Ogden Preparatory Academy

Ogden Preparatory Academy Board of Directors Meeting (VIRTUAL)

Published on August 19, 2026 at 11:32 AM MDT

Date and Time

Thursday August 20, 2026 at 4:30 PM MDT

Location

1487 Lincoln Avenue
Ogden UT 84404

Board room

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

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**4:30 PM**
A.	Record Attendance		Brittany Lucas	1 m
B.	Call the Meeting to Order		Brittany Lucas	
C.	Approve Minutes	Approve Minutes	Brittany Lucas	1 m
	Approve minutes for OPA Board of Directors Meeting on June 18, 2026			

		Purpose	Presenter	Time
	D. Opportunity for Public Input	Discuss	Brittany Lucas	5 m
II.	**Finance**			**4:37 PM**
	A. Budget Review	Discuss	Spencer Adams	10 m
	B. Earthquake Insurance Proposal	Vote	Debbie Deem	5 m
	Premium: $25,300 Deductible: 5% of scheduled values; $25,000 minimum Replacement Cost			
	C. Occupational Therapy Services	Vote	Debbie Deem	5 m
	Previously employed occupational therapists. Proposed contract with Charter School Therapy. Services to be charged at $81/hour.			
	D. Lexia	Vote	Stephanie Wright	5 m
	Personalized Literacy computer program.			
III.	**Administrative Business**			**5:02 PM**
	A. Administrative Board Report	FYI	Administration	10 m
	B. Fee Schedule	Vote	Debbie Deem	5 m
	Added Before Hours fee, $100/month			
	C. Food Safety Plan	Vote	Debbie Deem	5 m
	Updated policy based on NSLP requirements, updated meal costs, and current kitchen staffing structure.			
	D. School Plan with Culture	Vote	Debbie Deem	5 m
IV.	**Other Business**			**5:27 PM**
	A. Discussion	Discuss	Debbie Deem	5 m
V.	**Closing Items**			**5:32 PM**
	A. Adjourn Meeting	Vote	Brittany Lucas	

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for OPA Board of Directors Meeting on June 18, 2026

OGDEN PREPARATORY ACADEMY

Ogden Preparatory Academy

Minutes

OPA Board of Directors Meeting

Date and Time
Thursday June 18, 2026 at 4:30 PM

Location
1487 Lincoln Avenue
Ogden UT 84404

Board Room (ECC upstairs)

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

Directors Present
B. Lucas, J. Zepeda, P. Valiente, S. Mejeur

Directors Absent
S. Zwygart

Ex Officio Members Present
D. Deem

Non Voting Members Present
D. Deem

Guests Present

K. Davis, S. Adams, S. Wright

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 Jun 18, 2026 at 5:06 PM.

C. Approve Minutes

B. Lucas made a motion to approve the minutes from OPA Board of Directors Meeting on 05-27-26.
P. Valiente seconded the motion.
The board **VOTED** to approve the motion.

D. Opportunity for Public Input

No public.

E. Ratify May and March Board Votes

J. Zepeda made a motion to ratify the May and March Board Votes.
P. Valiente seconded the motion.
The board **VOTED** to approve the motion.

II. Finance

A. Budget Review

Presented by Spencer Adams.

- Discussed goals and bond covenants
    - Ratios
        - Expenses
        - ERC - one time
    - Question about the spike in revenue - the ERC funding.

B. Approve Final FY26 Budget

B. Lucas made a motion to approve the final FY26 Budget.
J. Zepeda seconded the motion.
The board **VOTED** to approve the motion.

C. Approve FY27 Initial Budget

J. Zepeda made a motion to approve the FY27 Initial Budget.
P. Valiente seconded the motion.

- Increase from the State Revenue for the new year.
- Discussed the updates
- Keeping it conservative
- SRO

No questions.

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

D. Ready Math and iReady Renewal

J. Zepeda made a motion to approve the Ready Math & i-Ready Renewal.
P. Valiente seconded the motion.
The board **VOTED** to approve the motion.

III. Administrative Business

A. Annual Report

Presented by Debbie Deem and Stephanie Wright

B. Board Leadership

S. Mejeur made a motion to for Brittany Lucas to be Board Chair.
P. Valiente seconded the motion.
The board **VOTED** to approve the motion.
B. Lucas made a motion to approve Jessica Zepeda as Vice Chair and Treasurer.
P. Valiente seconded the motion.
The board **VOTED** to approve the motion.

C. FY27 Board Meeting Schedule

J. Zepeda made a motion to approve the FY27 Board Meeting Schedule.
P. Valiente seconded the motion.

- In Person Meetings and Planned Virtual Meetings as an option
- Third Thursday - at the same time
- In Favor of having scheduled Virtual meetings.

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

D. Potential Board Hearing Committee

Discussed the need if we needed a committee. It was decided we do not need a committee. They will just be scheduled as needed, and whichever three members can make it. So no need for an offical committee.

E. Checking Account Signer Changes

S. Mejeur made a motion to approve the Checking Account Signer Changes.
J. Zepeda seconded the motion.
The board **VOTED** to approve the motion.

F. Kindergarten School Days for FY27

S. Mejeur made a motion to approve the Kindergarten school days for FY27.
P. Valiente seconded the motion.

- Don't need assessment days at the beginning of they year - but would like to have them in the Spring.
- Up to 5 days in May, so Kinder will graduate early so teachers can begin assessing new incoming Kindergarteners.

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

G. School Plan Goals FY27

J. Zepeda made a motion to approve the School Plan Goals for FY27.
S. Mejeur seconded the motion.
Discussed what are goals are for the upcoming year.
The board **VOTED** to approve the motion.

H. Policies

S. Mejeur made a motion to approve the $450 increase for employee on medical benefits.
J. Zepeda seconded the motion.

- Discussed the options for potentially increasing Single-Only benefits.
  - The money is currently in the budget if it is approved.

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

IV. 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 5:53 PM.

Respectfully Submitted,
B. Lucas

Coversheet

Budget Review

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

OGDEN PREPARATORY ACADEMY

Financial Summary

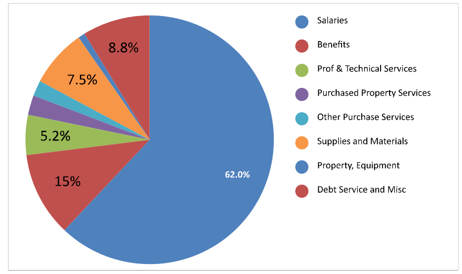
as of July 31, 2026

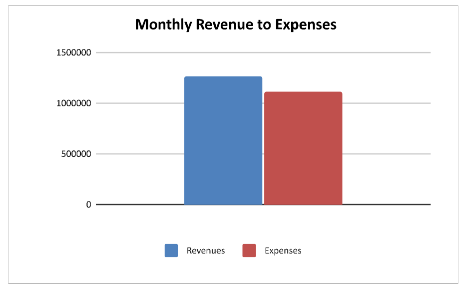
8.3% through the Year

BUDGET REPORT

	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	974	974	974	
Revenue				
1000 Local	$ 41,240	$ 968,000	$ 968,000	4%
3000 State	$ 1,228,524	$ 13,307,645	$ 13,310,225	9%
4000 Federal	$ -	$ 1,248,846	$ 1,248,846	0%
Total Revenue	*$ 1,269,764*	*$ 15,524,491*	*$ 15,527,070*	8%
Expenses				
100 Salaries	$ 651,675	$ 9,444,204	$ 9,444,204	7%
200 Benefits	$ 124,476	$ 1,678,417	$ 1,678,417	7%
300 Prof & Technical Services	$ 75,190	$ 787,227	$ 787,227	10%
400 Purchased Property Services	$ 23,288	$ 392,000	$ 392,000	6%
500 Other Purchase Services	$ 15,842	$ 307,200	$ 307,200	5%
600 Supplies and Materials	$ 45,951	$ 1,147,200	$ 1,147,200	4%
700 Property, Equipment	$ 79,068	$ 134,328	$ 134,328	59%
800 Debt Service and Misc	$ 97,742	$ 1,338,029	$ 1,338,029	7%
Total Expenses	*$ 1,113,232*	*$ 15,228,605*	*$ 15,228,605*	7%
Net Income from Operations	***$ 156,532***	***$ 295,886***	***$ 298,466***	
Operating Margin	*12.3%*	*1.9%*	***1.9%***	

EXPENSES



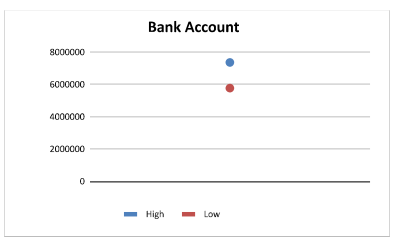


RATIOS

	Actual	Goal	Covenants
Operating Margin	1.92%	2.50%	
MADS (Modified Acc)	1.24	1.3	1.10
Days Cash on Hand	177	100	30
Unrestricted DCOH	175	100	30
Building Payment %	9%	20%	

CASH

Ending Cash Balance	$ 7,364,641
Ending Unrestricted Cash Balance	$ 7,311,363
Days Cash on Hand	177

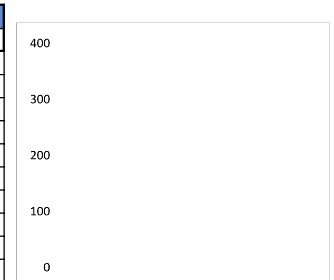


RESERVES

	Actual Ytd	Forecast
Last Year Reserve Balance	$ 2,398,744	$ 2,398,744
Reserves Added this Year	$ 156,532	$ 298,466
Project 1	$ -	$ -
Expenses from Reserves		
Project 1	$ -	$ -
Project 2	$ -	$ -
	$ -	$ -
New Reserve Balance	*$ 2,555,276*	*$ 2,697,210*

ENROLLMENT

	A	S	O	N	D	J	F	M	A	M
Pre-K/DC										
K										
1										
2										
3										
4										
5										
6										
7										
8										
9										
Total	0	0	0	0	0	0	0	0	0	0



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OGDEN PREPARATORY ACADEMY

Actuals as of: *July 31, 2026* Percentage of Year: 8.3%

Budget Detail Report

		FY26 Actuals (974 Students)	FY27 Actuals (974 Students)	FY27 Budget 974	Changes (-0 Students)	FY27 Forecast 974	% of Forecast
Revenue							
1000 Local							
1510	Interest on Investments	$ 380,790	$ 26,239	$ 400,000	$ -	$ 400,000	6.6%
1600	Lunch Program (Students & Adults)	$ 82,310	$ 336	$ 80,000	$ -	$ 80,000	0.4%
1710	Student Sales	$ 27,369	$ 82	$ 25,000	$ -	$ 25,000	0.3%
1710	Art Expo	$ -	$ -	$ -	$ -	$ -	0.0%
1740	Student Fees	$ -	$ -	$ -	$ -	$ -	0.0%
1745	Trips (Co-Curricular Fees)	$ 64,766	$ -	$ 65,000	$ -	$ 65,000	0.0%
1747	Free Dress (Extra-Curricular Fees)	$ 6,300	$ -	$ 6,000	$ -	$ 6,000	0.0%
1760	Fines	$ 2,729	$ -	$ 2,000	$ -	$ 2,000	0.0%
1770	Fundraisers	$ 20,418	$ 5,106	$ -	$ -	$ -	0.0%
1340	Preschool Revenue	$ 267,540	$ -	$ 260,000	$ -	$ 260,000	0.0%
1820	Afterschool Revenue (Daycare)	$ 498	$ -	$ -	$ -	$ -	0.0%
1910	Rental of Facility	$ 8,554	$ -	$ 10,000	$ -	$ 10,000	0.0%
1920	Contributions & Donations	$ 18,576	$ 40	$ 20,000	$ -	$ 20,000	0.2%
1920	Employer Childcare Startup Grant	$ -	$ -	$ -	$ -	$ -	0.0%
1930	Gain on Sale of Assets	$ -	$ -	$ -	$ -	$ -	0.0%
1990	Medicaid	$ 93,164	$ 8,472	$ 100,000	$ -	$ 100,000	8.5%
1990	Miscellaneous	$ 30,634	$ 965	$ -	$ -	$ -	0.0%
	Total 1000:	*$ 1,003,648*	*$ 41,240*	*$ 968,000*	*$ -*	*$ 968,000*	*4.3%*
3000 State							
0.3005	Regular School Prgm K	$ 395,267	$ 33,035	$ 460,161	$ -	$ 460,161	7.2%
0.3010	Regular School Prgm 1-12	$ 3,469,454	$ 344,338	$ 4,035,073	$ -	$ 4,035,073	8.5%
0.3020	Professional Staff	$ -	$ -	$ -	$ -	$ -	0.0%
31.1205	Special Education -- Add-On	$ 938,427	$ 94,348	$ 1,132,176	$ -	$ 1,132,176	8.3%
31.1210	Special Education -- Self-Contained	$ 98,520	$ 7,925	$ 95,100	$ -	$ 95,100	8.3%
31.1220	Special Education -- Extended Year	$ 5,145	$ 538	$ 6,456	$ -	$ 6,456	8.3%
31.1225	Special Education - Impact Aid	$ 17,603	$ 1,534	$ 18,413	$ -	$ 18,413	8.3%
31.1278	Special Education- Extended Year Stipend	$ 2,760	$ -	$ 2,760	$ -	$ 2,760	0.0%
31.5201	Class Size Reduction K-8	$ 345,443	$ 33,936	$ 407,233	$ -	$ 407,233	8.3%
31.5344	Enhancement for At-risk students	$ 417,210	$ 46,801	$ 561,608	$ -	$ 561,608	8.3%
31.5901	CTE College & Career Awareness	$ -	$ -	$ 4,674	$ -	$ 4,674	0.0%
32.0500	Charter School Base Amount	$ 102,805	$ 9,756	$ 117,070	$ -	$ 117,070	8.3%
32.5310	Flexible Allocation	$ 367,359	$ 35,986	$ 431,827	$ -	$ 431,827	8.3%
32.5619	Charter School Local Replacement	$ 3,243,281	$ 321,773	$ 3,861,274	$ -	$ 3,861,274	8.3%
34.5651	Educator Professional Time (HB 396)	$ 149,694	$ -	$ 150,733	$ -	$ 150,733	0.0%
34.5659	Educator Support Prof Bonus	$ 114,617	$ -	$ -	$ -	$ -	0.0%
34.5665	Grow Your Own Teacher	$ -	$ -	$ 55,940	$ -	$ 55,940	0.0%
33.5331	Gifted and Talented	$ 7,169	$ -	$ 7,121	$ -	$ 7,121	0.0%
33.5805	Early Literacy (K-3)	$ -	$ -	$ -	$ -	$ -	0.0%
34.5807	SHiNE (formerly TSSP)	$ 33,506	$ 2,825	$ 33,905	$ -	$ 33,905	8.3%
34.5868	Teacher Materials and Supplies	$ 21,043	$ -	$ 21,043	$ -	$ 21,043	0.0%
34.5876	Educator Salary Adjustment	$ 832,516	$ 77,813	$ 933,751	$ -	$ 933,751	8.3%
33.5911	EL Software Grant	$ -	$ -	$ -	$ -	$ -	0.0%
35.5420	School Land Trust	$ 153,154	$ 183,759	$ 183,759	$ -	$ 183,759	100.0%
35.5655	Digital Teaching & Learning	$ 38,166	$ -	$ -	$ -	$ -	0.0%
35.5666	Professional Learning	$ -	$ -	$ -	$ -	$ -	0.0%
35.5678	TSSA	$ 311,363	$ -	$ 342,868	$ -	$ 342,868	0.0%
35.5679	Student Health & Counseling	$ -	$ -	$ 50,050	$ -	$ 50,050	0.0%
	Mental Health Add-On Grant (Carry-Fwd)	$ -	$ -	$ -	$ 2,580	$ 2,580	0.0%
38.0500	School Fees PEESRA	$ 14,956	$ -	$ -	$ -	$ -	0.0%
38-5618	Early Interactive Software Program (EISP)	$ 20,481	$ -	$ 19,650	$ -	$ 19,650	0.0%
38.5654	Period Products in Schools	$ -	$ -	$ -	$ -	$ -	0.0%
38.5673	Substance Abuse	$ 4,000	$ -	$ 4,000	$ -	$ 4,000	0.0%
38.5674	Suicide Prevention	$ 1,000	$ -	$ 1,000	$ -	$ 1,000	0.0%
38.5697	LETRS Professional Development	$ -	$ -	$ -	$ -	$ -	0.0%
38.5813	Stipends for Future Educators	$ 3,000	$ -	$ -	$ -	$ -	0.0%
38.5846	Innovation Grant	$ -	$ -	$ -	$ -	$ -	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)	$ -	$ -	$ -	$ -	$ -	0.0%
	School Safety and Support Grant (Facilities)		$ -	$ -	$ -	$ -	0.0%
38.8070	Liquor Tax (Lunch Program)	$ 86,081	$ -	$ 150,000	$ -	$ 150,000	0.0%
3990	GEARUP	$ 159,076	$ 34,157	$ 217,000	$ -	$ 217,000	15.7%
38.5672	Prevention Block Grant	*$ 10,701*	$ -	$ -	$ -	$ -	0.0%
	Total 3000:	*$11,363,797*	*$ 1,228,524*	*$13,307,645*	*$ 2,580*	*$ 13,310,225*	*9.2%*
4000 Federal							
42-7230	GEER II (Unpaid Lunch)	$ -	$ -	$ -	$ -	$ -	0.0%
45-4522	IDEA Preschool	$ -	$ -	$ 3,575	$ -	$ 3,575	0.0%
45-4524	IDEA	$ -	$ -	$ 185,487	$ -	$ 185,487	0.0%
45.4524	PIP	$ -	$ -	$ -	$ -	$ -	0.0%
45.7663	URAPT		$ -	$ 44,000	$ -	$ 44,000	0.0%
45-8075a	NSLP - Free & Reduced	$ 336,539	$ -	$ 330,000	$ -	$ 330,000	0.0%
45-8075b	National School Lunch Program	$ 62,139	$ -	$ 75,000	$ -	$ 75,000	0.0%
45-8075c	NSLP - Breakfast	$ 53,009	$ -	$ 75,000	$ -	$ 75,000	0.0%
45-8075d	Supply Chain Assistance	$ -	$ -	$ -	$ -	$ -	0.0%
45-8075e	Kitchen Equipment Grant	$ -	$ -	$ -	$ -	$ -	0.0%
45-8076	Cash in Lieu	$ 1,681	$ -	$ 164	$ -	$ 164	0.0%
45-8077	Child & Adult Day Care	$ 26,690	$ -	$ 1,295	$ -	$ 1,295	0.0%
45-8079a	After School Program	$ 9,416	$ -	$ 11,060	$ -	$ 11,060	0.0%
45-8079b	Fresh Fruits and Vegetables	$ 27,810	$ -	$ 34,959	$ -	$ 34,959	0.0%
45-8079b	Local Food for Schools	$ -	$ -	$ -	$ -	$ -	0.0%
45-8080	Pandemic EBT	$ -	$ -	$ -	$ -	$ -	0.0%
48.7801	Title I - Remedial Services	$ -	$ -	$ 284,844	$ -	$ 284,844	0.0%
48.7801	CSI	*$ 14,400*	$ -	$ 117,000	$ -	$ 117,000	0.0%
48.7860	Title II - MAPP	$ -	$ -	$ 9,050	$ -	$ 9,050	0.0%
48.7860	Title II	$ -	$ -	$ 30,391	$ -	$ 30,391	0.0%
48.7880	Title III A - English Lang Acq	$ -	$ -	$ 26,456	$ -	$ 26,456	0.0%
48.7905	Title IV Supporting Effective Instruction	$ -	$ -	$ 20,565	$ -	$ 20,565	0.0%
	Total 4000:	*$ 531,684*	*$ -*	*$ 1,248,846*	*$ -*	*$ 1,248,846*	*0.0%*
	Total Revenue:	*$12,899,129*	*$ 1,269,764*	*$15,524,491*	*$ 2,580*	*$ 15,527,070*	*8.2%*

