Admin	5.5	3	16.5		GoGuardian Admin	5.12	5	25.6
GoGuardian Beacon	2.5	3	7.5		GoGuardian Beacon	2.33	5	11.65
GoGuardian HallPass	2.5	3	7.5		GoGuardian HallPass	2.33	5	11.65
			\$52,800.00					\$81,950.00
Product	Per Unit	Years	Total		Product	Per Unit	Years	Total
GoGuardian Teacher	5.02	3	15.06		GoGuardian Teacher	4.67	5	23.35
GoGuardian Admin	5.02	3	15.06		GoGuardian Admin	4.67	5	23.35
GoGuardian HallPass	2	3	6		GoGuardian HallPass	1.86	5	9.3
GoGuardian Beacon	2	3	6		GoGuardian Beacon	1.86	5	9.3
GoGuardian Discover	2	3	6		GoGuardian Discover	1.86	5	9.3
			\$52,932.00					\$82,060.00

# Coversheet

## Charging Cart Purchase

**Section:** II. Finance  
**Item:** G. Charging Cart Purchase  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Bluum\_Cart\_Quote\_411510\_1777397376568.pdf  
2026\_Charging\_Cart\_Procurement\_Comparison\_Form.pdf  
Les\_Olsen\_Cart\_Quote.pdf



# Quote

#411510

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

04/28/2026

**Bill To**  
 Accounts Payable  
 OGDEN PREPARATORY ACADEMY  
 1487 Lincoln Ave.  
 Ogden UT 84404

**Ship To**  
 Michael Berube  
 OGDEN PREPARATORY ACADEMY  
 1415 Lincoln Ave.  
 Ogden UT 84404

Memo:

Expires	Sales Rep	Contract	Terms
05/28/2026	822 Adil Moledina		Net 30

Qty	Item	MFG	Price	Ext. Price
12	<b>CRT-LTE-S30L-D-H65C</b> AC-Lite-H65, 30 Bay , Smart Charging USB Hub, Charging Cart, USB-C Cables	Anywhere CART (Power Technologies)	\$1,750.00	\$21,000.00

*Pricing Disclaimer: All quoted pricing is based on current manufacturer MSRP and availability at the time of quotation. Bluum reserves the right to adjust pricing on open or pending orders in the event of manufacturer MSRP increases, tariff changes, supply chain disruptions, or other market conditions that result in a price increase from the manufacturer prior to shipment.*

**\*\*Bluum 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.**

<b>Subtotal</b>	\$21,000.00
<b>Tax Total</b>	\$0.00
<b>Shipping Cost</b>	\$0.00
<b>Total</b>	\$21,000.00

Thank you,

**Adil Moledina**

**E:** [adil.moledina@bluum.com](mailto:adil.moledina@bluum.com)

[bluum.com](http://bluum.com)



411510



# Quote

#411510

04/28/2026

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

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.bluum.com/terms-conditions](http://www.bluum.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 Bluum 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.



411510



# 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

Charging Carts: 12

Vendor #1	Total Cost/time frame	Date Received
Les Olson Company	<a href="#">\$19,140.00</a>	04/05/2026
Contact Name	Contact Number/Email	Website/other
Wade Barrus	8016212323/wbarrus@lesolson.com	www.lesolson.com

#### Specific Characteristics of Proposal

- 

Vendor #2	Total Cost	Date Received
Bluum	<a href="#">\$21,000.00</a>	2/11/2026
Contact Name	Contact Number/Email	Website/other
Adil Moledina	1.888.226.5727/Adil.Moledina@bluum.com	www.bluum.com

#### Specific Characteristics of Proposal

- 

Vendor #3	Total Cost	Date Received
Contact Name	Contact Number/Email	Website/other

Specific Characteristics of Proposal		
<ul style="list-style-type: none"> <li>•</li> </ul>		

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	2/12/2026
Considerations for Decision	
<p>Overall the prices are similar; however, the overall quality of the Power Technologies carts is better overall. They provide superior power management and will increase the lifetime of both the cart and the Chromebooks.</p> <p>I suggest going with the Blumm bid due to the overall quality, and the fact they also provided us with two free carts at significant cost to the vendor.</p>	
Vendor Selected	Date of Approval

Document History

Approved: 05/11/2020

Legal References

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



www.lesolson.com  
**800-365-8804**

Corporate Headquarters, 3244 South 300 West, South Salt Lake, Utah 84115

**Quote MITQ224096-01**

Valid through May 29, 2026 @ 1:59 pm

**Prepared For:**

Ogden Preparatory Academy  
 Michael Berube  
 Phone: (801) 695-5925  
 1415 Lincoln Ave  
 Ogden, UT 84404  
 mberube@ogdenprep.org

**Prepared By:**

Wade Barrus  
 Managed IT Solutions Account Executive  
 Phone: 801-621-2323  
 Email: wbarrus@lesolson.com



Below is the interactive version of the quote, you can choose options and see the quote totals.

For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

**Line Item Detail**

QTY	Description	Picture	Unit Price	Ext Price
<b>Charging Cart</b>				
<input type="checkbox"/>	0	Rocstor Volt V32 Charging Cart with Intelligent Power Charging - Up to 32 Device - Intelligent Power Charging Cart for Notebooks, Chromebook®, MacBook®, and Macbook® Pro - 3 Shelves - 4 Heavy Duty 5" Medical Grade Casters - Steel Construction- 31.8"(W) x 23.1"(D) x 37"(H) - Silver - 5-Year Full Warranty - For up to 32 Devices MACBOOK®/CHROMEBOOK®/ NOTEBOOK UP TO 16" - 2 Shelf - Push Handle - 4 Casters - 5" Caster Size - Steel - 31.80" Width x 23.10" Depth x 37" He		\$996.00 \$0.00
<input checked="" type="checkbox"/>	12	Rocstor Volt V32 Pre-Wired Intelligent AC Charging Cart 65W - 2 Shelf - Push Handle - 4 Casters - 5" Caster Size - Steel - 30" Width x 25.10" Depth x 40.70" Height - Steel Frame - Silver - For 32 Devices - 16" Screen Supported - 1 - TAA Compliant		\$1,595.00 \$19,140.00
*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 *				
* Applicable taxes and fees will be added at time of invoicing. *				

