APPROVED

Ogden Preparatory Academy

Minutes

OPA Board of Directors Meeting

Date and Time
Thursday May 19, 2022 at 4:30 PM

Location
1435 Lincoln Avenue
Ogden UT 84404

VISION: Ogden Preparatory Academy's vision is to create a positive, nurturing environment for students to grow and learn as they develop the skills necessary to become tomorrow's leaders. Through high academic expectations and experiences, bilingual exposure, leadership roles and commitment to community, OPA students will gain confidence and a sense of self worth that will prepare them to face the challenges in a competitive world.

Directors Present
M. Swenson, M. Ward, S. Mejeur, T. D'Hulst (remote), W. Davis

Directors Absent
J. Howell, S. Zwygart

Directors who arrived after the meeting opened
M. Swenson

Directors who left before the meeting adjourned
T. D'Hulst

Ex Officio Members Present
A. Perez, D. Deem, K. Kennington, S. Mathers (remote)

Guests Present
E. Callison, S. Adams, S. Wright, T. Young

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. Mejeur called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday May 19, 2022 at 4:40 PM.

C. Approve Minutes

W. Davis made a motion to approve the minutes from OPA Board of Directors Meeting on 04-14-22.
M. Ward seconded the motion.
The board **VOTED** to approve the motion.

D. Opportunity for Public Input

n/a.

E. Consent Calendar

M. Ward made a motion to approve the consent calendar as presented.
W. Davis seconded the motion.
The board **VOTED** to approve the motion.
M. Swenson arrived at 4:43 PM.

II. Finance

A. Financial Review

Went over the financial summary update.

B. FY22 Final Budget Approval

W. Davis made a motion to approve the final budget for FY22.
M. Ward seconded the motion.
The board **VOTED** to approve the motion.

C. FY23 Initial Budget Approval

M. Ward made a motion to approve the FY23 proposed budget.
W. Davis seconded the motion.

Discussed some differences that have been updated for this year. There will be adjustments coming soon.

Discussed any items that we should be watching out for.
There are a few revenue items that may come through, but the expenses has everything on the radar included.

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

D. Curriculum Discussion

W. Davis made a motion to Approve up to $20,000 for history textbooks and up to $8,000 for Wonders Consumables.
M. Ward seconded the motion.
1. Update the JH History Textbooks.
Will be finalized in the next week. Don't know the exact price, but it won't be over the $20,000.

Discussed the lifespan of the new textbooks. There will be digital vs physical copies. We discussed the plan for damages, and the options for purchase there.

2. Wonders Curriculum - Consumables. Don't know the exact price, grade levels will use but would like up to $8,000.
The board **VOTED** to approve the motion.

E. Kitchen Equipment

M. Ward made a motion to Approve the Kitchen Equipment list.
W. Davis seconded the motion.
Applied for a kitchen grant which will fund this one hundred percent.

There are some items going to the Junior High, but most will be going to the new building.

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

F. Teacher Device Purchase

M. Ward made a motion to Approve the purchase of the ipads, keyboards, and macbook airs.
W. Davis seconded the motion.
More devices to continue moving all teachers to macbooks.

Want to purchase ipads for teaching assistants to use and to help with benchmark assessments. This is a cheaper option than using computers.

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

G. Employee Retention Tax Credit RFP

W. Davis made a motion to Approve the Employee Retention Tax Credit RFP.
M. Ward seconded the motion.
If we show negative impact of COVID, where we get a credit back on our taxes. This RFP is for a company to support with this. This is the only company that responded. They will help gather and submit the financial data needed. They will also support with audit plan (We may be audited up to 5 years).

Approval will take about 8 months. Potential of $2.6 million. We plan to put in half to cash days on hand and half into the new building.
The board **VOTED** to approve the motion.

H. Medicaid Support System

M. Ward made a motion to approve compuclaim service for medicaid support system.
W. Davis seconded the motion.
Discussed the three different bids.

- Embrace IEP- what we currently use
- Compuclaim - This is the most expensive, but can be used for all students, no matter the services
- Public Consulting Group-

This will be ongoing, and would need to be renewed yearly.

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

I. Maintenance Purchases

W. Davis made a motion to Approve purchases for painting up to $29,000, carpets up to $25,000 and lighting up to $37,000.
M. Ward seconded the motion.
Annual Summer Painting - Rotation for classrooms, hallways.
Annual Carpet Replacement - Rotation of 7 classrooms each year.
Lighting LED upgrades - will finish up the rest in the Elementary.

The painting and carpets occur yearly. The cost is up a little from last year, but not significantly.
The board **VOTED** to approve the motion.

III. Executive Session

A. Enter Closed Session

W. Davis made a motion to move into closed session to protect the rights of an individual.
M. Ward seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Zwygart	Absent
J. Howell	Absent
T. D'Hulst	Aye
M. Ward	Aye
W. Davis	Aye
S. Mejeur	Aye
M. Swenson	Aye

T. D'Hulst left.

B. Exit Closed Session

W. Davis made a motion to exit closed session.
M. Ward seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Mejeur	Aye
M. Swenson	Aye
J. Howell	Absent
S. Zwygart	Absent
W. Davis	Aye
T. D'Hulst	Absent
M. Ward	Aye

C. Construction Approvals

W. Davis made a motion to Amend the March 10th Vote as discussed in Closed Session.
M. Ward seconded the motion.
1. Approved to amend march 10th vote, as discussed in closed session

The board **VOTED** to approve the motion.
W. Davis made a motion to Approve Crews and Associates.
M. Ward seconded the motion.
Underwriter RFP.
Discussed the three responding firms and their proposals. Recommended to go with Crews and Associates.
The board **VOTED** to approve the motion.
M. Swenson made a motion to Delegate Authority to the Committee as Described.
W. Davis seconded the motion.

Requesting a committee or create a delegation to make decisions moving forward to communicate it to the board. There isn't time to wait for Board Meetings, as we will want to be able to make decisions faster. This will be Teryl, Debbie, and Shevon.

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

IV. Administrative Report

A. Administrative Board Report

Junior High

- Will not use C Days next year
- Career Day - was a success! Students were engaged
- Boy's Soccer - took 2nd place.

B. Speech Therapy Agreement

M. Ward made a motion to Approve staying with Something to Talk About for Speech Therapy.
W. Davis seconded the motion.
Our count went up, so the price is higher.
Recommend to stay with the same company as this year.
The board **VOTED** to approve the motion.

V. Policies

A. Policy Updates

M. Ward made a motion to Approve the Audit Policy and Archive 2.04, 6.04, and 6.15 Policies.
W. Davis seconded the motion.
1. Archiving three policies. Those will be addressed in other policies as we have been working through Section 9.

2. Revise
These items have been moved to other policies
The board **VOTED** to approve the motion.

VI. Other Business

A. Required Trainings

B. Housekeeping

- Looked over our Annual Report. Looking for feedback on this and the administrative report format for next year.
- Drafted Board Meeting schedule for next year. Approved.
- June Board Meeting - Not planning on needing one. But it may come up if we need to meet electronically for any approvals.

VII. 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 6:30 PM.

Respectfully Submitted,
S. Mejeur