OGDEN PREPARATORY ACADEMY

Actuals as of: *July 31, 2026* Percentage of Year: 8.3%

Budget Detail Report

		(974 Students) FY26 Actuals	(974 Students) FY27 Actuals	974 FY27 Budget	(-0 Students) Changes	974 FY27 Forecast	% of Forecast
Expenses							
100	Salaries						
121	Principals and Assistants	$ 754,438	$ 63,214	$ 795,137	$ -	$ 795,137	8.0%
131a	Teachers	$ 3,914,713	$ 332,673	$ 4,211,701	$ -	$ 4,211,701	7.9%
131f	Stipends (Sports, other)	$ 55,134	$ 3,120	$ 45,000	$ -	$ 45,000	6.9%
131g	End of Year Bonus / Returning Bonus	$ 65,924	$ -	$ 57,644	$ -	$ 57,644	0.0%
131h	Christmas Bonus	$ 70,815	$ -	$ 82,000	$ -	$ 82,000	0.0%
131j	Stipends (Greensheets)	$ 6,124	$ 3,778	$ 10,000	$ -	$ 10,000	37.8%
131k	Stipends (flow through: ESY, School Safety)	$ 10,143	$ 14,979	$ 10,760	$ -	$ 10,760	139.2%
131k	Educator Support Prof Bonus	$ 95,125	$ -	$ -	$ -	$ -	0.0%
131k	Stipends (SHiNE)	$ 25,319	$ -	$ 33,856	$ -	$ 33,856	0.0%
131l	HB 396 Educator Professional Time Stipend	$ 46,079	$ 1,995	$ 110,000	$ -	$ 110,000	1.8%
131a	Preschool Teachers	$ 172,882	$ 14,779	$ 290,713	$ -	$ 290,713	5.1%
131c	Special Education Director & Teachers	$ 599,188	$ 53,088	$ 698,855	$ -	$ 698,855	7.6%
132a	Substitute Teachers	$ 98,266	$ 4,825	$ 87,895	$ -	$ 87,895	5.5%
132b	PTO Cash out	$ 6,563	$ -	$ 10,000	$ -	$ 10,000	0.0%
142a	Counselor & Social Worker	$ 284,523	$ 25,300	$ 308,227	$ -	$ 308,227	8.2%
142b	Occupational Therapist	$ 20,265	$ -	$ 31,324	$ -	$ 31,324	0.0%
143	Nurse	$ 342	$ -	$ 1,000	$ -	$ 1,000	0.0%
145	Librarian	$ 190,202	$ 16,823	$ 205,912	$ -	$ 205,912	8.2%
152	Secretarial & Clerical	$ 269,105	$ 24,780	$ 296,031	$ -	$ 296,031	8.4%
161a	Special Education TA	$ 509,497	$ 30,472	$ 534,732	$ -	$ 534,732	5.7%
161b	General Ed and At-Risk TA	$ 106,184	$ 9,138	$ 19,000	$ -	$ 19,000	48.1%
161c	Title I TA	$ 438,789	$ 5,108	$ 558,443	$ -	$ 558,443	0.9%
161d	Early Literacy (K-3) TA	$ -	$ -	$ -	$ -	$ -	0.0%
161e	Land Trust TA	$ 37,623	$ 1,808	$ 54,848	$ -	$ 54,848	3.3%
161f	Early Intervention TA	$ -	$ -	$ -	$ -	$ -	0.0%
161g	After School Program (Prev Block Grant)	$ 79,004	$ -	$ 113,977	$ -	$ 113,977	0.0%
161h	Preschool Aides	$ 68,769	$ 4,201	$ 77,008	$ -	$ 77,008	5.5%
182	Facility Support	$ 72,578	$ 8,443	$ 85,000	$ -	$ 85,000	9.9%
184	IT Support	$ 141,362	$ 12,722	$ 179,579	$ -	$ 179,579	7.1%
191	Food Service	$ 498,860	$ 20,429	$ 535,562	$ -	$ 535,562	3.8%
	Total 100:	*$ 8,637,816*	*$ 651,675*	*$ 9,444,204*	*$ -*	*$ 9,444,204*	*6.9%*
200	Benefits						
220	Social Security	$ 636,697	$ 48,365	$ 746,151	$ -	$ 746,151	6.5%
230	Retirement	$ 191,926	$ 17,053	$ 220,000	$ -	$ 220,000	7.8%
241	Group Insurance	$ 525,032	$ 46,246	$ 600,000	$ -	$ 600,000	7.7%
242	Waiver Benefit	$ 82,375	$ 7,125	$ 78,000	$ -	$ 78,000	9.1%
270	Worker's Compensation Fund	$ 16,288	$ 1,547	$ 19,266	$ -	$ 19,266	8.0%
280	Unemployment Insurance	$ 8,198	$ 4,140	$ 15,000	$ -	$ 15,000	27.6%
	Total 200:	*$ 1,460,516*	*$ 124,476*	*$ 1,678,417*	*$ -*	*$ 1,678,417*	*7.4%*
300	Prof & Technical Services						
310	Other Contracted Services	$ -	$ -	$ 10,000	$ -	$ 10,000	0.0%
320	Substitute Services	$ 15,234	$ -	$ 10,000	$ -	$ 10,000	0.0%
330	Employee Training & Development	$ 120,385	$ 36,822	$ 120,000	$ -	$ 120,000	30.7%
352	Audit Services	$ 25,064	$ -	$ 25,000	$ -	$ 25,000	0.0%
345	Business Manager Services	$ 92,712	$ 7,958	$ 95,500	$ -	$ 95,500	8.3%
347	Mental Health (Weber Health Services)	$ 5,625	$ -	$ 7,500	$ -	$ 7,500	0.0%
347	Speech Therapy	$ 265,650	$ 25,616	$ 307,392	$ -	$ 307,392	8.3%
347	Psychology / Behavior	$ 10,311	$ -	$ 48,835	$ -	$ 48,835	0.0%
349	Legal	$ 73,721	$ 1,775	$ 10,000	$ -	$ 10,000	17.8%
350	IT Services	$ 68,024	$ 3,019	$ 88,000	$ -	$ 88,000	3.4%
350	SRO	$ 119,806	$ -	$ 65,000	$ -	$ 65,000	0.0%
	Total 300:	*$ 796,532*	*$ 75,190*	*$ 787,227*	*$ -*	*$ 787,227*	*9.6%*
400	Purchased Property Services						
410	Garbage / Sewer / Water	$ 57,125	$ 8,304	$ 62,000	$ -	$ 62,000	13.4%
423	Cleaning & Custodial Services	$ 121,000	$ 11,000	$ 132,000	$ -	$ 132,000	8.3%
424	Lawn Care & Snow Removal	$ 7,669	$ 795	$ 45,000	$ -	$ 45,000	1.8%
430	Repairs / Maintenance / Monitoring	$ 167,648	$ 3,189	$ 150,000	$ -	$ 150,000	2.1%
442	Rental of Equipment & Vehicles	$ -	$ -	$ 3,000	$ -	$ 3,000	0.0%
443	Lease of Copy Machines	$ -	$ -	$ -	$ -	$ -	0.0%
450	Construction Services	$ -	$ -	$ -	$ -	$ -	0.0%
	Total 400:	*$ 353,442*	*$ 23,288*	*$ 392,000*	*$ -*	*$ 392,000*	*5.9%*
500	Other Purchase Services						
517	Trips	$ 109,105	$ -	$ 100,000	$ -	$ 100,000	0.0%
518	Field Trips (Bussing & Entrance Fees)	$ 30,036	$ 53	$ 30,000	$ -	$ 30,000	0.2%
518	Student Activities - Aguilas Bussing	$ -	$ -	$ 1,200	$ -	$ 1,200	0.0%
518	Sports (Bussing, Fees, Tri, Weight Training)	$ 12,638	$ -	$ 21,000	$ -	$ 21,000	0.0%
520	Property & Liability Insurances	$ 80,631	$ 8,390	$ 80,000	$ -	$ 80,000	10.5%
530	Communication (Phone & Internet)	$ 15,258	$ 1,212	$ 15,000	$ -	$ 15,000	8.1%
540	Marketing	$ 5,912	$ 685	$ 5,000	$ -	$ 5,000	13.7%
560	After School Scholarships	$ -	$ -		$ -		0.0%
580	Travel / Per Diem	$ 18,418	$ 5,502	$ 55,000	$ -	$ 55,000	10.0%
	Total 500:	*$ 271,998*	*$ 15,842*	*$ 307,200*	*$ -*	*$ 307,200*	*5.2%*

OGDEN PREPARATORY ACADEMY

Actuals as of: ***July 31, 2026*** Percentage of Year: 8.3%

Budget Detail Report

		FY26 Actuals (974 Students)	FY27 Actuals (974 Students)	FY27 Budget 974	Changes (-0 Students)	FY27 Forecast 974	% of Forecast	
600	Supplies and Materials							
610	Classroom/ Legislative Supplies	$ 38,992	$ 13	$ 45,000	$ -	$ 45,000	0.0%	
610	SpEd Supplies	$ 5,849	$ -	$ 10,000	$ -	$ 10,000	0.0%	
610	Preschool Supplies	$ 2,217	$ -	$ 4,000	$ -	$ 4,000	0.0%	
610	After School (Hope Squad - Prevention Block	$ -	$ -		$ -		0.0%	
610	Event Supplies	$ 13,259	$ -	$ 17,500	$ -	$ 17,500	0.0%	
610	Sports Supplies	$ 2,518	$ -	$ 5,000	$ -	$ 5,000	0.0%	
610	Clubs	$ 5,962	$ 101	$ 9,000	$ -	$ 9,000	1.1%	
610	Yearbooks	$ 9,578	$ -	$ 10,000	$ -	$ 10,000	0.0%	
610	Art Expo	$ -	$ -	$ -	$ -	$ -	0.0%	
610	Aguilas & 7 Habits	$ 7,115	$ -	$ 10,000	$ -	$ 10,000	0.0%	
610	OPA Apparel / Concessions	$ 43,903	$ -	$ 45,000	$ -	$ 45,000	0.0%	
610	Staff Meals / Appreciation / Prof Dev	$ 22,741	$ 50	$ 30,000	$ -	$ 30,000	0.2%	
610	Counseling / Cultural Supplies	$ 59	$ -	$ 200	$ -	$ 200	0.0%	
610	Board Expenses	$ 3,861	$ -	$ 4,500	$ -	$ 4,500	0.0%	
610	Office Supplies	$ 49,588	$ 6,548	$ 50,000	$ -	$ 50,000	13.1%	
610	Non Food Kitchen Supplies	$ 56,127	$ -	$ 57,000	$ -	$ 57,000	0.0%	
621	Natural Gas	$ 27,204	$ -	$ 35,000	$ -	$ 35,000	0.0%	
622	Electricity	$ 88,744	$ 7,645	$ 90,000	$ -	$ 90,000	8.5%	
630	Lunch Program Food & Supplies	$ 443,749	$ -	$ 500,000	$ -	$ 500,000	0.0%	
641	Curriculum	$ 119,810	$ 27,369	$ 165,000	$ -	$ 165,000	16.6%	
644	Library	$ 20,663	$ 10	$ 15,000	$ -	$ 15,000	0.1%	
650	Technology Related Supplies	$ 7,897	$ -	$ 10,000	$ -	$ 10,000	0.0%	
670	Educational Software	$ 10,402	$ 4,150	$ -	$ -	$ -	0.0%	
680	Maintenance Supplies	$ 19,956	$ 65	$ 20,000	$ -	$ 20,000	0.3%	
680	Cleaning Supplies (BEAR)	$ 16,380	$ -	$ 15,000	$ -	$ 15,000	0.0%	
	Total 600:	*$ 1,016,574*	*$ 45,951*	*$ 1,147,200*	*$ -*	*$ 1,147,200*	*4.0%*	
700	Property, Equipment							
710	Land and Site Improvement	$ 21,398	$ 1,340	$ 50,000	$ -	$ 50,000	2.7%	
720	Buildings	$ -	$ -	$ -	$ -	$ -	0.0%	
733	Furniture and Fixtures	$ 16,115	$ -	$ 18,000	$ -	$ 18,000	0.0%	
733	ECC Furniture and Fixtures	$ -	$ -	$ -	$ -	$ -	0.0%	
734	Technology Related Hardware	$ 63,453	$ 77,728	$ 60,000	$ -	$ 60,000	129.5%	
735	Non-Bus Vehicle - SRO Car	$ -	$ -	$ -	$ -	$ -	0.0%	
736	Technology Related Software	$ 46,487	$ -	$ -	$ -	$ -	0.0%	
739	Equipment	$ 360	$ -	$ 328	$ -	$ 328	0.0%	
739	Kitchen Equipment	$ 1,352	$ -	$ 6,000	$ -	$ 6,000	0.0%	
	Total 700:	*$ 149,165*	*$ 79,068*	*$ 134,328*	*$ -*	*$ 134,328*	*58.9%*	
800	Debt Service and Misc							
810	Dues and Fees	$ 60,850	$ 255	$ 65,000	$ -	$ 65,000	0.4%	
812	Banking Fees	$ 9,440	$ 1,285	$ 10,000	$ -	$ 10,000	12.9%	
850	Bond - Restricted Assets	$ 1,050,575	$ 96,202	$ 1,243,029	$ -	$ 1,243,029	7.7%	
850	Contingency	$ -	$ -	$ 20,000	$ -	$ 20,000	0.0%	
890	Miscellaneous	$ 184	$ -	$ -	$ -	$ -	0.0%	
	Total 800:	*$ 1,121,049*	*$ 97,742*	*$ 1,338,029*	*$ -*	*$ 1,338,029*	*7.3%*	
	Total Expenses:	*$13,807,092*	*$ 1,113,232*	*$15,228,605*	*$ -*	*$ 15,228,605*	*7.3%*	$ -
	Net Income:	*$ (907,963)*	*$ 156,532*	*$ 295,886*	*$ 2,580*	*$ 298,466*		*$ 120,000.00*
					MADS Goal 1.30	*1.24*		*1.10*
	Reserve Funds Used in Year:				*Goal w/respect to MADS*	*$ 372,909*	*Diff:*	*$ (74,442.85)*
	Fund Reserve:							
						119986		
						$ 178,480		$ 58,479.85
						1.13		