Update Totals

**SubTotal: \$19,140.00**  
**Shipping: \$0.00**  
**Sales Tax: \$0.00**  
**Total: \$19,140.00**

**Ready to Accept?**

### Order Confirmation

Les Olson Company, seller, agrees to sell and the Purchaser agrees to buy all the goods and personal property described in the foregoing sales order at the price and upon the terms therein stated, and subject to final credit approval. The title to said property shall remain with the seller until the full purchase price is paid, but the purchaser shall be responsible for any loss, damage or injury to said property, whether by fire or otherwise, and no such loss, damage or injury shall relieve the purchaser from liability to pay the full purchase price. Equipment on a cost per copy, rental or lease must be covered by insurance. Time is of the essence regarding the terms of this contract, and if default be made by the purchaser in any payment of any of the terms of this sale, the seller may, at its election, declare the forfeiture hereunder and may take possession of the property and thereupon all of the purchaser's rights herein shall cease, and all payments theretofore made by the purchaser shall be forfeited as liquidated damages. No acceptance of any intermediate payment by the seller after default shall be a waiver of subsequent or of the seller's right to repossess the property and declare a forfeiture. The purchaser gives seller the right to file financing statements with respect to the equipment under the Uniform Commercial Code, as amended, or other similar provisions of law, and authorizes seller where permitted by law to make such filings without buyer's signature. The purchaser agrees to pay, in the event the account becomes delinquent and is turned over to an attorney or third-party collector, fees equal to fifty percent (50%) of the balance due all attendant collection costs. A Finance Charge of 1 1/2% per month (ANNUAL PERCENTAGE RATE 18%) will be charged on all overdue accounts. NOTE: We will not be responsible for loss or damage caused by fire, theft, testing or any other causes beyond our control. A 15% handling/Restocking charge on all returned merchandise will be made, and in some cases additional shipping charges will apply. Security products are not a guarantee against compromise. Remediation of compromise (other than SOC response to active threat) is billed at indicated rates. Security & SOC services do not include physical forensic services, onsite remediation or notification services that may be required by state, local or federal agencies. Existing systems are expected to be serviced by their respective provider (i.e. AV equipment, phone systems, phone handsets and other specialty or IoT hardware). The terms and conditions within the original signed Agreement correctly set forth the entire agreement between parties.

**Setup and configuration not explicitly stated above will be billed for actual hours used on a time & materials basis based on the current LOC rate for the purchased items. Work will be performed by an LOC Technician qualified for the installation and configuration of your software/hardware.**

I agree to the terms and conditions of the above document and PDF attachment with an electronic signature below.

**IP Address** 205.118.191.162

**PO Number**

*(Optional: Enter PO Number as your reference only.)*

**Comments**

**Email Address**

**Printed Name**

**Signature**

*Note, use the "Click to Accept" option above to accept this quote.*

### Have Questions?

### Not Ready To Accept? Have Questions?

*(Note, by clicking submit here is not an acceptance of this quote. Please use the "Click to Accept" option above. Note, you will receive a copy of your message by email.)*

***No questions posted yet.***

*Time expressed in Mountain Daylight Time UTC-06:00*

This page was created using QuoteValet - *The online quote delivery and acceptance vehicle for QuoteWerks.*

# Coversheet

## Solution Tree PD

**Section:** II. Finance  
**Item:** K. Solution Tree PD  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** FY27 Solution Tree PO.pdf



OGDEN PREPARATORY  
ACADEMY

# Purchase Order # 252649

## Ogden Preparatory Academy

1487 Lincoln Avenue  
Ogden UT 84404  
801.627.2066

Date Created: 04/29/2026

### Invoice from:

Solution Tree  
555 N Morton St.  
Bloomington, IN 47404

Line Items	QTY	UNIT PRICE	TOTAL
Professional Development Service (non-refundable)	1	5680.00	5680.00
Professional Development Services (Remainder)	1	22720.00	22720.00

Account Number:

SUBTOTAL 28400.00

DISCOUNT \_\_\_\_\_

SUBTOTAL LESS DISCOUNT \_\_\_\_\_

TAX RATE \_\_\_\_\_

TOTAL TAX \_\_\_\_\_

SHIPPING/HANDLING 3800.24

**Balance Due** 32300.24

Approved by: Debbie Deem






# PO Template

Final Audit Report

2026-04-30

Created:	2026-04-29
By:	Beckie Reisen (breisen@ogdenprep.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_L7pe_zn2vuB52zeGVbhNcX6E9a4umRS

## "PO Template" History

-  Document created by Beckie Reisen (breisen@ogdenprep.org)  
2026-04-29 - 7:41:34 PM GMT
-  Document emailed to Debbie Deem (ddeem@ogdenprep.org) for signature  
2026-04-29 - 7:44:50 PM GMT
-  Email viewed by Debbie Deem (ddeem@ogdenprep.org)  
2026-04-30 - 2:42:02 PM GMT
-  Document e-signed by Debbie Deem (ddeem@ogdenprep.org)  
Signature Date: 2026-04-30 - 2:42:27 PM GMT - Time Source: server
-  Agreement completed.  
2026-04-30 - 2:42:27 PM GMT

# Coversheet

## Administrative Board Report

**Section:** IV. Administrative Business  
**Item:** A. Administrative Board Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Administrative Board Report April 2026.pdf  
Marketing\_Report\_-\_2025-2026.pdf

# ADMINISTRATIVE BOARD REPORT

## May 2026



OGDEN PREPARATORY  
ACADEMY

## Early Childhood Center

- Kindergarten Acadience Proficiency Reading Data:
  - FY25: 73% FY26: 69%
- Kindergarten Acadience Proficiency Math Data:
  - FY25: 75% FY26: 87%
- We have talked as a team about what things we did that made math such a success this year, and are making plans to implement them more into reading.
- We had our first kindergarten round-up at the ECC and had a great turnout! 63 of our incoming kindergarteners and their families came.
- TERYL YOUNG RETIRED!!!! :(



# ADMINISTRATIVE BOARD REPORT

## May 2026



OGDEN PREPARATORY  
ACADEMY

## Elementary Updates

### Shoutouts!

- We decreased our chronic absenteeism rate: FY25 25% to FY26 24%
- Acadience Math
  - 1<sup>st</sup> Grade met/exceeded their typical growth goal of 60% @ 66.75%
  - 2<sup>nd</sup> Grade met/exceeded their typical growth goal of 65% @ 84.5%
- Utah RISE - Math
  - 4<sup>th</sup> Grade - 20% of students demonstrated proficiency
- iReady EOY Diagnostic
  - ALL grades (1-6) met/exceeded their typical growth goal

### Lots of EOY FUN

- Field Trips
- Creepy crawlies and reptiles for 1<sup>st</sup> grade
- Upper Grade Dodgeball v Staff



# ADMINISTRATIVE BOARD REPORT

## May 2026



OGDEN PREPARATORY  
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## Junior High

- **Celebrations:**

- We were able to end the year exceeding our behavior and attendance targets. Behavior referrals are down by 42% and chronic absenteeism is at 21%. The goals were 20% and 27% respectively.
- Proficiency in Science increased in all grades with Science 9 making the largest gain of 15%.
- ELA 8 increased by 8%.
- A group of our ninth grade students enjoyed a safe, educational trip to Spain.