Coversheet

Earthquake Insurance Proposal

Section:	II. Finance
Item:	B. Earthquake Insurance Proposal
Purpose:	Vote
Submitted by:	
Related Material:	7012026_Cyber_%26_Earthquake_-_Proposal.pdf

Ogden Preparatory Academy

1435 Lincoln Avenue
Ogden, UT 84404

Proposal of Insurance Coverages:

Cyber Liability
Earthquake Coverage

Presented 6/15/2026 by:

OneDigital
Digital Insurance, LLC
448 S 400 E
Salt Lake City, UT 84111-3303

jeff.hirst@onedigital.com

INSURANCE | FINANCIAL SERVICES | HR CONSULTING

PLEASE NOTE

This proposal is intended as a summary of coverage options and does not replace or modify the actual insurance policy. The terms, conditions, and exclusions outlined in your policy will govern all coverage. The offer of insurance is based on the exposures to loss disclosed to OneDigital. Please notify us promptly of any changes in your operations, property, or risk exposures so we can ensure your coverage remains accurate and adequate. If you have any questions about the details of your policy or need assistance with reporting changes, we're here to help

Phone: (801) 364-3434
Fax: (801) 355-5234
ONEDIGITAL

Your Insurance Contacts

Jeff Hirst
Jeff.Hirst@onedigital.com
Contract Review
Claims Assistance

Breanna Olson
Breanna.Olson@onedigital.com
Certificates
Policy Changes

Phone: (801) 364-3434
Fax: (801) 355-5234
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Cyber Liability Coverage

Issuing Company: Travelers Excess and Surplus Lines Co
Policy Term: 7/01/2026 – 7/01/2027
AM Best Rating: A++

Third Party Insuring Agreements	Limit Each Claim / Aggregate	Retention / Each Claim
Network Security and Privacy Liability	$1,000,000	$5,000
Regulatory Investigations, Fines and Penalties	$1,000,000	$5,000
Media Liability	$1,000,000	$5,000
PCI DSS Assessment Expenses	$1,000,000	$5,000
Breach Management Expenses	$1,000,000	$5,000

First Party Insuring Agreements	Limit Each Loss / Aggregate	Retention, Waiting Period, Period of Indemnity
Business Interruption	$1,000,000	WP: 8 Hours POI: 6 Months
Contingent Business Interruption	$1,000,000	WP: 8 Hours POI: 6 Months
Digital Asset Destruction, Data Retrieval & System Restoration	$1,000,000	$5,000 Each Loss
System Failure Coverage	$1,000,000	WP: 8 Hours POI: 6 Months
Social Engineering & Cyber Crime Coverage	$250,000	$5,000 Each Loss
Reputational Loss Coverage	$1,000,000	WP: 2 Weeks POI: 6 Months
Cyber Extortion and Ransomware Coverage	$1,000,000	$5,000 Each Loss
Breach Response and Remediation Expenses	$1,000,000	$5,000 Each Loss
Court Attendance Costs	$250,000	$5,000 Each Loss

Coverages by Endorsement	Limit
Bodily Injury Claims	$250,000
Bricking	$1,000,000
Criminal Reward Expenses	$50,000
Forensic Accounting Coverage	$50,000
Invoice Manipulation Loss	$250,000
Property Damage	$250,000
Solicitation Claims	$50,000

Maximum Policy Aggregate Limit: $1,000,000

The limits proposed are per your request. Higher liability limits may be available.
Please let us know if you would like a quote for higher limits.

Phone: (801) 364-3434
Fax: (801) 355-5234
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Earthquake Coverage

Issuing Company:	Insurance Company of the West
Policy Term:	TBD
AM Best Rating:	A

#	Location Address	Coverage	Limit
	Blanket Limits	Earthquake	$35,428,061
		Flood	Not Covered
		All Other Covered Perils	$35,428,061
1	1415 Lincoln Avenue Ogden UT 84404	Earthquake	Incl. in Blanket
1	1435 Lincoln Avenue Ogden UT 84404	Earthquake	Incl. in Blanket
3	1487 Lincoln Ave Ogden UT 84404-5678	Earthquake	Incl. in Blanket

Special Form(s) / Additional Coverage(s)	
Ordinance or Law Coverage:	
Coverage A – Undamaged Parts of a Building	Full Limits
Coverage B – Demolition Cost **AND**	
Coverage C – Increased Cost of Construction (10% per building)	$3,248,138

Conditions:

- Deductibles: Earthquake - 5% of the scheduled values per unit, $25,000 min. per occurrence
  All Other Perils - $25,000 per occurrence
- Replacement Cost
- DIC Including Earthquake Causes of Loss

Comments:

- It is your responsibility to determine appropriate property values. OneDigital is happy to assist you in determining these values.
- Flood is excluded. Please let us know if you desire a quote for this coverage.

Phone: (801) 364-3434
Fax: (801) 355-5234

Premium Summary

Coverage: Cyber Liability	Expiring Premium	Proposed Premium
Premium	$4,720.00	$5,192.00
Broker Fee	$300.00	$300.00
Surplus Lines Tax	$215.35	$233.41
Stamping Office Fee	$9.12	$9.89
Terrorism	$47.00	$52.00
TOTAL	**$5,291.47**	**$ 5,787.30**

Premium is 25% minimum earned at binding. Fees are 100% earned.

Comments:

- Review of Named Insureds: Ogden Preparatory Academy
- Insurer: Travelers Excess & Surplus
- Term: 7/01/2026 – 7/01/2027
- Travelers Excess & Surplus Insurance Company is non-admitted in the state of Utah.

Coverage: Earthquake	Proposed Premium
Premium	$24,800.00
Broker Fee	$500.00
TOTAL	**$25,300.00**

Premium is 25% minimum earned at binding. Fees are 100% earned.

Comments:

- Review of Named Insureds: Ogden Preparatory Academy
- Insurer: Insurance Company of the West
- Term: TBD

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ONE TEAM. ONE STRATEGY. ONE PURPOSE.

Our core practice areas that enable all those we serve to do their best work and live their best lives.

INSURANCE

We give businesses and people the peace of mind that their approach to protecting their most important asset is future-proof. Using data and insights, our employee benefits and Medicare solutions meet the healthcare needs of businesses and people at all stages of their journey, providing customized plans from hire to retirement. Our property and casualty solutions helps businesses understand the risk and liabilities their business could face and provide guidance to safeguard their company, in both good and bad times.

- Employee Benefits Consulting
- Pharmacy Consulting
- Medicare Advantage
- Commercial Property & Casualty Insurance
- Personal Insurance
- Risk Management Consulting
- Global Benefits

FINANCIAL SERVICES

We tailor retirement plans, wealth management conversations and financial wellness programs to meet the needs of businesses and people. We work with employers to reevaluate their retirement programs to ensure they provide employees with the tools and individual guidance to stay focused on meeting today's challenges while preparing for a successful tomorrow. Our Wealth Management and business solutions help individuals gain confidence in making financial decisions and offer sophisticated consulting power.

- Retirement Plan Consulting
- Investment Fiduciary Services
- Retirement Plan Administration
- Executive Benefits
- Wealth Management
- Business Consulting

HUMAN RESOURCES CONSULTING

We help employers build and maintain a resilient workforce culture, regardless of the economic climate. Via our integrated, personalized approach, we partner with employers to expertly manage programs for their workforce. This consulting expertise helps business leaders stay out of the weeds and ensures that all aspects of talent acquisition and retention strategies become a competitive advantage for their business.

- Outsourced HR
- HR Compliance
- Compensation and Total Rewards
- Employee Relations
- Leave of Absence Management
- Performance Management
- Talent Development and Optimization
- Recruiting
- Onboarding and Terminations
- Payroll Administration
- HR Analytics
- Leadership and Coaching

ONEDIGITAL

Coversheet

Occupational Therapy Services

Section:	II. Finance
Item:	C. Occupational Therapy Services
Purpose:	Vote
Submitted by:	
Related Material:	Ogden Preparatory Academy - New Deal.pdf OPA and Charter Therapy(Amended) '26-27.docx - signed.pdf

Order Form

Ogden Preparatory Academy
1415 Lincoln Ave
Ogden, Utah 84404

Kat Davis
Special Education Director
kdavis@ogdenprep.org

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
#170
Lehi, Utah 84043

Order Form Number: 20260529-200232472
Order Date: May 29, 2026
Service Term: July 1, 2026 - June 30, 2027
Billing Schedule: Monthly

Products & Services

Product	Quantity	Unit	Unit Price	Total
Occupational Therapy - Full Time Equivalent (Onsite)	36	Week	$1,440.00	$51,840.00

Subtotals

One-time subtotal	$51,840.00
Total (USD)	**$51,840.00**

Scope of Services

Occupational Therapy – Full Time Equivalent (FTE)

Occupational Therapy staffing models that include direct services, evaluations, and participation in required meetings based on student needs and workload.

- 0.4 FTE – 2 days/week; 7.5 hours/day (15 hours/week); up to 9 evaluations per year
- Additional Evaluations (after the 9th evaluation) are $420 ea.

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.

Kat Davis
kdavis@ogdenprep.org
[sig|req|signer1]

Debbie Deem
ddeem@ogdenprep.org
[sig|req|signer2]

Jeremy Glauser
jglauser@elumatherapy.com
[sig|req|signer3]

Charter School Therapy

Independent Contractor Agreement

2026-2027 School Year

"CST"

Diane Peake, OTR/L
801-644-4212
charterschoolot@gmail.com
4909 Glasmann Way, South Ogden, UT 84403

This Independent Contractor Agreement (the "Agreement") is effective as of the **1st day of August 2026** (the "Effective Date") by and between **Ogden Preparatory Academy (**"School") and Charter School Therapy ("CST"), Federal Tax ID No. 47-1401775.

AGREEMENT

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements set forth in this Agreement, School and CST hereby mutually covenant and agree as set for the below.

1. <u>Term</u>

CST will provide those Services (as that term is defined in Section 2 below) for the 2026-2027 school year. The Services will terminate on **June 30th 2027**. If School and CST agree, in writing, to continue this Agreement into a subsequent school year, the terms of this Agreement will remain in full force and effect unless and until the earlier of (a) the parties enter into a new agreement regarding the subject matter hereof or (b) the parties terminate this Agreement as set forth in Section 6 hereof.

2. <u>Contract Service</u>

CST will provide to School the following services ("Services") for students: screenings, evaluations, consultations, Individualized Education Plan ("IEP") meetings as therapists are available, training for staff or parents, virtual services/packets, kindergarten screening, pre-referral to Special Education services, training for professional development to staff or parents, after school programming for student handwriting skills, motor skills programming, and administrative time for therapy and direct services, including work completed off-site that is directly related the Services, such as documentation, scoring evaluations, writing evaluation reports, updating IEP documentation, session preparation time, and any additional services as described in Exhibit A and Exhibit B. (If no additional services are listed in Exhibit A and Exhibit B, School acknowledges that there are no additional services.). CST and its subcontractors will make and maintain records of the Services provided to each student. CST agrees to comply with all State and federal special education law where applicable. CST agrees to maintain its own professional liability insurance. Any subcontractor CST contracts with to provide services under this Agreement will have current, applicable professional credentials pursuant to State and local law.

CST will provide evaluation and therapy supplies used during direct or virtual service. Items to be used by the student at the school outside of the time of service may be loaned by CST occasionally, in CST's discretion. School will be required to purchase any additional therapy supplies requested or required by School. Any supplies purchased by School would remain School property.

3. **<u>School Obligations</u>**

School shall be solely responsible for its own compliance with (i) all applicable State, local, and federal laws and regulations, including but not limited to all applicable education and special education laws and regulations; and (ii) all School and school district policies and procedures.

Charter School Therapy

4. **Non-Solicitation.**

a. School acknowledges that CST operates its business in the highly-competitive therapy services industry, including providing contract occupational and physical therapy services to charter schools across the Wasatch Front (the "Business"). School further acknowledges that CST has spent and will spend a substantial amount of time, money, and effort in the recruitment of and development of goodwill with the employee(s) and service provider(s) (" Personnel") who will be providing the Services.

b. For purposes of this Agreement, the term "Restricted Period" shall be defined as beginning on the Effective Termination Date of this Agreement and continuing for (12) months from the date that this Agreement is terminated for any reason.

c. To protect CST's goodwill and Business as set forth above, School covenants that during the Restricted Period, School will not, either individually or on behalf of any other entity, directly or indirectly solicit any Personnel who performed Services for School to terminate his or her employment or service relationship with CST.

d. In the event that School breaches this Section 4, it is agreed that such conduct by School will result in CST incurring certain damages and costs that are uncertain and not accurately ascertainable. Therefore, in the event School breaches this Section 4, School shall pay to CST, and not as penalty, the sum of $8,000 (the "Liquidated Damages"). For purposes of calculating the total liquidated damages hereunder, each breach by School shall be considered individually and separately from each other breach. Payment of the Liquidated Damages by School shall exclude School from any further liability under this Agreement, subject to Subsection 8(h) below. School and CST both agree that the amount of Liquidated Damages is reasonable under the circumstances existing at the time of execution of this Agreement.

5. **Maintenance of Records**

CST shall maintain or supervise the maintenance of all records necessary to properly account for CST's performance and the payments made by School to CST under this Agreement. These records shall be retained by CST 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. CST agrees to allow, at no additional cost, the State of Utah, federal auditors, and School staff, access to all such records. All student records and information, whether created by CST or others, shall be kept confidential. Sharing of student data shall comply with all State and Federal laws as outlined by Ogden Preparatory Academy policies.