OGDEN PREPARATORY  
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# ADMINISTRATIVE BOARD REPORT

## May 2026

### Family Engagement

Graduations for Pre-K & Kinder,  
and 6<sup>th</sup> Grade promotion



Effective Teacher Award



20 year OPA Awards

Whole Staff Photo





OGDEN PREPARATORY  
ACADEMY

# ADMINISTRATIVE BOARD REPORT

## May 2026

### Operations

- State submissions:
  - School Land Trust Report and New plan
  - Innovation Grant Report
  - IDEA and Preschool grant budget revisions
  - Special Education Annual Performance Determination Report
  - CSI Plan and budget submitted.
    - Co-Teaching staff
    - Solution Tree - PLC training and coaching
    - Sean Kavanaugh Coaching and planning support
    - Teach FX
- Personnel
  - Kathryn Davis new SpEd Director
  - Kasey Kennington is returning to the classroom; Stephanie Birch will be the new Elementary Assistant Principal.
  - Teryl Young retired. Tiffany Bingham will be the ECC Principal with Letitia Teneau-Sword as her assistant.
  - Lauretta Hill, literacy coach, retired. Lee Knapp will be a new Literacy Coach.
- Back Fence
  - Repair is complete.

### FY27 Enrollment

Grade:	PK	K	1	2	3	4	5	6	7	8	9	Total
Future	17	108	103	103	90	103	86	89	113	105	84	1001

### PTIF (Public Treasurer's Interest Fund) March - April 2026

<b>Beginning Balance:</b>	<b>\$6,507,358.15</b>
<b>Transfer:</b>	<b>-\$838,180.78</b>
<b>Interest:</b>	<b>\$38,746.39</b>
<b>Ending Balance:</b>	<b>\$5,707,923.60</b>



OGDEN PREPARATORY  
ACADEMY

# ADMINISTRATIVE BOARD REPORT

## May 2026

### Data

### Enrollment

Grade	Daycare	Pre-K	K	1	2	3	4	5	6	7	8	9	All	
<b>FY26 May</b>	25	33	97	102	87	104	83	96	99	98	79	97	1000	942
<b>FY25 May</b>	17	26	106	95	102	87	93	94	104	87	97	89	997	954
<b>October 1</b>	25	28	100	105	95	108	83	101	94	103	85	101	1028	975

### Waitlist- 2026-2027

Grade	OGDEN PREPARATORY ACADEMY					
	I	A	GWL	SWL	TWL	FWL
PS	2	19	2	0	0	0
K	2	107	0	2	0	0
1	1	16	1	0	0	0
2	0	13	0	0	0	0
3	1	16	1	0	0	0
4	0	4	0	0	0	0
5	0	9	0	0	0	0
6	0	2	0	0	0	0
7	0	24	0	0	0	0
8	2	9	2	0	0	0
9	0	4	0	0	0	0
<b>Totals:</b>	<b>8</b>	<b>223</b>	<b>6</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	
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%

# **Marketing Report Year to Date 2025-2026**

**This report provides an overview of our marketing performance this year, showing growth in visibility, engagement, and how families are connecting with our school across platforms - Facebook, Instagram and OPA App.**

# Sponsorships

**Zions Bank  
\$300 Donation**

RE: Support Local Students - Ogden Preparatory Academy

Digital Signature is VALID ✓

From: Jessica Bohm  
To: Boone Hogg  
Cc:

Sent: 4/23/2026 10:10:57 AM

Attachments: Charitable Contribution Acknowledgement Form 2026.pdf W-9 - March 2024 (Fillable).pdf ACH Authorization Form 2025 9.1 (002).pdf

Good morning,

I am pleased to inform you that the Northern Utah Giving Committee has approved a donation of \$300. To process the payment, please complete the attached **Charitable Contribution Acknowledgement Form** and **W-9**. **A wet signature is required for the W-9.** For the payment, the bank encourages ACH so you are paid quickly. I have that form attached (**wet signature required**). We also have the option to make the payment via credit card or check. Unless otherwise specified, the check would be sent to the address on the W-9. You can send the completed document(s) through a secure portal by clicking the link in my email signature below. We have several different formats and a black or white version of the Zions Bank logo. Do you have a preferred format and color you would like to use? Please let me know if you have any questions!