6. Payments

a. Schools will pay CST **$81 per hour** for the Services. There is a one (1) hour minimum charge for all Services completed on-site. CST will send a monthly invoice ("Invoice") for the Services within the first three (3) business days of each month. School shall pay the sums due under the Invoice within twenty-one (21) calendar days after the date of the Invoice. In the event School elects to send payment of the sums due under the Invoice by mail, School shall postmark such payment within twenty-one (21) calendar days after the date of the Invoice.

b. If a student fails to attend an appointment for virtual Services, CST will attempt to reach parents by phone, text, and email. If CST is unable to reach a student receiving virtual Services, CST will send a packet with a reminder for the student's next appointment. For students who fail to attend virtual Services appointments, CST will charge for the full amount of the Service time, plus a fifteen (15) minute administrative charge for the time spent attempting to contact the parent and/or student and sending the reminder packet. If a parent cancels the appointment less than twenty-four (24) hours in advance of the appointment, CST will provide the student with an email packet of therapeutic activities. For parents who cancel less than twenty-four (24) hours in advance of the appointment, CST will charge for fifty percent (50%) of the Service time.

c. If School provides notice of the need to retain CST to perform a student evaluation more than 15 business days from the date a parent first signs the evaluation permission form, School shall pay CST a $150 rush services fee.

d. If School provides notice of the need for CST to attend an IEP meeting fewer than three (3) business days prior to the date of the IEP meeting, School shall pay CST a $50 late-notice fee.

Charter School Therapy

e. If School fails to make any payment identified in this Section 6 when due then, in addition to all other remedies that may be available:

(i) CST may charge interest on the past due amount at the rate of 1.5% per month, calculated daily and compounded monthly or, if lower, the highest rate permitted under applicable law;

(ii) School shall reimburse CST for all costs incurred by CST in collecting any late payments or interest, including attorneys' fees, court costs, and collection agency fees; and

(iii) if such failure continues for thirty (30) calendar days following written notice thereof, CST may suspend performance of the Services until all past due amounts and interest thereon have been paid, without incurring any obligation or liability to School by reason of such suspension, provided, however, that CST will perform any missed Services at its regular hourly rate once all past due amounts and interest thereon have been paid.

7. Termination

This Agreement may be terminated by either party for any or no reason on thirty (30) days written notice to the other party. CST reserves the right to terminate this Agreement immediately in the event that School materially breaches any provision of this Agreement, including, but not limited to Sections 3 and 6 herein. Notice shall be given by Certified Mail, addressed as follows:

For School:

Ogden Preparatory Academy

ATTN: Debbie Deem

1415 Lincoln Ave

Ogden, UT 84404

For CST:

Diane Peake

4909 Glasmann Way

South Ogden, UT 84403

or to such other address a party may specify to the other in writing.

8. Miscellaneous

a. Relationship of the Parties. The parties understand and agree that CST is providing Services under this Agreement as an independent contractor only and not as an employee, partner, or joint venturer of School. Nothing in this Agreement shall create an employment, agency, partnership, or joint venture relationship between the parties.

b. Severability. In the event a court of competent jurisdiction determines that any portion of this Agreement is in violation of any statute or public policy, then only the portions of this Agreement which violate such statute or public policy shall be stricken. All portions of this Agreement which do not violate any statute or public policy shall continue in full force and effect. Further, any court order striking any portion of this Agreement shall modify the stricken terms to give as much effect as possible to the intentions of the parties under this Agreement.

c. Governing Law and Mandatory Venue. This Agreement shall be governed by the laws of the State of Utah without regard to any conflict of law provisions. All claims or disputes arising hereunder or in any way relating to this Agreement shall be subject to the exclusive jurisdiction of the state courts situated in Weber County, State of Utah, and each party hereby submits him/her/itself to the personal jurisdiction and mandatory venue of such courts. If any party violates this provision and files suit in another forum, the other party shall be entitled to anti-suit injunctive relief in the state courts situated in Weber County, State of Utah, enjoining the action in the improper forum.

d. Successors and Assigns. This Agreement shall insure to and bind the heirs, devisees, executors, administrators, personal representatives, successors, and assigns, as applicable, of the respective parties hereto.

e. Entire Agreement; Amendment. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof, and supersedes all prior agreements and understandings with respect thereto. Notwithstanding any Utah statutory or common law to the contrary, this Agreement can be amended or modified only in a writing signed by CST and School, whether or not a claimed modification is supported by separate consideration.

f. No Waiver. No waiver by either party at any time of any breach by the other party of, or compliance with, any condition or provision of this Agreement to be performed by the other party shall be deemed a waiver of similar or dissimilar provisions or conditions at the same time or any prior or subsequent time. In addition, no course of dealing between the parties, nor any delay in exercising any rights or remedies hereunder or otherwise, shall operate as a waiver of any of the rights or remedies of the parties.

g. Headings. The headings of articles and paragraphs used in this Agreement are for convenience only and are not part of its operative language and shall not be used to affect the construction of any provisions hereof.

h. Attorney's Fees and Costs. If a legal action or other proceeding is brought by CST or School for enforcement of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees, costs, and expenses incurred, in addition to any other relief to which such party may be entitled under applicable law.

Remainder of this page left intentionally blank.

[Signature to follow]

Charter School Therapy

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

Ogden Preparatory Academy

By: Kathryn Davis
Kathryn Davis (Aug 6, 2026 16:42:39 MDT)

08/06/2026

Its: Kathryn Davis
Kathryn Davis (Aug 6, 2026 16:42:39 MDT)

Date

Charter School Therapy

By: Diane Peake, OTR/L

07/24/2026

Its: ______

Date

Charter School Therapy

Exhibit A

CST will provide the following **Occupational Therapy Services**: Evaluations, direct services, indirect services, virtual services, therapy packets, consultations, documentation, screenings, pre-referral to Special Education services, staff and/or parent trainings, attending IEP or staff meetings as requested and available, and administrative time for services, including work completed off site that is directly related to the Services, such as documentation, scoring test protocols ,writing evaluation reports, updating IEP documentation for goals and present levels, progress reports, and session preparation time.

Exhibit B

CST will provide the following **Physical Therapy Services**: evaluations, direct services, indirect services, virtual services, therapy packets, consultations, documentation, screenings, kindergarten screenings, pre-referral to Special Education services, staff and/or parent trainings, attending IEP or staff meetings as requested and available, after school programming for student motor skills, program development, ESY (Extended School Year), and administrative time for services, including work completed off site that is directly related to the Services, such as documentation, scoring test protocols, writing evaluation reports, updating IEP documentation for goals and present levels, and session preparation time.

Travel time and mileage will be calculated based on the distance between the Physical Therapist's address on file and the School site, and will be used to determine the maximum travel fee. The travel fee will not exceed **$40.50** per in-person Physical Therapy visit and may be reduced if the Physical Therapist is already in the area.

If, at any time, School has questions or concerns about the Services, charges for the Services, or other items related to the Agreement, please contact Diane Peake at charterschoolot@gmail.com

Ogden Preparatory Academy (Amended) '26-27.docx

Final Audit Report 2026-08-06

Created:	2026-07-24
By:	Diane Peake (charterschoolot@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQINy7-9o_zGZCjuMq6rtxiHBFofOtGPo

"Ogden Preparatory Academy (Amended) '26-27.docx" History

Document created by Diane Peake (charterschoolot@gmail.com)
2026-07-24 - 6:28:36 PM GMT- IP address: 174.52.161.54

Document emailed to kdavis@ogdenprep.org for signature
2026-07-24 - 6:28:41 PM GMT

Document emailed to Diane Peake (charterschoolot@gmail.com) for signature
2026-07-24 - 6:28:41 PM GMT

Document e-signed by Diane Peake (charterschoolot@gmail.com)
Signature Date: 2026-07-24 - 6:28:58 PM GMT - Time Source: server- IP address: 174.52.161.54 - Signature Appearance Selected: IMAGE

Email viewed by kdavis@ogdenprep.org
2026-07-27 - 4:53:12 PM GMT- IP address: 64.233.172.195

Email viewed by kdavis@ogdenprep.org
2026-08-04 - 6:42:36 PM GMT- IP address: 66.249.84.96

Signer kdavis@ogdenprep.org entered name at signing as Kathryn Davis
2026-08-06 - 10:42:37 PM GMT- IP address: 205.118.191.162

Document e-signed by Kathryn Davis (kdavis@ogdenprep.org)
Signature Date: 2026-08-06 - 10:42:39 PM GMT - Time Source: server- IP address: 205.118.191.162 - Signature Appearance Selected: TYPE

Agreement completed.
2026-08-06 - 10:42:39 PM GMT

Adobe Acrobat Sign

Coversheet

Lexia

Section: II. Finance
Item: D. Lexia
Purpose: Vote
Submitted by:
Related Material:
Q-698871.3_20-_20UT_20Ogden_20Preparatory_20Academy_20Lexia_20Renewal_207-31-2026.pdf

QUOTE

Lexia Learning Systems LLC
17855 Dallas Parkway, Suite 400
Dallas, TX 75287 USA
Phone: (978) 405-6200

Quote #: Q-698871-3
Created Date: 8/14/2026

Prepared By: Carly Veld
Email: carly.veld@lexialearning.com

Quote To:
Debbie Deem
Ogden Preparatory Academy
1487 Lincoln Ave
Ogden, UT 84404 US

Bill To:
Debbie Deem
Ogden Preparatory Academy
1487 Lincoln Ave
Ogden, UT 84404 US

Start Date	End Date	Quantity	Line Item Description	Sales Price	Discount	Total Price
8/1/2026	7/31/2027	1	Lexia Core5 Reading Unlimited School Subscription Renewal	$10,300.00	6.79%	$10,300.00

Total Pre-Discount	$11,050.00
Total Discount	$750.00
Total Price	$10,300.00
Est. Tax	$0.00
Total Due	$10,300.00

If you are Tax-Exempt, please send a copy of your Tax-Exempt Certification with your PO. Please note that if you have previously provided this certificate to Voyager Sopris, we will need a new certificate issued to Lexia Learning Systems.

Email Purchase Orders with quote number Q-698871-3 to the following:
Attn: Carly Veld
Email: carly.veld@lexialearning.com

PLEASE NOTE THE QUOTE NUMBER MUST APPEAR ON PURCHASE ORDER(S) IN ORDER TO PROCESS.

TERMS AND CONDITIONS
**Prices included herein are exclusive of all applicable taxes, including sales tax, VAT or other duties or levies imposed by any federal, state or local authority, which are the responsibility of Customer. Any taxes shown are estimates for informational purposes only. Customer will provide documentation in support of tax exempt status upon request. Pricing is valid 60 days. Lexia will invoice the total price set forth above upon Customer's acceptance. Payment is due net 30 days of invoice.

TERM
This quote serves as an Order Agreement and becomes effective upon its acceptance by both parties. The Product/Services purchased pursuant to this Agreement will begin on or about the start date set forth above and continue in effect for the Product/Service Term set forth above ("Subscription Period"). Unless otherwise set forth herein, all Product licenses shall have the same start and end dates, all Products are deemed delivered upon provisioning of license availability, and all Services must be used within the Subscription Period; unused Product licenses or Services are not eligible for refund or credit. Without prejudice to its other rights, Lexia may suspend delivery of the Product/Services in the event that Customer fails to make any payment when due.

ORDER PROCESS
To submit an order, please send by email to your sales representative's email address listed above or to lexia_orders@lexialearning.com. To pay with credit card, please send your contact information and quote number to lexia_orders@lexialearning.com

NOTE: EACH PURCHASE ORDER MUST INCLUDE THE CORRECT QUOTE NUMBER PROVIDED ON THIS QUOTE, AND THE QUOTE SHOULD BE ATTACHED.

ACCEPTANCE
All Products and Services are offered subject to the Lexia K-12 Education Application License Agreement terms, available at https://lexialearning.com/privacy/eula (the “License”), as supplemented by the terms herein. By placing any order in response to this quote, Customer confirms its acceptance of the License Terms and the terms and fees in this quote, which together, constitute the entire agreement between Customer and Lexia regarding the Products and Services herein (the “Agreement”). Customer and Lexia agree that the terms and conditions of this Agreement supersede any additional or inconsistent terms or provisions in any Customer drafted purchase order, which shall be void and of no effect, or any communications, whether written or oral, between Customer and Lexia relating to the subject matter hereof. In the event of any conflict, the terms of this Agreement shall govern.

Coversheet

Administrative Board Report

Section:	III. Administrative Business
Item:	A. Administrative Board Report
Purpose:	FYI
Submitted by:	
Related Material:	Administrative Board Report August 2026.pdf

OGDEN PREPARATORY ACADEMY

ADMINISTRATIVE BOARD REPORT

August 2026

Summer Operations

- State submissions:
  - School Plan
  - School Based Mental Health
    - Grant plan
    - Screener
    - Reports
  - CSI report
  - Prevention Block Grant Report
  - FY26 Final Data Submission
- Facilities
  - Painting: halls and stairwells; 7 classrooms
  - Flooring: 7 rooms, 3 vestibules
- Professional Development
  - Masters of Management
  - Mandt (Descalation and restraint)
  - CPM- CoTeaching and Equity (Math curriculum)
  - Blind Mule (Classroom Management)
  - AVID Summer Institute
  - Safe and Civil Schools Conference
  - Explicit Instruction
  - National Association of School Principals
  - GEAR-UP National Conference
  - Attainment curriculum training (Functional Skills)
  - School Leadership Team Summer Retreat
  - Special Education Training
    - ADP
    - File Compliance
    - Educational Benefit Review
  - Safety Conference
  - Charter School Conference
- Student Activities
  - Southern Utah Field Trip
  - GEAR-UP Summer Camp
  - Student Leadership Camp

New Personnel

Stephanie Birch - Elementary Vice Principal
Angela Starley - Kindergarten Teacher
Savanah Richardson - 1st Grade Teacher
Alyssa Hamilton - 2nd Grade Teacher
Katelyn Hurst - 2nd Grade Teacher
Victoria Taylor - 2nd Grade Teacher
Elaine Bowlus - 3rd Grade Teacher
Shelley Christensen - 3rd Grade Teacher
Ashlee Davis - Special Education Teacher
Judith Sierra - JH Secretary
Tyton Daley - ECC Paraprofessional
Penny Bryngelson - ECC SpEd Specialist
Gracey Rogers - Elementary Paraprofessional
Marissa Konkol - Elementary Paraprofessional
Janae Griffin - Elementary Paraprofessional
Brandi Young - Elementary Paraprofessional
Parker Boss - JH Paraprofessional
Camila Tejada - JH Paraprofessional
Romaro Rogers - JH Paraprofessional
Celeste Caldwell - JH Paraprofessional
Evan Lomeli - After School Assistant
Vivi Thompson - After School Assistant
Skylee Boulton - After School Assistant
Charlotte Roth - After School Assistant
AJ Gibson - After School Assistant

PTIF (Public Treasurer's Interest Fund)
May - June 2026

Beginning Balance:	**$5,707,923.60**
Transfer:	**-$500,000.00**
Interest:	**$36,588.35**
Ending Balance:	**$5,244,512.11**

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	w/o PK
FY27 Aug	23	23	113	103	109	102	111	88	98	121	114	85	1090	1044
FY26 Aug	26	30	105	107	97	109	88	105	107	114	92	107	1087	1031
FY25 Aug	17	32	108	104	108	97	98	109	116	101	107	112	1109	1060

Waitlist- 2026-2027

	OGDEN PREPARATORY ACADEMY					
Grade	I	A	GWL	SWL	TWL	FWL
PS	2	0	2	0	0	0
K	0	137	0	0	0	0
1	0	42	0	0	0	0
2	0	30	0	0	0	0
3	0	29	0	0	0	0
4	1	27	1	0	0	0
5	5	39	3	2	0	0
6	1	36	1	0	0	0
7	0	38	0	0	0	0
8	1	33	1	0	0	0
9	3	17	0	3	0	0
Totals:	13	428	8	5	0	0

Trends

	2021	2022	2023	2024	2025	2026
October 1	1039	1037	1023	1017	984	975
End of year	994	1014	992	968	954	942
Difference EOY-BOY	-45	-23	-31	-49	-30	-33
Withdrawals	94	78	100	109	115	96
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	2, 5, 7, 8