Thank you,

**Jessica Bohm**

Sr. Administrative Assistant


Northern Utah Region

**ZIONS BANK**

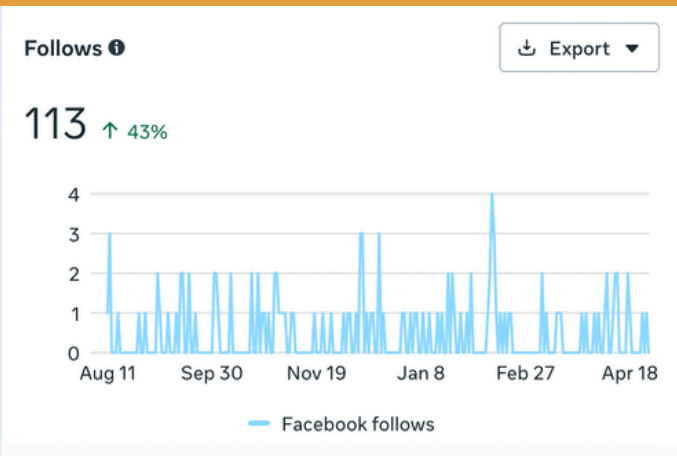
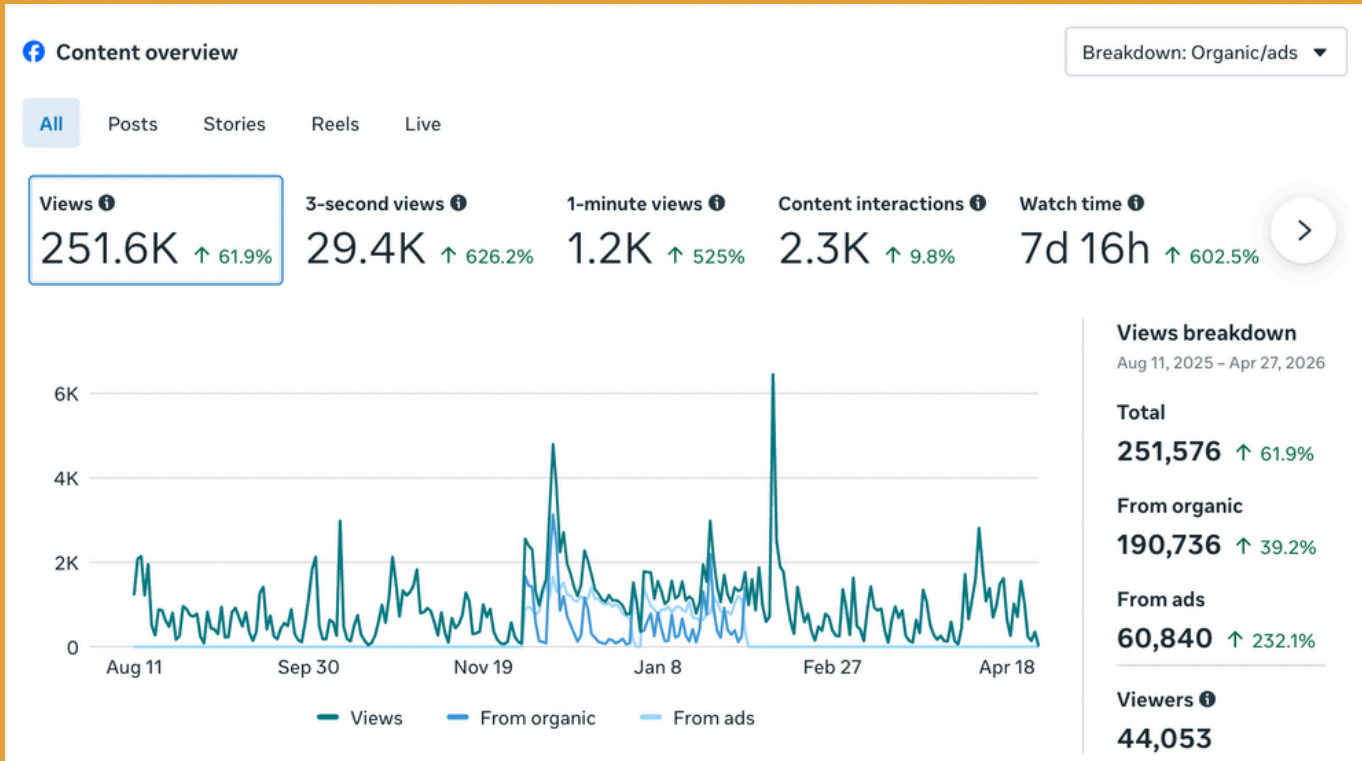


SEND ME A SECURE EMAIL

**Weber State  
\$300 Banner  
Sponsorship**

 <b>OGDEN PREPARATORY ACADEMY</b>	
<b>Banner Sponsorship Agreement</b>	
<b>Weber State University Sponsorship Agreement</b>	
<b>Date: 3/25/26</b>	<b>Page 1 of 1</b>
<p>This Sponsorship Agreement ("Agreement") is entered into between Ogden Preparatory Academy ("OPA") and Weber State University ("Sponsor").</p> <p>I. <b>Sponsorship</b> - OPA agrees to display one (1) sponsor banner in the OPA gymnasium and/or soccer field.</p> <p>II. <b>Term</b> - The sponsorship term will run for one (1) school year, beginning April 2026 and ending April 2027.</p> <p>III. <b>Payment</b> - Sponsor agrees to pay OPA a total of \$300.00 for the full sponsorship term. Payment is due prior to banner installation unless otherwise agreed upon in writing.</p> <p>IV. <b>Banner Specifications</b> - OPA will provide a designed banner. All designs are subject to Sponsor approval to ensure they align with Sponsor's branding and guidelines.</p> <p>V. <b>Termination</b> - Either party may terminate this Agreement with written notice. No refunds will be issued for early termination unless mutually agreed upon in writing.</p> <p>VI. <b>Entire Agreement</b> - This Agreement represents the full understanding between the parties and may only be modified in writing signed by both parties.</p>	
<p>Agreed and Accepted:</p> <p>Ogden Preparatory Academy</p> <p>Name: _____</p>	<p>Agreed and Accepted:</p> <p>Weber State University</p> <p>Name: _____</p>