Annual Withdrawals	
2017	76
2018	70
2019	58
2020	77
2021	94
2022	78
2023	100
2024	109
2025	115
2026	96

Student Re-enrollment	
Year	Spring
2019	87.74%
2020	86.80%
2021	91.21%
2022	89.13%
2023	92.79%
2024	96.33%
2025	96.59%
2026	97.86%
2027	96.01%

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%
FY26	91.52%

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%
2027	86.96%

Coversheet

Fee Schedule

Section:	III. Administrative Business
Item:	B. Fee Schedule
Purpose:	Vote
Submitted by:	
Related Material:	7.16.POL_Fee_Schedule_(EN)_-_Google_Docs.pdf Before Hours flyer.pdf

OGDEN PREPARATORY ACADEMY

Official Policy

7. Students	
7.16.POL Fee Schedule	
Effective/Revision Date: 03/19/2026	**Page 1 of 5**

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

Replacement or Repair for Chromebook**	Up to $343
Lost or damaged books	Cost of book
Extracurricular Opportunities	
School Dances	Varies $1-$5
Lagoon School Day	Varies $45-$65
After Hours Program Monthly Charge Daily (services end at 5 pm) Minimum Days only (services end at 3 pm)	 $200 $20
Before Hours Program Monthly Charge	$100
Optional Fundraising Opportunities	
Uniform Free Day	$2 grades 7-9 $1 grades PreK-6
Expeditionary Learning Opportunities (Co-Curricular)	
Spain Field Trip** *Air and bus travel; lodging; food; tuition; tour guides; entrance fees*	$4,000
West Coast Science Expedition** *Fuel expenses; entrance fees; lodging fees; supplies; tours*	$400.00
Southern Utah Science Expedition** *Fuel expenses; entrance fees; lodging fees; supplies; tours*	$100.00

**Work alternatives to payment are available.*
*** Amounts reflect maximums; individual amounts may vary depending on actual costs, student count, trip fees, and fundraising revenues.*

Fee Limits
Curricular Fees
Per Student : $75
Per Family: $150

Personal Discretionary Expenses
No Limits

Expeditionary Learning Opportunities

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

Student Device (chromebook) Repair Costs

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

Item	Amount
Casing	$20.00
Battery	$65.00
Radiator	$22.00
WiFi Card	$25.00
Motherboard	$150.00
Speakers	$25.00/pair
USB Board (if applicable)	$35.00
Trackpad	$35.00
Keyboard	$60.00
Display Bezel	$20.00
Display	$90.00
Camera	$15.00
Keys	$0.10/each
Labor	$40.00/hour

Fee 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

Approved: unknown

Revised: 06/16/2016

06/14/2017 *Added: Ultimate Frisbee, Environmental Science, Biology, Weight Training;*
Equalized electives; Simplified/increased yearbook; Removed robotics.

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

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

06/12/2019 *Added Credit Recovery at $25/semester.*
Removed Grade level fees to increase transparency.
Added Student and Family maximums.
Added additional fees to make the schedule more inclusive.

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

03/19/2020 *Removed course specific charges except Endurance Training and Weight*
training facility fees. Added one grade level fee. Added spend plan information, and service and fundraising requirements for trips.

05/21/2020 *Increased grade level fee to account for chromebook check out. Increased*
individual and family maximums to correspond to grade level fee increase.

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

07/14/2021 *Removed class fees and sports fees.*
03/10/2021 *Updated category names to reflect reporting language; adjusted some fees due to changes in costs.*
03/09/2023 *Vasa membership charges removed. Replacement planner removed.*
09/14/2023 *Raised yearbook prices due to increased costs. Effective October 19, 2023.*
03/14/2024 *Increased free dress to $2, increased West Coast trip to $350.*
06/13/2024 *Adjusted some fees to meet expenses. Added Binder replacement.*
05/15/2025 *Adjusted some fees to meet expenses.*
09/19/2026 *Adjusted fees to meet expenses, increased West Coast trip to $400.*

Legal References

BEFORE-HOURS CARE

OPA is extending the After-Hours care to include Before-Hours Care.

Staff will be available to supervise students from 7:00 am to 7:30 am followed by breakfast.

$100 PER MONTH

- Elementary Gym
- 7:00 to 7:30 am daily
- Breakfast at 7:30 am
- Breakfast charges included in the monthly fee
- ECC Students will be escorted to the ECC at 7:30 am

Registration materials will be available on www.ogdenprep.org
Registration details will be emailed out in the Principal Communication the week of August 10

Coversheet

Food Safety Plan

Section: III. Administrative Business
Item: C. Food Safety Plan
Purpose: Vote
Submitted by:
Related Material:
5.04.POL_OPA_Food_Service_Pro…and_Safety_Plan_-_Google_Docs.pdf

OGDEN PREPARATORY ACADEMY

Official Procedure

5. Facilities	
5.04.POL OPA Food Service Program and Safety Plan	
Effective/Revision Date: 09/20/2018	**Page 1 of 49**

The OPA Food Service Program and Safety Plan is based on the Hazard Analysis and Critical Control Point (HACCP) principles and conforms to guidance issued by the Department of Agriculture and the Utah State Board of Education.

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OPA Food Service Program

Overview

The Ogden Preparatory Academy (OPA) is a public charter school located in Ogden, Utah. OPA's enrollment spans from Kindergarten to Ninth (9th) grade with a daycare and preschool on site. OPA has a current enrollment of 1020 students, with 74% free and reduced eligible. There are 176 OPA employees. ~~-~~ OPA's populace is split into three (3) buildings:

- Early Childhood Center (ECC): Daycare/Preschool, Kindergarten, LEA Offices, and some Junior High classrooms.
- Elementary: ~~for First~~~~Kindergarten~~ First through Sixth grades.
- ~~and the~~ Junior High: ~~for~~ Seventh through Ninth grades.

~~OPA has a current enrollment of 1100 students, with 63% free and reduced eligible. There are 154 OPA employees.~~

Civil Rights

English and Spanish:

OPA Students primarily speak English or Spanish, with few exceptions. OPA has staff members and students who are fluent in English and Spanish to assist parents and guardians with access to school programs, including Food Services.

- OPA provides electronic Free/Reduced Meal applications through our student information system in both English and Spanish.
- Negative Account Balance Notices/letters are sent home in both English and Spanish.
- Federal and State regulated posters are displayed in the Kitchen/Cafeteria areas of all buildings~~both schools~~ in both English and Spanish.

Languages other than English or Spanish:

For parents/guardians who speak a language other than English or Spanish, the secretaries shall have I Speak Statement sheets ~~(5.04.TPL.21b)~~ available in the offices of all~~both~~ buildings. After a parent/guardian indicates their language, the secretaries shall obtain an application in the appropriate language. Other correspondence shall be provided on an as needed basis in the necessary language(s).

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Human Resources

The Food Service department employees include one (1) Kitchen Director, three~~one~~ (3~~1~~) Kitchen/Food Service managers~~director, and one (1) Kitchen/Food Service manager~~, three (3) assistant managers, and kitchen staff which varies based on kitchen needs. The managers work collaboratively, and direct the food services in the building they are assigned.~~director works in the Elementary kitchen and the manager works in the Junior High kitchen.¶~~
The foodservice department does on-site food production and service. Breakfast and Lunch is served from the Elementary and ECC kitchens. Lunch is served from all~~the Junior High~~ kitchens. All food service employees perform jobs such as cook, food preparation~~prep production~~, point of sale scanner~~/cashier~~, or line server as assigned by the ~~Director and/or M~~Managers. Kitchen Director, managers and assistants are salaried positions. Kitchen staff are hourly positions. Scheduled hours for kitchen staff shall not exceed 29.5 hours/week.

Attendance

Absence Requests:

- Employees are encouraged to pre-arrange absences and deviations from start and ending shift times with their respective manager~~resperespective Manager and Directorective Director and/or Manager~~.
- Prearranged scheduled deviations shall not be subject to the attendance policy or discipline unless deemed excessive.
- Prearranged absences must be made at least one week prior to the absence and no more than 2 months prior to the absence.
- OPA shall hold an employee's position according to FMLA guidelines.
- Non-FMLA extended absences which exceed 30 days shall be considered voluntary resignation~~ if more than 30 days~~.
- Only 2 employees' requests for absence per kitchen per day shall be approved. Emergency requests on such days shall require a doctor's note.
- Absence requests shall be considered on a first-come-first-served basis.
- Employees shall give the ~~Director and/or~~ Manager at least 2 hours notice of emergency/illness related absences, if possible.
- Doctor's notes must be provided upon request for absences.

An employee's absences shall not exceed 2 per month. Excessive absences may be cause for dismissal.

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Discipline

Standard Operating Procedure (SOP) Corrections and/or Other Disciplinary Actions

- 1st Offense: Standard Operating Procedure (SOP) Violations shall be corrected, discussed with the employee, and logged by the~~Director and/or~~ Manager.
- 2nd Offense: Employee~~s~~ shall receive an official redirection explaining expectations and outlining dates for review.
- F~~Employment shall be terminated for f~~ailure to follow and/or improve in conjunction with the official redirection shall result in employment termination.

Attendance

- Tardies shall be logged by the~~by Director and/or~~ m~~M~~anagers.
- ~~Employees shall receive a write-up after being late to work 3 times.~~¶
    - Employees shall be considered late when arriving 5 minutes after their scheduled start time.
- Employees shall receive an official redirection after 6 tardies~~2 write-ups or~~ or any attendance policy violations or ~~excessive~~ abuse of the attendance policy.
- F~~Employment shall be terminated for f~~ailure to follow and/or improve in conjunction with official redirection shall result in employment termination.

Inability to perform duties

- Reasonable accommodations shall be provided to employees.
- Required accommodations must be reviewed by a medical professional.
- Employees who are unable to perform required job duties with reasonable accommodations shall be terminated.
- Job duties are outlined in the position's job description. ¶

Meals

Food service employees receive free meals on days they are working. Employees may eat breakfast prior to starting their shift. Employees do not need to clock out for a 30 minute lunch. ¶

Meal Pattern and Menus

Menus follow a four~~six~~-week cycle for both lunch and breakfast. Menus are consistent between buildings to the greatest extent possible.~~Each building offers a unique lunch menu and a unique breakfast menu.~~ Non-reimbursable foods may be~~are~~ offered ~~in both buildings~~ through a la carte

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products. All menus follow the guidelines found in the Food and Nutrition Service, USDA, National School Lunch and Breakfast Programs (7 CFR 210.10, 7 CFR 220.8).
Menus are distributed to students on a 4 week cycle. Menus are posted to the OPA school website: www.ogdenprep.org. Menus are also available in the front offices of the school. Changes to menus are communicated at least 7 days in advance except in food supply chain emergencies. Changes are posted on the school website, school mobile app,~~Facebook page~~ and communicated via email.

Offer Vs. Serve (OVS)

OPA kitchens shall operate under the Offer Vs. Serve guidelines beginning January 1, 2017.
For OVS, the school must offer all meal food components in at least the minimum required quantities:

- A food component is one of five required food groups in reimbursable lunches. These are meats/meat alternates, grains, fruits, vegetables, and fluid milk
- A food item is a specific food offered within the five food components. For example, spaghetti (whole grain-rich pasta with tomato sauce) is one food item that contains a grain and a vegetable component.

Under OVS, students must select three meal components to ensure they get the nutritional benefits of a meal. OVS is not required for meals offered as part of field trips or for any other meals served away from the school campus.

Lunch

At least the following five food components, in the required minimum serving sizes, must be offered:

- A serving of milk*;
- A food item from the meat/meat alternate component;
- A food item from the vegetable component;
- A food item from the fruit component; and
- A food item from the grains component

Breakfast

At least the following four food components, in the required minimum serving sizes, must be offered:

- A serving of milk;
- A food item from the fruit and vegetable component;
- A food item from the grains component; and

- A food item from the meat/meat alternate component or one additional item from the fruit and vegetable component or grains component.

Substitutions

Under the direction of the Kitchen Director, OPA shall maintain a Component Substitution sheet ~~(5.04.TPL.11a)~~ of all menu items and allowable substitutions. The Component Substitution sheet shall be kept in all~~both~~ kitchens for reference and shall be reviewed annually.

Special Diets

For students with special dietary needs/requirements:

- Special dietary needs/requirements are dietary restrictions due to a student's disability, food intolerance, or other medical diagnosis.
- A parent/guardian shall complete a Medical Statement to Request Special Meals, Accommodations and Milk Substitutions Form ~~(5.04.TPL.31c)~~ and submit the completed form to OPA Administration. Incomplete forms shall be returned for completion.
  - A copy of the completed form shall be placed in the student's cumulative file, and
  - A copy shall be given to the kitchen ~~director/~~manager(s) responsible for the kitchen(s) ~~in the building~~ where the student eats.
- A parent/guardian is encouraged to review monthly menus with the kitchen Director to identify allowed or disallowed foods and possible substitutions.
- OPA does not have a USDA-approved fluid milk substitute.

The Food Service Managers~~Director~~ shall be responsible to review special diet requirements quarterly to determine kitchen compliance.
Food Service staff shall be trained on special diet requests at time of approval. Training shall be reviewed quarterly.
The Kitchen Director shall be the compliance coordinator.

Grievances

The OPA grievance process is outlined in the *Grievance Policy (Parents)*.

For students with special dietary choices:

OPA administration encourages parents/guardians to inform the administration, teachers and staff of any special needs of our students; however, OPA shall not be responsible for adherence to non-medical or non-disability related dietary choices. We encourage parents/guardians and

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students to review the ~~monthly~~ menus provided by the Food Service department and determine the appropriate food choices for the student. If a parent/guardian or student has any questions regarding contents of any menu items, he/she should contact a~~the~~ k~~K~~itchen ~~Director or~~ ~~mM~~manager. Kitchen staff shall follow State and National regulations in serving all students. Students who have special dietary choices may choose not to eat a portion of the served meal.

Meal Prices

	Student Full	Student Reduced	Adult
Breakfast	$1.50	$0.30	$3.00
Lunch	$2.00	$0.40	$4.00

Free and Reduced Meal Eligibility

Applications

- Applications shall be available electronically through the OPA SIS system in both English and Spanish.
- Paper applications shall be available in the OPA~~both building's~~ offices in both English and Spanish, and shall be provided in other languages upon request.
- Applications shall be accessible by the following:
    - ~~OPA Administration¶~~
    - Kitchen Director and Managers
- Parents/Guardians shall complete applications annually or upon change in financial status. Returning students have a 30 day grace period at the beginning of a new school year during which they remain on the lunch status from the previous year. After 30 days, any student who does not have a current application is automatically switched to full pay. Parents can complete an application any time during the year, and they will be responsible for paying any food service balance accrued. Once applications are processed, parents will receive a letter in the mail to let them know ~~what~~ their ~~family's~~ eligibility status.
- The Kitchen Director or designee shall attempt to contact any applicant with an incomplete application~~who indicates an annual income~~. Contact attempts shall be tracked in a spreadsheet which shall be archived annually according to the OPA Data Retention Schedule.
- Direct Certification occurs two ways

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- Our SIS system receives uploads from the state to directly certify students who receive another type of benefits like food stamps or Medicaid.
- 2- 3 times each year, the Kitchen Director~~financial secretary~~ uploads a list of current students to the state's lunch program website. The report is compared to all students in the state who receive benefits and generates a list of possible matches. The Kitchen Director~~financial secretary~~ then verifies if the matches are accurate and prints a report with the names of all students who are now directly certified. The Kitchen Director or Manager ~~financial secretary~~ changes the lunch status in the SIS for students as needed based on this list.

- The school is required to complete an accuracy verification report for applications. A few families are selected at random and notified by mail. Selected families are required to provide income verification. If the reported income varies from the original application, then a new application is processed with the current income. Selected families who choose not to respond are switched to full pay until they provide the required information. Eligibility status changes will be effective from the date the report is completed. Families can complete a new application if their income changes; however, they will have to provide income verification.