# Facebook Breakdown:



## Facebook Breakdown:

### Published content ⓘ

Based on up to 200 pieces of content

+31.9% vs. Nov 24, 2024 - Aug 10, 2025

Photos



Reels



Links



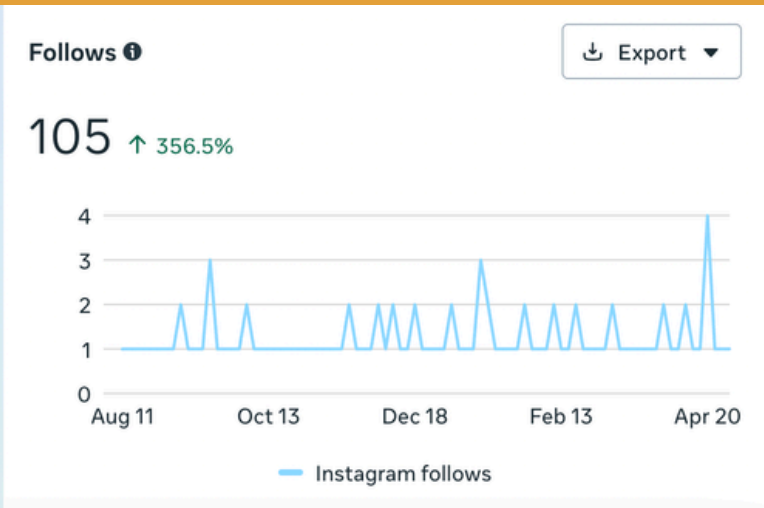
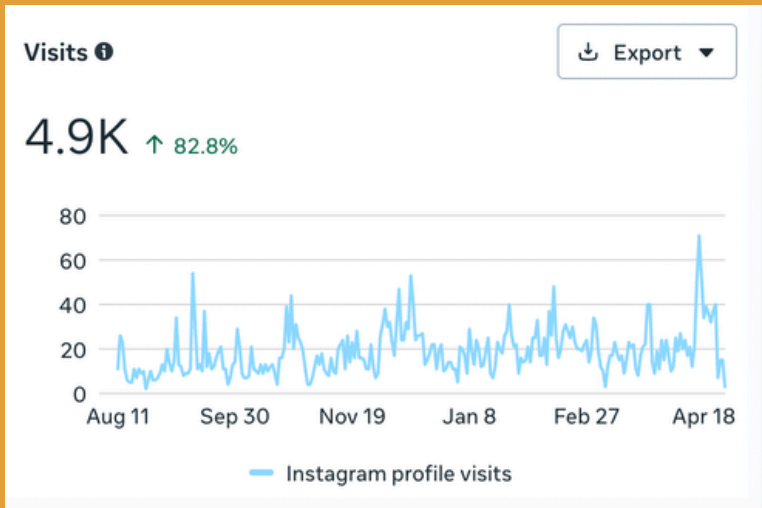
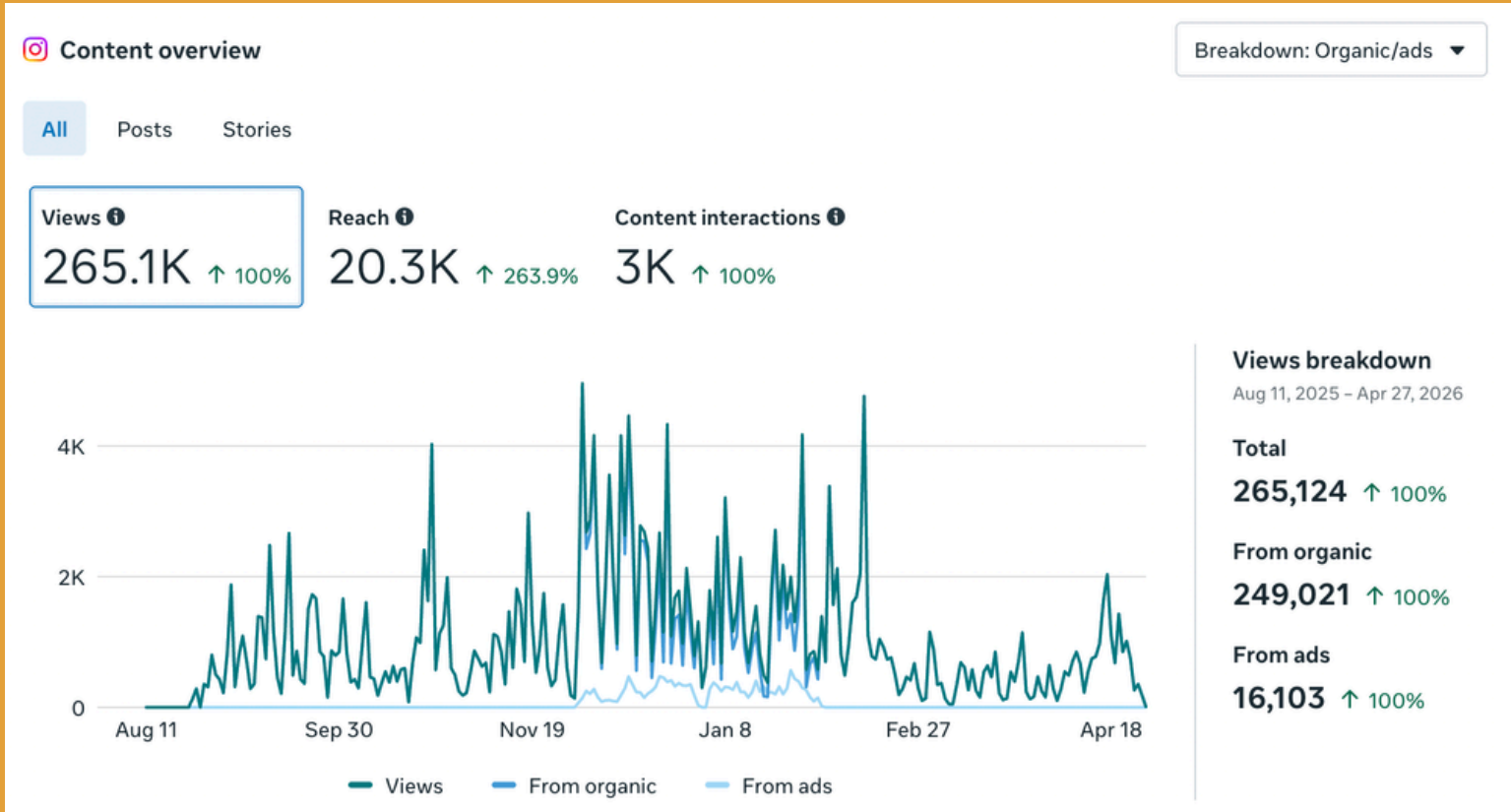
Text



## Key Takeaways:

- **251K total views (+61.9%)**
- **Ads drove major growth (+232%)**
- **11.8K page visits (+303%)**
- **200 + Facebook Posts**

# Instagram Breakdown:



Published content ⓘ

Based on up to 200 pieces of content

+43.3% vs. Nov 24, 2024 - Aug 10, 2025

Posts

290

Stories

1

## Key Takeaways:

- **265K total views**
- **Majority from organic content**
- **Follows increased +356%**
- **200+ IG Posts**

# App Data

DATE	TOTAL COUNT	APPLE COUNT	ANDROID COUNT	WEB APP COUNT
4/9/2025 7:00:00 PM	4147	3029	985	133
5/9/2025 7:00:00 PM	7310	5247	1905	158
6/8/2025 7:00:00 PM	883	695	182	6
7/8/2025 7:00:00 PM	3642	2801	806	35
8/7/2025 7:00:00 PM	7538	5561	1845	132
9/6/2025 7:00:00 PM	6621	4824	1613	184
10/6/2025 7:00:00 PM	7106	5168	1798	140
11/5/2025 6:00:00 PM	4931	3528	1250	153
12/5/2025 6:00:00 PM	3638	2553	987	98
1/4/2026 6:00:00 PM	6490	4486	1838	166
2/3/2026 6:00:00 PM	6838	4697	1993	148
3/5/2026 6:00:00 PM	4451	3203	1127	121

Conversation Messages Sent

This report tells you how many Conversation Message have been sent in the selected organizations.