Unpaid Meal Balance

Unpaid meal charges shall be processed according to the OPA Unpaid Meal Charges Policy.

Negative Account Balance Notices

- Meal balances are tracked in the OPA SIS system.
- Negative Account Balance Notices are sent ~~monthly~~ to the parent/guardian of students with balances below $-3.00.
  - Emails are sent weekly.
  - Letters are sent quarterly with report cards.
- If the account deficit is not paid ~~after 3 notices have been sent~~, the family may be referred to collection. Families shall be mailed a written notice prior to being sent to collection. ~~student shall receive a reduced lunch. Once a student's account balance drops below $-100.00, the student may be refused meal service. Student's with negative balances shall not be served breakfast.~~

Lunch balances can be viewed by OPA Administration, Kitchen Director and Managers and Secretarial Staff. Lunch balances shall not be discussed with school personnel.

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~~Reduced Lunch¶~~

- ~~Reduced lunch option consists of a cold lunch (peanut-butter and jelly sandwich) and a bottle of water. ¶~~
- ~~Teachers shall be given a list of students to place at the beginning of the class lunch line, so the Kitchen Director/Manager can monitor the reduced lunch service.¶~~
- ~~Any lunch given to a student shall not be taken away regardless of lunch balance. Student accounts shall not be charged for such mistakes in service.¶~~

Leftovers

Leftover entrees and cooked vegetables must be frozen, labeled with the name of the item and the date, or may be stored in the cooler for serving the next day. Leftovers are labeled on the end or side of the pan so that the label may be read from the aisle for efficient use of leftovers.

- Leftovers should be used the next time the item is on the menu.
- Leftovers may be reheated only once. If not used at this time, they must be discarded.
- Leftover fruits and fresh vegetables may be offered as a choice the next day ~~only until↵ these items are used up~~. They must be discarded if not used the next day.
- Leftover teachers' specials may be served to adults only the following day.
- Fully assembled salads may only be served on the day prepared and may not be used as leftovers.
- Leftovers that are scheduled to be discarded can be donated to OPA staff members. Donations shall be tracked in the Damaged and Discarded Product Log; this log shall be reviewed monthly.

Non-Program Foods Resource Management

The Non-program Foods Revenue Tool

- Completed ~~for the first full weeks of school held~~ in March and April each year (two full weeks, one/month). T~~For the kitchen on a four week rotation, t~~he weeks chosen shall be different for each menu rotation.
  - Food costs shall be calculated by the Kitchen Director~~/Managers~~. Costs and documentation shall be provided to ~~the~~ Administration~~/Finance Team~~ no later than April 30 of each year.
  - ~~Administration/Finance Team shall request a report of food revenue from the accounting department no later than April 30.¶~~

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- Adult, Patron and student a la carte items shall be tracked in the SIS Food Service System.
- Administration~~/Finance Team~~ shall review the costs and revenues as reported and shall make pricing suggestions to the OPA Board for the following school year prior to June 30.~~to the June Board Meeting.~~

Employee Requirements

- Employee requirements are outlined in the respective Job Descriptions.
- New Food Service employees shall complete the OPA new-hire paperwork and give it to the Human Resource Department~~irector~~.
- All Food Service employees shall obtain a criminal background check upon beginning employment. ~~Employees are responsible for the fingerprinting fee;~~ OPA shall provide the fingerprinting and background check.~~cover the cost of the fingerprinting and background check.~~
- All Food Service employees shall maintain~~obtain~~ a current food handler's permit at his/her expense. A copy of the employee's food handler permit shall be kept in his/her personnel file and posted in the kitchen where the staff member works.
- Under the direction of the Kitchen Director and Managers, all food service employees shall be trained according to the OPA Professional Standards Training Schedule and on an as-needed basis.
  - All employee training shall be tracked by the Kitchen Director. ~~in the Employee DatabaseProfessional Standards Training Tracker.~~
  - Employees who refuse training may be dismissed from OPA employment.
- All Food Service employees shall be given access to a copy and trained on the OPA Food Safety Plan and shall be responsible for all procedures as outlined therein.
- Dress Code: Food Service Employees are expected to be neat, clean, and to wear appropriate dress for work that is school appropriate~~modest~~, in good taste and suitable for their assigned job~~ at hand~~.
  - HAIR COVERING: Food Handlers shall wear hair restraints such as hats, visor caps or nets.
  - SHOES: Comfort is of utmost importance. Shoes must be closed toes, closed back, with ~~and~~ traction (non-skid) soles. Shoes must be worn with socks. Shoes with heels or open areas on toes, sides or heels~~heals~~ are not allowed.
  - CLOTHING: All clothing must present a clean and professional appearance and must meet the approval of the Food Service Director.

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- Pants must cover the entire leg. Knit pants, sweatpants, exercise pants or pajama pants are not acceptable or permitted. Professional-looking pants should not be so tightly fitting that they restrict movement.
- ~~Prior to August, 2017: Sleeveless shirts or s~~hirts with long flowing sleeves are not allowed. Shirts must cover the midriff area. Low cut ~~blouses or~~ shirts are not allowed. Scrub tops or OPA shirts are preferred.
- Employees shall follow the OPA Dress Code as outlined in the Employee Handbook.
- ~~August, 2017 forward: Scrub tops or OPA shirts are required. OPA Food Services shall provide each employee with up to 5 OPA shirts each year.¶~~

- NAILS: Food handling staff shall keep their fingernails trimmed, filed and maintained so the edges and surfaces are cleanable and not rough. A food handler may not wear fingernail polish or artificial fingernails.
- JEWELRY: Jewelry must be simple and secure, so as to not create a distraction or potential hazard.

Buy American Provision

Unless the domestic food is cost prohibitive~~ly costly~~ or limited quantities are available OPA's Food Service Department must purchase, to the maximum extent practicable, domestic commodities or products. A domestic product is defined as an agricultural commodity that is produced in the United States and processed in the United States. *7 CFR 210.21 (d)*

- All food contracts shall state the preference for domestic commodities or products.
- Kitchen staff shall be trained annually to monitor deliveries for domestic~~for the domestic~~ preference compliance.

Inventory

- The Kitchen ~~Direct~~Director/~~or~~/Managers shall inventory all equipment and food items annually.
- Food storage shall be rotated using the First In, First Out (FIFO) method of inventory rotation. Products shall be dated when stored. Newer products shall be stored behind older products for ease of maintaining storage systems~~system~~.

Record Keeping

Documentation (Records)		**Schedule**
Food Production Records	End Point Cooking Temperature	Daily

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	Time and Temperature for Holding	Daily
	Serving Temperature	Daily
Equipment Temperature Records	Receiving Logs	Each Delivery
	Freezer Log	Daily
	Cooler Log	Daily
	Thermometer Calibration	Weekly (min)
	Storage Room Logs	Monthly
Review Records	Food Safety Checklist	Twice Weekly
	Kitchen Manager Review	Yearly
	Annual Food Safety Program Review	Yearly
Training Logs		On-going
Corrective Action Records		As Necessary

- The kitchen ~~director~~/managers are responsible for record keeping. Food service staff are responsible for record keeping duties as assigned and monitored by the kitchen ~~director~~/managers.
- Information for CCPs, time, temperature and corrective actions will be kept on clip boards in the kitchens.
- Daily record forms shall be replaced at least weekly.
- Weekly record forms shall be replaced at least monthly.
- All forms shall be maintained by the kitchen ~~director~~/managers. Completed forms may be scanned and archived, or stored physically~~kept in filing cabinets~~.
- Kitchen Director is responsible for making sure that all forms are updated, available, and filed properly.

Professional Standards Training

Training Requirements:

Staffing Level	Minimum Annual Training Requirements

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Kitchen Director	12 hours
Kitchen Managers	10 hours
Kitchen Staff	6 hours

Tracking:
Training shall be tracked by code using the *Professional Standards Training Codes.* The Kitchen Director~~Managers~~ shall review the training quarterly to ensure that all staff members are being trained according to the schedule and are receiving the required time.

Kitchen Staff Training Schedule:

	Training Codes
Prior to the Beginning of the School Year and New Employees	1160 Special Diets, 1310 Dietary Guidelines, 1320 General Nutrition (Child Nutrition, Nutrients, Understanding Whole Grains), 2110 Quality Food Preparation, 2130 Culinary Skills, 2140 Use and Care of Equipment, 2210 Weights & Measurements, 2230 Quality Management, 2310 Reimbursable Meals , 2510 Inventory, 2610 HACCP, 2620 Food Safety, 2630 Government Regulations, 3420 Policies and Procedures (including SOPs), 3450 Employee Health, Safety & Wellness, 3520 Preventative Maintenance (equipment) 4130 Customer Service
Bi-monthly Trainings	2230 Garnishing (Condiments), 2610 HACCP, 2620 Food Safety, 2640 Food Safety Culture, 3420 Policies and Procedures (including SOPs),

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	3450 Employee Health, Safety & Wellness, Other training and review as needed.

Hazard Analysis and Critical Control Points (HACCP)

All menu items are listed in *the ~~5.04.TPL.41d~~ Menu Items* form where the location of service and the HACCP process is identified. This list is updated whenever new menu items are added.

Staff:

- All food service personnel will be given an overview of the Process Approach to HACCP after being hired and before handling food.
- Food service personnel shall be trained on a continuous basis to take corrective actions when necessary.
- Any substitute food service staff will be given instructions on the Process Approach and a list of necessary procedures relevant to the tasks they will be performing and the corresponding records to be kept.
- Periodic refresher training for employees will be provided on a quarterly basis.
- An easily accessible copy of an explanation of the Process Approach taken from the USDA HACCP guidance document will be available in the managers’~~’s~~ offices.

HACCP Processes

Danger Zone: Food temperatures between 41˚F and 135˚F

Process #1: No Cook

The menu item does not go completely through the danger zone in either direction.

Critical Control Points:

- Cold holding – Critical limit is 41º F or below

Standard Operating Procedures:

- Personal Hygiene
- Washing Fresh Fruits and Vegetables
- Limiting time in the danger zone to inhibit bacterial growth and toxin production (e.g., holding at room temperature for 4 hours and then discarding)
- Verifying receiving temperatures of food

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- Date marking of ready-to-eat food

Process #2: Same Day Service

The menu item takes one complete trip through the danger zone (going up during cooking) and is served.

Critical Control Points:
- Cooking to destroy bacteria and other pathogens (CCPs with corresponding critical limits are noted above.)

Standard Operating Procedures:
- Hot holding or limiting time in the danger zone to prevent the outgrowth of spore-forming bacteria

Process #3: Complex Food Preparation

The menu item goes through both heating and cooling, taking two or more complete trips through the danger zone.

Critical Control Points:
- Cooking to destroy bacteria and other pathogens (CCPs and critical limits are outlined above)
- Reheating for hot holding, if applicable

Standard Operating Procedures:
- Cooling to prevent the outgrowth of spore-forming bacteria (SOP)
- Hot and cold holding or limiting time in the danger zone to inhibit bacterial growth and toxin formation (SOP)

Director Responsibilities

- The kitchen Director will be responsible for ensuring assigned food service staff are properly monitoring control measures and CCPs at the required frequency and are documenting required records.
- The kitchen Director will also be responsible for monitoring the overall performance of standard operating procedures. (Specific details regarding monitoring are addressed in each SOP.)

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- Monitoring will be a constant consideration. However, the kitchen Director will use the Food Safety Checklist to formally monitor food service staff at least twice per week.
- The kitchen Director will review and update corrective actions in the individual SOPs annually.
- Corrective action guidance will be posted in an accessible location in the kitchen.

Food Service Staff Responsibilities

- Food service staff is responsible for monitoring individual critical control points (CCPs) in the handling and preparation of food.
- Food service staff is responsible for monitoring control points as defined in the standard operating procedures (SOPs).
- Food service staff is responsible for documenting any corrective actions taken while handling and preparing food as well as any actions taken while performing SOPs.

Common Corrective Actions

Problem	**Corrective Action**
Receiving temperature for refrigerated product is at 47º F	Reject product
Temperature of hamburger patties after standard cooking time is 150º F	Continue cooking to 165 ºF for 15 seconds.
Food service staff handles raw poultry and then begins to cut up raw fruit	Instruct staff to wash hands immediately, discard fruit that has been cut up
Leftover chili placed in refrigerator is at 80º F after 1.5 hours	Immediately reheat chili to 165 ºF for 15 seconds, divide and place in shallow pans in the refrigerator, loosely covered. Cool to 70 ºF within 2 hours or less, and to 41 ºF or less in an additional 4 hours. If these times and temperatures are not met, discard.

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Standard Operating Procedures: Personnel

Washing Hands

Purpose
To prevent foodborne illness caused by contaminated hands.

Scope
This procedure applies to anyone who handles, prepares, and serves food.

Keywords
Handwashing, Cross-Contamination

Instructions

1. Train any individual who prepares or serves food on proper handwashing. Training may include viewing a handwashing video and demonstrating proper handwashing procedure.
2. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
3. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
5. Keep handwashing sinks accessible anytime employees are present.
6. Wash hands:
    a. Before starting work
    b. During food preparation
    c. When moving from one food preparation area to another
    d. Before putting on or changing gloves
    e. After using the toilet
    f. After sneezing, coughing, or using a handkerchief or tissue
    g. After touching hair, face, or body
    h. After smoking, eating, drinking, or chewing gum or tobacco
    i. After handling raw meats, poultry, or fish
    j. After any clean up activity such as sweeping, mopping, or wiping counters
    k. After touching dirty dishes, equipment, or utensils
    l. After handling trash
    m. After handling money

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n. After any time the hands may become contaminated

7. Follow proper handwashing procedures as indicated below:
   a. Wet hands and forearms with warm, running water (at least 100 ºF) and apply soap.
   b. Scrub lathered hands and forearms, under fingernails and between fingers for at least 10 - 15 seconds. Rinse thoroughly under warm running water for 5 - 10 seconds.
   c. Dry hands and forearms thoroughly with single-use paper towels.
   d. Dry hands for at least 30 seconds if using a warm air hand dryer.
   e. Turn off water using paper towels.
   f. Use a paper~~Use paper~~ towel to open the door~~open door~~ when exiting the restroom.
8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
   a. Use hand sanitizers only after hands have been properly washed and dried.
   b. Use only hand sanitizers that comply with the 2001 FDA Food Code. Confirm with the manufacturers that the hand sanitizers used meet these requirements. Use hand sanitizers in the manner specified by the manufacturer.

Monitoring

A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation. In addition, the designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

Corrective Action

Employees that are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately. Employees~~Employee~~ will be retrained to ensure proper handwashing procedure.

Verification and Record Keeping

The food service~~Foodservice~~ manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified.

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Personal Hygiene

Purpose
To prevent contamination of food by foodservice employees.

Scope
This procedure applies to foodservice employees who handle, prepare, or serve food.

Key Words
Personal Hygiene, Cross-Contamination, Contamination

Instructions

1. Train foodservice employees on the employee health policy (Develop SOP for Implementing an Employee Health Policy) and on practicing good personal hygiene.
2. Follow the employee health policy.
3. Report to work in good health, clean, and dressed in clean attire.
4. Change the apron~~Change apron~~ when it becomes soiled.
5. Wash hands properly, frequently, and at the appropriate times.
6. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
7. Avoid wearing artificial fingernails and fingernail polish.
8. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
9. Do not wear any jewelry except for a plain ring such as a wedding band.
10. Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn.
11. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
12. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
13. Taste food the correct way:
    a. Place a small amount of food into a separate container.
    b. Step away from exposed food and food contact surfaces.
    c. Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
    d. Wash hands immediately.
14. Wear suitable and effective hair restraints while in the kitchen.
15. Follow State and local public health requirements.

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Monitoring
A designated foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP. The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

Corrective Action
Any foodservice employee found not following this procedure will be re-trained at the time of the incident. Affected food will be discarded.

Verification and Record Keeping
The foodservice managers will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation. The foodservice managers will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log, which will be kept on file for a minimum of one year.