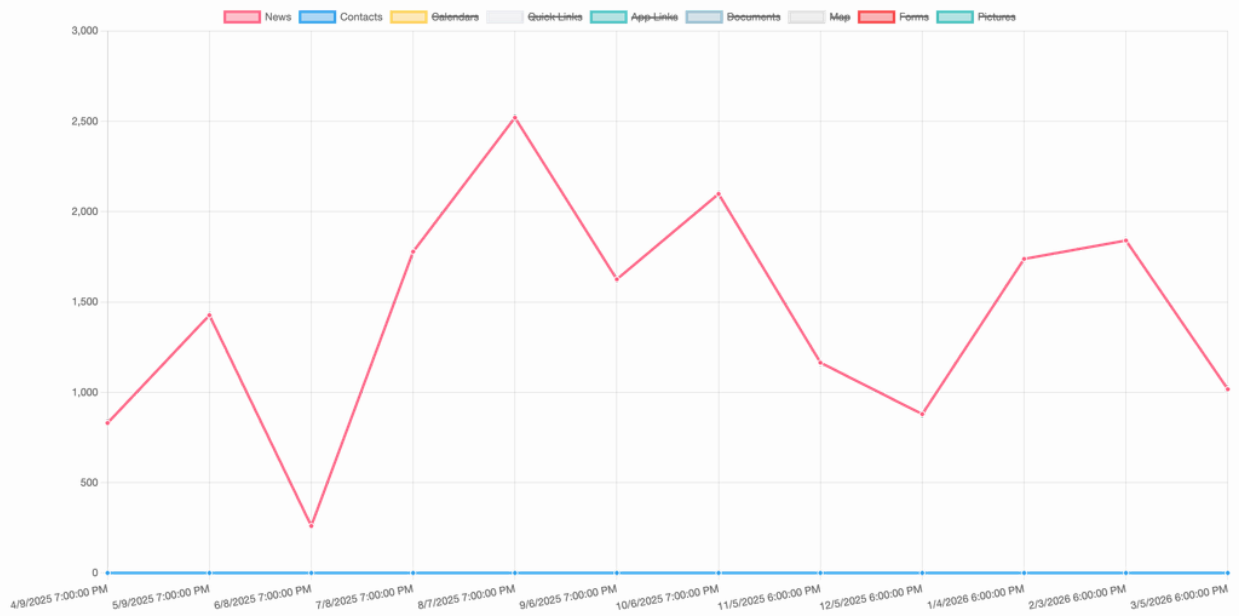
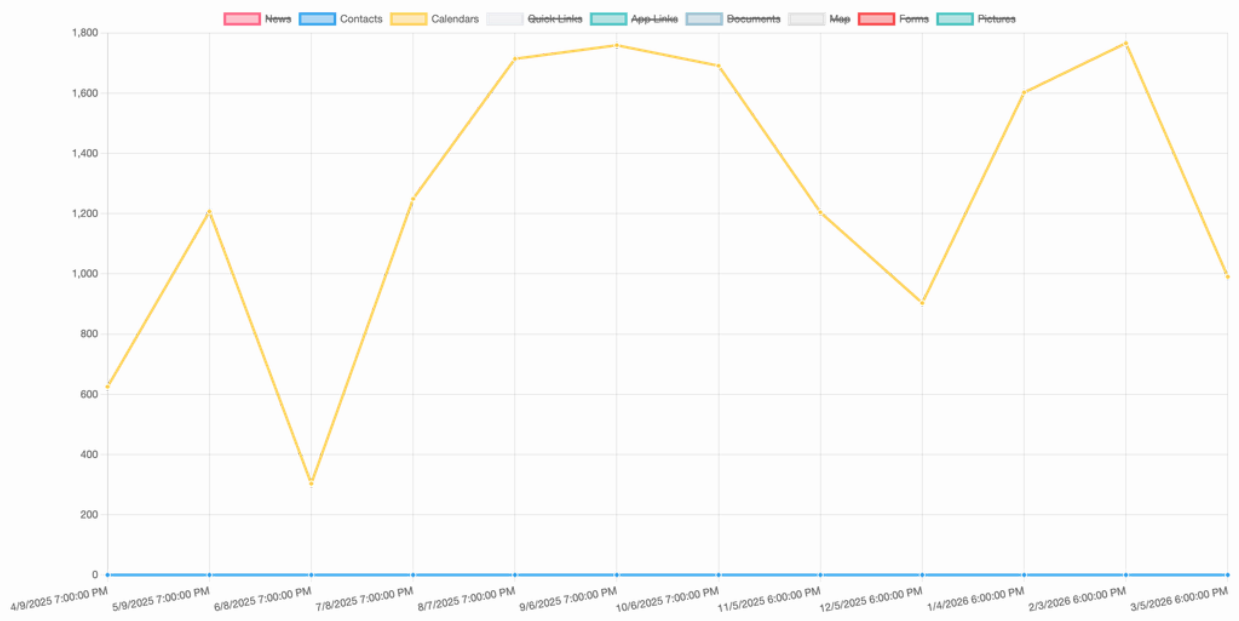
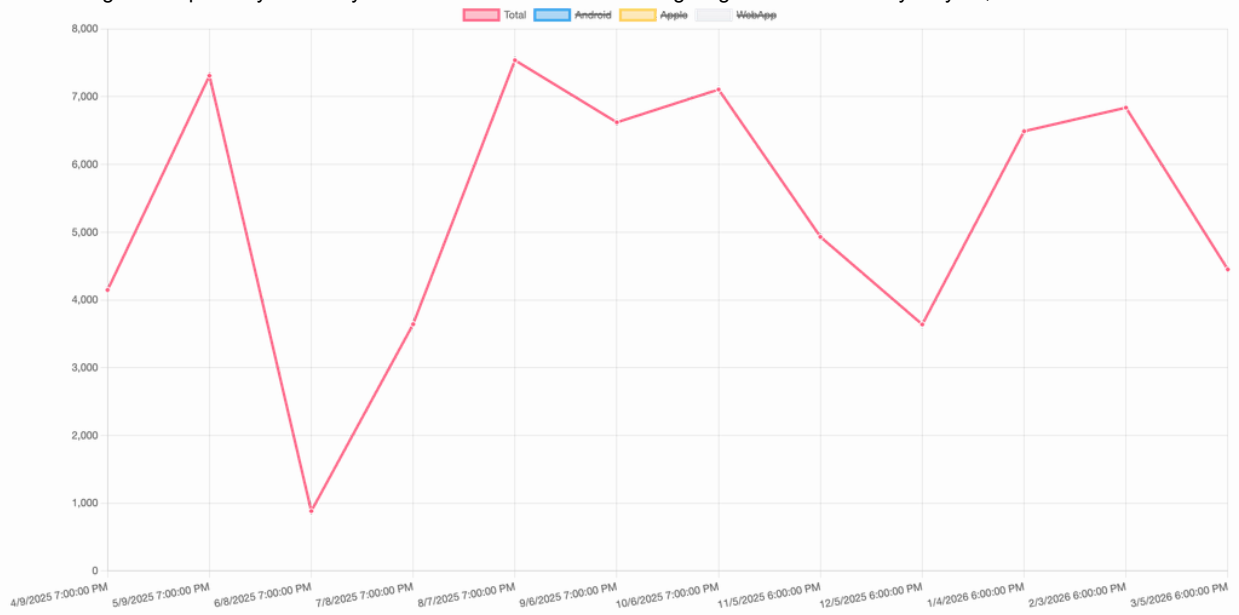
\*Click on the Column Title to sort the table