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Standard Operating Procedures: Receiving

Receiving Deliveries

Purpose
To ensure that all food is received fresh and safe when it enters the foodservice operation, and to transfer food to proper storage as quickly as possible.

Scope
This procedure applies to foodservice employees who handle~~handles~~, prepare~~prepares~~, or serve~~serves~~ food.

Key Words
Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

Instructions

1. Train foodservice employees who accept deliveries on proper receiving procedures.
2. Schedule deliveries to arrive at designated times during operational hours.
3. Post the delivery schedule including the names of vendors, days and times of deliveries, and drivers' names.
4. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
5. Organize freezer and refrigeration space, ~~loading docks,~~ and store rooms before deliveries.
6. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
7. Keep the receiving~~Keep receiving~~ area clean and well lighted.
8. Do not touch ready-to-eat foods with bare hands.
9. Determine whether foods will be marked with the date of arrival or the "use-by" date and mark accordingly upon receipt.
10. Compare delivery invoice against products ordered and products delivered.
11. Transfer foods to their appropriate locations as quickly as possible.

Monitoring

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.

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2. Check the interior temperature of refrigerated trucks.
3. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If the driver's~~If driver's~~ name is different from~~than~~ what is indicated on the delivery schedule, contact the vendor immediately.
4. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
5. Check the temperature of refrigerated foods.
   a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41ºF or below. The temperature of milk should be 45 ºF or below.
   b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41ºF, it may be necessary to take the internal temperature before accepting the product.
   c. For eggs, the interior temperature of the truck should be 45ºF or below.
6. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.
8. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

Corrective Action

1. Reject the following:
   a. Frozen foods with signs of previous thawing
   b. Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust
   c. Punctured packages
   d. Expired foods
   e. Foods that are out of the safe temperature zone or deemed unacceptable by the established rejection policy.

Verification and Record Keeping

Record temperature and corrective action on the delivery invoice or on the Receiving Log. Foodservice managers~~manager~~ will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the Receiving Log at the close of each day. Receiving Logs are kept on file for a minimum of one year.

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Standard Operating Procedures: Storing

Date Marking Ready-to-Eat, Potentially Hazardous Food

Purpose
To ensure appropriate rotation of ready-to-eat food to prevent or reduce foodborne illness from Listeria monocytogenes

Scope
This procedure applies to foodservice employees who prepare, store, or serve food.

Key Words
Ready-to-Eat Food, Potentially Hazardous Food, Date Marking, Cross-Contamination

Instructions

1. Establish a date marking system and train employees accordingly. The date marking system includes a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
    a. Labeling food with a calendar date, i.e. cut cantaloupe, 5/26/05, 8:00 a.m.,
    b. Identifying the day of the week, i.e. cut cantaloupe, Monday, 8:00 a.m., or
    c. Using color-coded marks or tags, i.e. cut cantaloupe, blue dot, 8:00 a.m. means "cut on Monday at 8:00 a.m.".
2. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
3. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 41º F or below.
5. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
7. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
    a. On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads, "Lasagna – Cooked – 8/1/05."
    b. On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads, "Frozen – 8/2/05." Two labels now appear on the lasagna. Since the lasagna was held

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under refrigeration from Monday, 8/1/05 – Tuesday, 8/2/05, only 1 day is counted towards the 7-day time period.

c. On Tuesday, 8/16/05, the lasagna was pulled~~is pulled~~ out of the freezer. A third label is placed on the lasagna that reads, "Thawed – 8/16/05." All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

8. Follow State and local public health requirements.

Monitoring
A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

Corrective Measure
Foods that are not date marked or that exceed the 7-day time period will be discarded.

Verification and Record Keeping
The food service~~Foodservice~~ managers will complete the Food Safety Checklist daily.

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Storing and Using Poisonous or Toxic Chemicals

Purpose
To prevent foodborne illness by chemical contamination.

Scope
This procedure applies to foodservice employees who use chemicals in the kitchen.

Keywords
Chemicals, Cross-Contamination, Contamination, Material Safety Data Sheet

Instructions

1. Train foodservice employees on the proper use, storage, and first aid of chemicals and on the proper use of chemical test kits as specified in this procedure.
2. Designate a location for storing the Material Safety Data Sheets (MSDS).
3. Label and date all poisonous or toxic chemicals with the common name of the substance.
4. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
5. Limit access to chemicals by use of locks, seals, or key cards.
6. Maintain an inventory of chemicals.
7. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
8. Mix, test, and use sanitizing solutions as recommended by the manufacturer, State, or local health department.
9. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
10. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
11. Do not use chemical containers for storing food or water.
12. Use only hand sanitizers that comply with the 2001 FDA Food Code. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the FDA Food Code.
13. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
14. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
15. Store refrigerated medicines in a covered, leak proof container, where they are not accessible to children, and cannot contaminate food.

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16. Follow State and local public health requirements.

Monitoring

Foodservice employees and foodservice managers~~manager~~ will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

Corrective Action

Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals.

Verification and Record Keeping

The food service~~Foodservice~~ managers will complete the Food Safety Checklist daily to indicate that monitoring is completed. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log. The foodservice managers will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. Damaged and Discarded Product Logs are kept on file for a minimum of one year.

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Standard Operating Procedures: Holding

Holding Hot and Cold Potentially Hazardous Foods

Purpose
To prevent foodborne illness by ensuring that all potentially hazardous foods are held at the proper temperature.

Scope
This procedure applies to foodservice employees who prepare or serve food.

Key Words
Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

Instructions
1. Train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow State or local health department requirements regarding required hot and cold holding temperatures. If State or local health department requirements are based on the 2001 FDA Food Code:
    a. Hold hot foods at 135 ºF or above; and
    b. Cold foods at 41ºF or below.
3. Preheat steam tables and hot boxes.

Monitoring
1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot-held foods:
    a. Verify that the air/water temperature of any unit is at 135 ºF or above before use.
    b. Reheat foods in accordance with the Reheating for Hot Holding SOP.
    c. All hot potentially hazardous foods should be 135 ºF or above before placing the food out for display or service.

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   d. Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
5. For cold foods held for service:
   a. Verify that the air/water temperature of any unit is at 41 ºF or below before use.
   b. Chill foods, if applicable, in accordance with the Cooling SOP.
   c. All cold potentially hazardous foods should be 41 ºF or below before placing the food out for display or service.
   d. Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
6. For cold foods in storage:
   a. Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
   b. Chill food in accordance with the Cooling SOP if the food is not 41 ºF or below.
   c. Verify that the air temperature of any cold holding unit is at 41 ºF or below before use and at least every 4 hours thereafter during all hours of operation.

Corrective Action

For hot foods

- Reheat the food to 165 ºF for 15 seconds if the temperature is found to be below 135 ºF and the last temperature measurement was 135 ºF or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was below 135ºF.

For cold foods

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41ºF and the last temperature measurement was 41ºF or below and taken within the last 2 hours:
- Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler
- Use a quick-chill unit like a blast chiller
- Stir the food in a container placed in an ice water bath
- Add ice as an ingredient
- Separate food into smaller or thinner portions
- Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was above 41ºF.

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Verification and Record Keeping

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. Foodservice managers will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are kept on file for a minimum of one year.

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Standard Operating Procedures: Preparation

Washing Fruits and Vegetables

Purpose
To prevent or reduce risk of foodborne illness or injury by contaminated fruits and vegetables.

Scope
This procedure applies to foodservice employees who prepare or serve food.

Keywords
Fruits, Vegetables, Cross-Contamination, Washing

Instructions
1. Train foodservice employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure.
3. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
4. Follow manufacturer's instructions for proper use of chemicals.
5. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
    a. Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
    b. Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
6. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the 2001 FDA Food Code. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
7. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
8. Remove any damaged or bruised areas.
9. Label, date, and refrigerate fresh-cut items.
10. Serve cut melons within 7 days if held at 41ºF or below (see SOP for Date Marking, Ready-to-Eat, Potentially Hazardous Food).
11. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
12. Follow State and local public health requirements.

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Monitoring

The foodservice~~Foodservice~~ managers will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation. In addition, foodservice employees will check daily the quality of fruits and vegetables in cold storage.

Corrective Action

Unwashed fruits and vegetables will be removed from service and washed immediately before being served. Unlabeled fresh cut items will be labeled and dated. Discard cut melons held after 7 days.

Verification and Record Keeping

The food service~~Foodservice~~ managers will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified in this procedure.

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Using Suitable Utensils When Handling Ready-to-Eat Foods

Purpose
To prevent foodborne illness due to hand-to-food cross-contamination.

Scope
This procedure applies to foodservice employees who prepare, handle, or serve~~serves~~ food.

Key Words
Ready-to-Eat food, Cross-Contamination

Instructions

1. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at any time~~anytime~~ when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
    a. Single-use gloves
    b. Deli tissue
    c. Foil wrap
    d. Tongs, spoodles, spoons, and spatulas
4. Wash hands and change gloves:
    a. Before beginning food preparation
    b. Before beginning a new task
    c. After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized
    d. After contacting chemicals
    e. When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
    f. Handling money
    g. Anytime a glove is torn, damaged, or soiled
    h. Anytime contamination of a glove might have occurred
5. Follow State and local public health requirements.

Monitoring
A designated foodservice employee will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

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Corrective Action

Employees observed touching ready-to-eat food with bare hands will be retrained at the time of the incident. Ready-to-eat food touched with bare hands will be discarded.

Verification and Record Keeping

The foodservice managers will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The foodservice managers will complete the Food Safety Checklist daily. The designated foodservice employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. This log will be maintained for a minimum of one year.

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Standard Operating Procedures: Cleaning/Sanitizing

Cleaning and Sanitizing Food Contact Surfaces

Purpose
To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

Scope
This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.

Key Words
Food Contact Surface, Cleaning, Sanitizing

Instructions

- Train foodservice employees on using the procedures in this SOP.
- Follow State or local health department requirements.
- Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
- If State or local requirements are based on the 2001 FDA Food Code, wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
    - Before each use
    - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
    - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
    - Any time contamination occurs or is suspected
- Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
    - Wash the surface~~Wash surface~~ with a detergent~~with detergent~~ solution.
    - Rinse the surface~~Rinse surface~~ with clean water.
    - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
    - Place wet items in a manner to allow air drying.

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- If a 3-compartment sink is used, setup and use the sink in the following manner:
  - In the first compartment, wash with a clean detergent solution at or above 110ºF or at the temperature specified by the detergent manufacturer.
  - In the second compartment, rinse with clean water.
  - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171ºF for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.
- If a dishmachine is used:
  - Check with the dishmachine manufacturer to verify that the information on the data plate is correct.
  - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
  - Follow manufacturer's instructions for use.
  - Ensure that food contact surfaces reach a surface temperature of 160 oF or above if using hot water to sanitize.

Monitoring

Foodservice employees will:

- During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
- In a 3-compartment sink, on a daily basis:
  - Visually monitor that the water in each compartment is clean.
  - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
  - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
  - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. Refer to Using and Calibrating Thermometers SOPs.
- In a dishmachine, on a daily basis:
  - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
  - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
  - For hot water sanitizing dishmachine, ensure that food contact surfaces are reaching the appropriate temperature by placing a piece of heat sensitive tape on a

smallware item or a maximum registering thermometer on a rack and running the item or rack through the dishmachine.
  - For chemical sanitizing dishmachine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

Corrective Action

- Retrain any foodservice employee found not following the procedures in this SOP.
- Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
- In a 3-compartment sink:
  - Drain and refill compartments periodically and as needed to keep the water clean.
  - Adjust the water temperature by adding hot water until the desired temperature is reached.
  - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
- In a dishmachine:
  - Drain and refill the machine periodically and as needed to keep the water clean.
  - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
  - For a hot water sanitizing dishmachine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/singleuse items if a 3-compartment sink is not available.
  - For a chemical sanitizing dishmachine, check the level of sanitizer remaining in the bulk~~in bulk~~ container. Fill, if needed. “Prime” the machine according to the manufacturer’s instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a

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3compartment sink to wash, rinse, and sanitize until the machine is repaired.

Verification and Record Keeping

Foodservice employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log. The foodservice managers will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Food Contact Surfaces Cleaning and Sanitizing Log. The log will be kept on file for at least 1 year. The foodservice managers will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

Standard Operating Procedures: Cooking and documenting temperatures

Cooking Potentially Hazardous Foods

Purpose
To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature.

Scope
This procedure applies to foodservice employees who prepare or serve food.

Key Words
Cross-Contamination, Temperatures, Cooking

Instructions

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
3. Follow State or local health department requirements regarding internal cooking temperatures.
4. If State or local health department requirements are based on the 2001 FDA Food Code, cook products to the following temperatures:
5. 145 o F for 15 seconds
    a. Seafood, beef, and pork
    b. Eggs cooked to order that are placed onto a plate and immediately served
6. 155 o F for 15 seconds
    a. Ground products containing beef, pork, or fish
    b. Fish nuggets or sticks
    c. Eggs held on a steam table
    d. Cubed or Salisbury steaks
7. 165 o F for 15 seconds
    a. Poultry
    b. Stuffed fish, pork, or beef
    c. Pasta stuffed with eggs, fish, pork, or beef (like lasagna or manicotti)

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8. 135 o F for 15 seconds
    a. Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box

Monitoring

1. Use a clean, sanitized and calibrated probe thermometer (preferably a thermocouple).
2. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
3. Take at least two (2) internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
4. Take at least two (2) internal temperatures of each large food item, like a turkey, to ensure that all parts of the product reach the required cooking temperature.

Corrective Action

Continue cooking food until the internal temperature reaches the required temperature.

Verification and Record Keeping

Foodservice employees will record product name, time and two (2) temperatures/times, and any corrective action taking on the Cooking-Reheating Temperature Log. Foodservice managers~~manager~~ will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking-Reheating Temperature Log is~~are~~ kept on file for a minimum of one year.

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Standard Operating Procedures: Cooling

Cooling Potential Hazardous Foods

Purpose
To prevent foodborne illness by ensuring that all potentially hazardous foods are cooled properly.

Scope
This procedure applies to foodservice employees who prepare~~prepares~~, handle~~handles~~, or serve~~serves~~ food.

Key Words
Cross-Contamination, Temperatures, Cooling, Holding

Instructions

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and how to cool foods using this procedure.
2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
3. Prepare and cool food in small batches.
4. Chill food rapidly using an appropriate cooling method:
   a. Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler
   b. Use a quick-chill unit like a blast chiller
   c. Stir the food in a container placed in an ice water bath
   d. Add ice as an ingredient
   e. Separate food into smaller or thinner portions
   f. Pre-chill ingredients and containers used for making bulk items like salads
5. Follow State or local health department requirements regarding required cooling parameters.
6. If State or local requirements are based on the 2001 FDA Food Code, chill cooked hot food from:
   a. 135 ºF to 70 ºF within 2 hours. Take corrective action immediately if food is not chilled from 135 ºF to 70 ºF within 2 hours.
   b. 70 ºF to 41 ºF or below in remaining time. The total cooling process from 135 ºF to 41 ºF may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 ºF to 41 ºF within the 6 hour cooling process.

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7. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 ºF to 41 ºF or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 ºF to 41 ºF within 4 hours.

Monitoring

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. Monitor temperatures of products every hour throughout the cooling process by inserting a thermometer into the center of the food and at various locations in the product.

Corrective Action

1. Reheat cooked hot food to 165 ºF for 15 seconds and start the cooling process again using a different cooling method when the food is:
   a. Above 70 ºF and 2 hours or less into the cooling process; and
   b. Above 41 ºF and 6 hours or less into the cooling process.
2. Discard cooked hot food immediately when the food is:
   a. Above 70 ºF and more than 2 hours into the cooling process; or
   b. Above 41 ºF and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 ºF and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41 ºF and more than 4 hours into the cooling process.

Verification and Record Keeping

Foodservice employees will record temperatures and corrective actions taken on the Cooling Temperature Log. Foodservice employees will record if there are no foods cooled on any working day by indicating "No Foods Cooled" on the Cooling Temperature Log. Foodservice managers~~manager~~ will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the temperature log each working day. The Cooling Temperature Logs are kept on file for a minimum of one year.

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Standard Operating Procedures: Reheating

Reheating Potentially Hazardous Foods

Purpose
To prevent foodborne illness by ensuring that all foods are reheated to the appropriate internal temperature.

Scope
This procedure applies to foodservice employees who prepare or serve food.

Key Words
Cross-Contamination, Temperature, Reheating, Holding, Hot Holding

Instructions

1. Train foodservice employees who prepare or serve food on using a food thermometer and how to reheat foods using this procedure.
2. Follow State or local health department requirements regarding reheating temperatures.
3. If State or local requirements are based on the 2001 FDA Food Code, heat processed, ready-to-eat foods from a package or can, such as canned green beans or prepackaged breakfast burritos, to an internal temperature of at least 135 o F for 15 seconds for hot holding.
4. Reheat the following products to 165 o F for 15 seconds:
    a. Any food that is cooked, cooled, and reheated for hot holding
    b. Leftovers reheated for hot holding
    c. Products made from leftovers, such as soup
    d. Precooked, processed foods that have been previously cooled
5. Reheat food for hot holding in the following manner if using a microwave oven:
    a. Heat processed, ready-to-eat foods from a package or can to at least 135 o F for 15 seconds
    b. Heat leftovers to 165 o F for 15 seconds
    c. Rotate (or stir) and cover foods while heating
    d. Allow to sit for 2 minutes after heating
6. Reheat all foods rapidly. The total time the temperature of the food is between 41 o F and 165 o F may not exceed 2 hours.
7. Serve reheated food immediately or transfer to an appropriate hot holding unit.

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Monitoring

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take at least two internal temperatures from each pan of food.

Corrective Action

Continue reheating/heating food if the internal temperature does not reach the required temperature.

Verification and Record Keeping

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking-Reheating Temperature Log. Foodservice managers~~manager~~ will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Cooking-Reheating Temperature Log at the close of each day. The Cooking-Reheating Temperature Logs are kept on file for a minimum of one year.

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Glossary

All of the definitions in this glossary, except those marked with an asterisk (*), have been taken from the Food and Drug Administration document Managing Food Safety: A Manual for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments (draft September 29, 2004).

APPROVED SOURCE: An acceptable supplier to the regulatory authority based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.
CCP: Critical Control Point.
CONTAMINATION: The unintended presence in food of potentially harmful substances, including microorganisms, chemicals, and physical objects.
CONTROL MEASURE: Any action or activity that can be used to prevent, eliminate, or reduce an identified hazard. Control measures determined to be essential for food safety are applied at critical control points in the flow of food.
CORRECTIVE ACTION: An activity that is taken by a person whenever a critical limit is not met.
CRITICAL CONTROL POINT (CCP): An operational step in a food preparation process at which control can be applied and is essential to prevent or eliminate a hazard or reduce it to an acceptable level.
CRITICAL LIMIT: One or more prescribed parameters that must be met to ensure that a CCP effectively controls a hazard.
CROSS-CONTAMINATION: The transfer of harmful substances or disease-causing microorganisms to food by hands, food contact surfaces, sponges, cloth towels and utensils that touch raw food, are not cleaned, and then touch ready-to-eat foods. Cross contamination can also occur when raw food touches or drips onto cooked or ready-to-eat foods.
DANGER ZONE: The temperature range between 5°C (41°F) and 57°C (135°F) that favors the growth of pathogenic micro-organisms.
EXCLUDE: To prevent a person from working as a food employee or entering a food establishment except for those areas open to the general public.
FOOD: Raw, cooked, or processed edible substance, ice, beverage, chewing gum or ingredient used or intended for use or for sale in whole or in part for human consumption.
FOOD ESTABLISHMENT: An operation at the retail or food service level, i.e., that serves or offers food directly to the consumer and that, in some cases, includes a production, storage, or distributing operation that supplies the direct-to-consumer operation (satellite kitchens).
FOOD PREPARATION PROCESS: A series of operational steps conducted to produce a food ready to be consumed.

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FOODBORNE ILLNESS: A sickness resulting from the consumption of foods or beverages contaminated with disease-causing micro-organisms, chemicals, or other harmful substances.
FOODBORNE OUTBREAK: The occurrence of two or more cases of a similar illness resulting from the ingestion of a common food.
HACCP: Hazard Analysis and Critical Control Point.
HACCP PLAN: A written document that is based on the principles of HACCP and describes the procedures to be followed to ensure the control of a specific process or procedure. The OPA~~OPA~~ HACCP plan is contained within the OPA Food Service Program and Safety Plan.
HAZARD: A biological, physical, or chemical property that may cause a food to be unsafe for human consumption.
HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP): A prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food products.
INTERNAL TEMPERATURES: The temperature of the internal portion of a food product.
MEAT: The flesh animals used as food including dressed flesh of cattle, swine, sheep, or goats and other edible animals, except fish, poultry and wild game animals.
MICRO-ORGANISM: A form of life that can be seen only under the microscope; including bacteria, viruses, yeast, and single-celled animals.
MONITORING: The act of observing and making measurements to help determine if critical limits are being met and maintained.
NSLP: National School Lunch Program.
OPERATIONAL STEP: An activity or stage in the flow of food through a food establishment, such as receiving, storage, preparation, cooking, etc.
PATHOGEN: A micro-organism (bacteria, parasites, viruses, or fungi) that causes diseases in humans.
PERSONAL HYGIENE: Individual cleanliness and habits.
POTENTIALLY HAZARDOUS FOOD: A food that is natural or synthetic and that requires temperature control because it is capable of supporting:

- the rapid and progressive growth of infectious or toxigenic microorganisms.
- the growth and toxin production of Clostridium botulinum or
- in raw eggs, the growth of Salmonella enteritidis; and

Includes foods of animal origin that are raw or heat-treated; foods of plant origin that are heat treated or consists of raw sprouts, cut melons, and garlic in oil mixtures that are not acidified or otherwise modified at a processing plant in a way that results in mixtures that do not support growth of pathogenic micro-organisms as described above.
PROCESS APPROACH: A method of categorizing food operations into one of three categories:

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- Process 1: Food preparation with no cook step, wherein ready-to-eat food is received, stored, prepared, held and served;
- Process 2: Food preparation for same day service wherein food is received, stored, prepared, cooked, held and served; or
- Process 3: Complex food preparation wherein food is received, stored, prepared, cooked, cooled, reheated, hot held, and served.

RECORD: A documentation of monitoring observations and verification activities.
REGULATORY AUTHORITY: A Federal, State, local, or tribal enforcement body or authorized representative having jurisdiction over the food establishment.
RESTRICT: To limit the activities of a food employee so that there is no risk of transmitting a disease that is transmissible through food and the food employee does not work with exposed food, clean equipment, utensils, linens, and unwrapped single-service or single-use articles.
RISK: An estimate of the likely occurrence of a hazard.
RISK FACTOR: One of the factors identified by the Centers for Disease Control and Prevention (CDC) as contributors to the foodborne outbreaks that have been investigated and confirmed. The factors are unsafe sources, inadequate cooking, improper holding, contaminated equipment, and poor personal hygiene.
SFA*: School Food Authority
SEVERITY: The seriousness of the effect(s) of a hazard.
SOP: Standard Operating Procedure.
STANDARD OPERATING PROCEDURE (SOP) –A written method of controlling a practice in accordance with predetermined specifications to obtain a desired outcome.
TEMPERATURE MEASURING DEVICE –A thermometer, thermocouple, thermistor, or other device for measuring the temperature of food, air, or water.

The OPA Food Safety Plan shall be reviewed annually by the OPA Administration and Food Service Director and adjusted as necessary.

Corresponding Documents:

5.01a Component Substitutions
5.01b I Speak Statements
5.01c Special Dietary Needs Request FORM
5.01d Menu Items (HACCP Processes)
5.01e Professional Standards Training Tracker
5.01f Nonprogram Foods Costs and Revenue Tool

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5.01g Food Costs Calculation Form
5.01h Food Service Account Deficit Letter
5.01i Annual Food Safety Program Review Checklist
5.01j Food Safety Checklist
5.01k Receiving Log
5.01l Cooking and Reheating Temperature Log
5.01m Cooling Log
5.01n Damaged, Discarded or Donated Log
5.01o Refrigeration Log

Document History

Approved: 02/23/2017
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09/20/2018: *Minor changes to Human Resources; Attendance and Discipline.*

References

7 CFR 210.10 Food and Nutrition Service, USDA, National School Lunch Program
7 CFR 220.8 Food and Nutrition Service, USDA, National School Breakfast Program
7 CFR 210.21 (d) State Agency and School Food Authority Responsibilities
Dietary Guidelines www.healthierus.gov/dietary_guidelines
FDA Food Code http://www.cfsan.fda.gov/~dms/fc01- sup.html
USDA Temperature Rules www.fsis.usda.gov/thermy
National Food Service Institute www.nfsmi.org
USDA Guidance for School Food Authorities: Developing a Food Safety Program based on the Process Approach to HACCP Principles.
https://www.fns.usda.gov/sites/default/files/Food_Safety_HACCPGuidance.pdf

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Coversheet

School Plan with Culture

Section:	III. Administrative Business
Item:	D. School Plan with Culture
Purpose:	Vote
Submitted by:	
Related Material:	FY27 OPA School Plan w_culture.pdf

OGDEN PREPARATORY
ACADEMY

FY27 School Plan

(SIP; TSSA; Title I; AVID)
Inspiring Lifelong Learning, Service, and Leadership through
Academic Excellence; Character Development; and Individual Growth

The following information and goals will apply to all OPA students, including the English Learner, Students with Disabilities, Hispanic, and Economically Disadvantaged subgroups.	
Academic	
Need:	Students with Disabilities (SWD), Multilingual Learner (ML), Hispanic, and Economically Disadvantaged subgroups show achievement gaps in reading and math; overall school proficiency and growth scores are below statewide averages and metrics from comparable schools.
Math Goal	By June 2028, the percentage of all OPA students, including students in the Students With Disabilities (SWD), Economically Disadvantaged (EDA), and Hispanic (HI7) subgroups, meeting math proficiency will increase by **18%** as measured by USBE Summative Assessments. • 5% increase in FY26 We had 2% increase 16% to 18% • 9% increase in FY27 • 7% increase in FY28 The MGP in math will increase from 44 in 2024 to no less than 66 in 2028.
ELA Goal	By June 2028, the percentage of all OPA students, including students in the Students With Disabilities (SWD), Economically Disadvantaged (EDA), and Hispanic (HI7) subgroups, meeting ELA proficiency will increase by **18%** as measured by USBE Summative Assessments. • 6% increase in FY26 We maintained - 0% increase; 19% to 19% • 13% increase in FY27 • 5% increase in FY28 The MGP for all OPA students, including students in the SWD, EDA, and HI7 subgroups, in ELA will increase from **47** (51.5 Junior High) (41.0 Elementary) in 2024 to no less than **66** in 2028 as measured by USBE Summative Assessments.
Strategies:	1. Teacher Clarity 2. Academic Discourse 3. Collaboration 4. Assessment
Culture	
Need:	OPA's vision and mission is to inspire Lifelong Learning, Service, and Leadership through Academic Excellence, Character Development, and Individual Growth. Attendance rates, behavior incidents, and academic failure rates indicate a need for increasing student ownership of their education. Students need to take responsibility for their own education.

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Goal:	**Attendance**:
	• Achieve 95% Average Attendance
	• Reduce Chronic Absenteeism;
	  ○ FY26:
	    ■ Junior High: 31% to 22%;
	    ■ Elementary: 25% to 24%
	  ○ FY27 Goal:
	    ■ Junior High: 22% to 20%;
	    ■ Elementary: 24% to 20%
	
	Climate and Culture
	ECC:
	• 100% of homeroom classes will facilitate Personalized Education Plans/Academic Progress Trackers.
	• 100% of classrooms will implement an attendance tracking and recognition system to increase student attendance awareness and ownership.
	• 100% of teaching staff will have a written classroom management plan by September 1, 2026.
	• Positive Ratio of Interactions (ROI) from Teachers to Students will increase. Goal: 5:1
	
	Elementary:
	• 100% of homeroom classes will facilitate Personalized Education Plans/Academic Progress Trackers.
	• 100% of classrooms will implement an attendance tracking and recognition system to increase student attendance awareness and ownership.
	• 100% of teaching staff will have a written classroom management plan by September 1, 2026.
	• Positive Ratio of Interactions (ROI) from Teachers to Students will increase. Goal: 5:1
	• OPA Elementary office referrals will reduce by 5% for no more than 342 referrals. [SBMH]
	
	Junior High:
	• 100% of homeroom teachers will facilitate Personalized Education Plans
	• 100% of students will monitor and track individual academic progress in their ELA, Math, and Science classes.
	• All teaching staff will be trained in the PBIS/CHAMPS classroom management framework. Teaching staff will demonstrate effective implementation of the framework with the following measures:
	  ○ 80% of teaching staff will have a written classroom management plan by September 1, 2026.
	  ○ All teachers will have some form of posted expectations.
	  ○ Positive Ratio of Interactions (ROI) from Teachers to Students will increase. Goal: 5:1

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	○ The leadership team will facilitate data dialogs related to the implementation of the CHAMPS framework at least quarterly. ○ 95% of teachers will maintain classrooms at benchmark level 1 (90% of students). By doing so, schoolwide office behavior referrals will either remain the same or decrease from 2025-2026 school year. ○ OPA Junior High will reduce instructional time lost due to suspensions by 10% for a maximum of 223.7 days lost. [SBMH]
Plan:	**Attendance:** ● Track all absences, including early pickups/checkouts. ● Track data by and without demographics, depending on use. ● Monitor and reflect on student academic and attendance data regularly. ● Maintain weekly attendance huddles at both Elementary and JH buildings. ● Attendance discussion and updates in building meetings at least monthly. ● All staff trained on attendance outreach; use of scripts; expectation for phone calls home and home visits. Data tracked in Panorama ● Increase collaboration among all teachers—especially for shared students. ● Ensure consistent communication between all teachers, including specials. ● Reinforce attendance using student tracking calendars (Elementary): ○ Classroom charts ○ Bulletin boards ○ Student planners ● Post attendance rates visibly in offices. ● Create monthly visual schedules for parents to anticipate key events. ● Launch schoolwide attendance campaigns: ○ Involve staff in the design and promotion of campaigns. ○ Swag, snacks, parties, "No-Tardy Party" incentives. ○ Visual tools like charts and posters in classrooms/hallways. ○ Promote attendance via school social media platforms. ○ Include attendance updates in newsletters and on bulletin boards. ○ Add attendance resources for tardies and absences to Family News. ○ Clarify the process for extended absences to parents. ○ Bring back exterior signage promoting attendance data. Redesign signs for clarity and appeal. ● Facilitate administration-led family meetings to address concerns. ● Identify root causes through dialogue with families and students. ● Build and refine Tier 1, 2, and 3 interventions based on chronic absence trends.

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	● Develop attendance contracts and assign “champion teachers” to students in need. ● Recognize and reward students for high attendance during determined timeframes and EOY with clear expectations (e.g., free dress rules). ● Engage students in shaping attendance efforts and tracking. ● Use student voice and input to drive campaign relevance and appeal. ● Teachers review attendance at Family-Teacher Conferences, focusing on chronic absenteeism. ● Include virtual or flexible formats strategies for family PTC participation. **Climate and Culture** ● Tie academic tracking PEPs to Math/ELA goals using data, tutorials, work time, and assessments. Academic tracking in Math, ELA, and Science. ● Provide explicit training for teachers on how to complete and use academic tracking templates. ● Clarify PEP projects purpose and homeroom expectations to increase student buy-in. (JH) ● Continue PBIS Store use. ● Add grade-level competitions, class-wide incentives, and monthly recognition assemblies. ● Ensure classroom management expectations are posted and taught. ● Conduct CHAMPS PDs and data dialogues. (JH) ● Clarify office referral process. ● Provide RCD and behavior training during building meetings and with Teaching Assistants. ● Reinforce that expectations apply across campus, not just in class.