DISTRICT	ORGANIZATION	CONVERSATION MESSAGES SENT
Ogden Preparatory Academy	Ogden Preparatory Academy	28121

## Key Takeaways:

- **28,121 Messages Sent Across Platform**
- **Strong monthly usage**

Ogden Preparatory Academy - OPA Board of Directors Meeting - Agenda - Wednesday May 27, 2026 at 4:30 PM



## **Key Takeaways:**

- **Graph 1 shows total number the app is opened each month. Strong usage.**
- **Graph 2 shows monthly usage of calendar function. Frequent usage**
- **Graph 3 shows monthly usage of news function. Strong usage.**

# Marketing Report Year to Date 2025-2026

**This year, our marketing efforts have significantly increased our reach and engagement across social media and our app, helping us connect more effectively with families and strengthen overall communication.**

# Coversheet

## E-Rate Discussion

**Section:** IV. Administrative Business  
**Item:** C. E-Rate Discussion  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** E-Rate comparison - Sheet1.pdf

<b>Current Equipment</b>			<b>New Equipment</b>		
<b>Switches</b>	<b>Count</b>	<b>EOSL Date*</b>	<b>Switches</b>	<b>Count</b>	<b>EOSL Date*</b>
MS220-48FP	2	7/29/2024	Ruckus ICX8200	3	N/A
MS225-48FP	11	4/30/2031	Ruckus ICX8100	14	N/A
MS320-24P	1	3/31/2024			
MS355-48X2	3	8/8/2030			
MS420-24	1	10/31/2023			
<b>Access Point</b>	<b>Count</b>	<b>EOSL Date</b>	<b>Access Point</b>	<b>Count</b>	<b>EOSL Date</b>
CW9164I	17	4/30/2029	Ruckus R670 Wi	50	N/A
CW9166I	3	4/30/2029	Ruckus T350 Ou	4	N/A
MR34	6	10/31/2023			
MR42	3	7/21/2026			
MR46	51	7/21/2026			
MR56	13	8/1/2028			
MR76	4	7/21/2026			
EOSL = End of support life (by vendor)					

# Coversheet

## Policies

**Section:** IV. Administrative Business  
**Item:** D. Policies  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 5.06.POL Child Nutrition Progra...f Conduct Policy - Google Docs.pdf  
10.01.POL Early Childhood Center Fees Policy - Google Docs.pdf



# OGDEN PREPARATORY ACADEMY

## Official Policy

### 5. Facilities

#### 5.06.POL Child Nutrition Program Procurement and Code of Conduct Policy

Effective/Revision Date: 10/12/2023

Page 1 of 7

### General Procurement Standards

1. This plan is adopted as a condition of the School Food Authority's participation in the USDA's Child Nutrition Programs.
2. The School Food Authority (SFA) uses procurement procedures that reflect state and local law while also ensuring compliance with applicable federal law.

### Procurement Management

The Food Service Managers are primarily responsible for overseeing all procurement for the SFA's food service department including any procurement conducted on behalf of the SFA. This responsibility includes, but is not limited to, the responsibilities set forth below:

1. Ensures that all SFA procurement transactions are conducted in a manner that provides full and open competition in accordance with federal law.
2. Managing contracts and overseeing vendors and/or ensuring that vendors perform in accordance with the terms, conditions, and specifications of vendor contracts and/or purchase orders.
3. Ensure that all contracts and applicable bids/quotes include the Buy American Provision.
4. Ensuring that all contractual and administrative issues arising out of procurements for the SFA's food service department are handled in accordance with good administrative practice and sound business judgment.
5. Ensuring that sufficient records detailing the SFA's procurement history are maintained and the records maintained for contracts include, at a minimum, the following records:
  - a. Rationale for methods of procurement
  - b. Selection of procurement of vendor
  - c. Basis for contract price
6. These records are maintained for at least 63 years after submission of the final Claim for Reimbursement for the fiscal year or longer if otherwise required by law.

### Procurement Methods

1. Formal Purchase

- a. If the amount of purchase is more than the State small purchase threshold currently valued at \$50,000.00, formal procurement procedures will be used as required by 2 CFR 200.318-.326 and Utah State Procurement Code and Regulations 63G-6a, or an approved state contracted vendor may be used.
- b. The Formal Procurement Method should result in a purchase that is cost-effective, cost-justifiable, and defensible from a competitive procurement perspective.
- c. Within formal procurement there are two formal procurement types available:
  - i. Competitive Sealed Bidding (commonly referred to as sealed bidding which uses an Invitation for Bid or IFB) and
  - ii. Competitive Proposals (which uses a Request for Proposal or RFP.) Or using a state contracted vendor.
- d. Both procurement types are designed to provide free and open competition and ensure that Federal funds—when used to purchase products and/or services—result in the best and most responsive product at the lowest possible price.
- e. When using a formal procurement method an advertisement is required for all purchases. The advertisement for bids/proposals will run for 2 weeks and will contain:
  - i. General description of items to be purchased
  - ii. Deadline for submission of questions and the date written responses will be provided including addenda to bid specifications, terms and conditions as needed
  - iii. Date of pre-bid meeting, if provided, and if attendance is a requirement for bid award
  - iv. Deadline for submission of sealed bids or proposals, and
  - v. Address of location where complete specifications and bid forms may be obtained.
- f. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
- g. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
- h. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document.
  - i. Contract period
  - ii. SFA is responsible for all contracts awarded

**5.06.POL Child Nutrition Program Procurement and Code of Conduct Policy**

- iii. Date, time, and location of IFB/RFP opening
- iv. How vendor is to be informed of bid acceptance or rejection
- v. Delivery schedule
- vi. Set forth requirements (terms and conditions) which bidder must fulfill in order for bid to be evaluated
- vii. Benefits to which the SFA will be entitled if the contractor cannot or will not perform as required
- viii. Statement assuring positive efforts will be made to involve minority and small business
- ix. Statement regarding the return of purchase incentives, discounts, rebates, and credits to the SFA's non-profit Child Nutrition account
- x. Contract provisions as required in 7 CFR 910.21(f) for all cost reimbursable contracts
- xi. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for Food Service Management Company contracts
- xii. Procurement instrument to be used are purchase orders from firm fixed prices after formal bidding
- xiii. Price adjustment clause
- xiv. Method of evaluation and type of contract to be awarded – solicitations using an invitation for bid are awarded to the lowest responsive and responsible bidder; requests for proposal are awarded to the most advantageous bid with price as the primary factor considered.
- xv. Method of award announcement and effective date
- xvi. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received
- xvii. Method of shipment or delivery upon contract award
- xviii. Provision requiring contractor to maintain all required records for three years after final payment and all other matters are closed for all negotiated contracts
- xix. Signed statement of non-collusion
- xx. Provision requiring “Buy American” as outlined in 7 CFR Part 210.21(d); specific instructions for prior approval of all non-domestic products.
- xxi. Specifications and estimated quantities of products and services prepared by SFA and provided to potential contractors desiring to submit bids/proposals for products or services.

**5.06.POL Child Nutrition Program Procurement and Code of Conduct Policy**

- xxii. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided, in writing, to all potential bidders.
  - xxiii. The Food Service Director will be responsible to ensure all SFA procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
  - i. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.
2. Small Purchase
- a. If the total amount of purchase is \$3,000 to \$50,000 in aggregate value, or over \$1000 for an individual purchase, then small purchase procurement procedures will be used and require a minimum of two quotes or bids. The names of the vendors offering quotations and bids and the date and amount of each quotation or bid shall be recorded and maintained as a governmental record. An approved state contracted vendor may be used.
  - b. The following procedures will be used when using a small purchase:
    - i. Written specifications will be prepared and provided to the vendor.
    - ii. Each vendor will be given the opportunity to provide a price quote on the same specifications
    - iii. The Food Service Director will be responsible for contacting potential vendors when price quotes are needed.
    - iv. Quotes awarded will be to the lowest and best quote based upon quality, service availability and price.
    - v. Quotes should contain the following information:
      - 1. Date received or dates that the quoted price is valid, delivery date
      - 2. Company name, address, and salesperson
      - 3. Each item, description or specifications, unit, total price, and quantity listed
      - 4. Shipping charges
    - vi. Quotes may be obtained and documented by printing pages from a website; however, all quote elements should be documented. Better prices may be obtained by contacting vendors directly. Telephone quotes must be documented and include all quote elements.

**5.06.POL Child Nutrition Program Procurement and Code of Conduct Policy**

- vii. Prohibition against dividing a procurement into one or more smaller procurements.
- viii. Financial conflict of interest is prohibited (R33-24-105)
- ix. Personal relationship, favoritism, or bias participation prohibitions (R33-24-106)

3. Non-Competitive Proposal

- a. The following procedures will be used if items are available only from a single source and the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation.
  - i. The Food Service Director will be responsible for the documentation of records to fully explain the decision to use the non-competitive proposal.
  - ii. The records will be available for audit and review.

4. Procurement by Micro-Purchasing

- a. A micro-purchase means a purchase of supplies or services using simplified acquisition procedures where the aggregate amount of the transaction does not exceed \$3,000 or the individual item purchase amount does not exceed \$1,000. Micro-purchases may be awarded without soliciting competitive quotations.
- b. Consideration should be given to consolidating the acquisition of products or services when consolidation will result in more economical purchases. This is true even if consolidation increases the dollar amount over the micro-purchase threshold, and therefore requires a more complex procurement method. When appropriate, an analysis should be made to determine the most economical approach.
- c. To the extent practicable, purchases must be distributed equitably among qualified suppliers. Price comparisons are not required, but the price should be considered reasonable.
- d. Documentation must be kept for all purchases regardless of the procurement method used, including micro-purchases.

5. Emergency Purchases

- a. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase shall be made, and a log of all such purchases shall be maintained and the following emergency procedures shall be followed. At a minimum, the following emergency procurement procedures shall be documented:
  - i. Item name
  - ii. Dollar amount
  - iii. Vendor, and

**5.06.POL Child Nutrition Program Procurement and Code of Conduct Policy**

- iv. Reason for emergency
  - b. The Food Service Director is responsible for handling an emergency purchase. Responsibilities include:
    - i. Ensuring that written specifications will be prepared.
    - ii. Ensuring that the actual product is received.
    - iii. Ensuring that a record of the emergency purchase procedure is maintained that includes the item name, dollar amount, vendor used and reason for emergency purchase.
6. Conduct
- a. The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by School Food and Nutrition Program Funds.
    - i. No employee, officer or agent of Ogden Preparatory Academy shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
      - ii. The employee, officer or agent;
      - iii. Any member of the immediate family;
      - iv. His or her partner;
      - v. An organization which employs or is about to employ one of the above.
  - b. Ogden Preparatory Academy employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

### Document History

Approved: 12/12/2019

Revised: 10/12/2023

### Legal References

2 CFR 200.318-.326

Utah State Procurement Code and Regulations 63G-6a

7 CFR 910.21(f)

7 CFR 210.16(a)(1-10)

7 CFR 250.53

7 CFR Part 210.21(d)

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**5.06.POL Child Nutrition Program Procurement and Code of Conduct Policy**

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# OGDEN PREPARATORY ACADEMY

## Official Policy

### 10. Early Childhood Center

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

**Effective/Revision Date:** 01/15/2026

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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	18 months-3 years <del>2 to 4 years</del>	19
Preschool	4-5 years <del>4 years</del>	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
<del>Nursery 0-24 months</del> 0-23 months	\$1,043.00	\$521.50	\$52.15	\$26.08
<del>Daycare 18-36 months</del> 2-3 years	<del>800.00</del> \$821.00	<del>410.50</del> 410.50	<del>41.05</del> 41.05	<del>20.53</del> 20.53
<del>Preschool 4-5 (not yet in K) years</del> Preschool 4-5 (not yet in K) years	\$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
<del>Nursery 0-23 months</del> Nursery 0-23 months	\$31.29	\$18.77	\$625.80	\$375.48
<del>Daycare 2-3 years</del> Daycare 2-3 years	\$24.00	\$14.008	\$480.00	\$280.00
<del>Preschool 4-5 (not yet in K) years</del> Preschool 4-5 (not yet in K) years	\$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.

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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.

### **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  
Revised: 1/15/2026

### **Legal References**

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