

APPROVED



OGDEN PREPARATORY  
ACADEMY

## Ogden Preparatory Academy

# Minutes

## OPA Board of Directors Meeting

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### **Date and Time**

Thursday November 9, 2023 at 4:30 PM

### **Location**

1487 Lincoln Avenue  
Ogden UT 84404

Board Room (upstairs)

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

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### **Directors Present**

B. Gerena, J. Howell, S. Mejeur, S. Zwygart

### **Directors Absent**

M. Swenson

### **Ex Officio Members Present**

D. Deem, K. Kennington, S. Lopez, S. Mathers (remote)

### **Non Voting Members Present**

D. Deem, K. Kennington, S. Lopez, S. Mathers (remote)

### **Guests Present**

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

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## I. Opening Items

### A. Call the Meeting to Order

S. Mejeur called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday Nov 9, 2023 at 4:44 PM.

### B. Record Attendance

### C. Approve Minutes

S. Zwygart made a motion to approve the minutes from last month OPA Board of Directors Meeting on 10-12-23.

J. Howell seconded the motion.

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

### D. Opportunity for Public Input

## II. Finance

### A. Financial Review

Spencer Adams

- Presented our Finance Training and
- Updated us on the Finance review, as of end of October

#### Discussion Points

- Revenue
  - Process of Reimbursements
  - ESSER funds, this is our last year to spend them
    - ADM: Average Daily Membership
      - Prior year, per grade. Determine the average, weight it based on grade-level
        - Kindergarten weight updated this year, however no longer getting OEK Funds
- Expenses
  - Discussed the different categories
  - AFR - Annual Financial Report and the Final Audit Report
  - Expenses that will be Capitalized
  - Capitalization Forecast column added to our financial review sheet
- Questions
  - Spencer explained what Bond Covenants are

- Our return on our CDs
- MADS - comparing expenses and income to bond payments

- Proposal of New Goals discussion

## **B. Annual Finance Training**

See discussion notes above for our Training that was done in conjunction with the Finance Review.

## **C. Chromebook Purchase**

S. Zwycart made a motion to approve the touchscreen chromebook purchase for \$28,050 from Bluum.

J. Howell seconded the motion.

Touch-Screen Devices for the Kindergarten.

Discussed the comparison forms of bids for Chromebooks.

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

## **D. Sod project extension**

J. Howell made a motion to approve the sod project extension for \$6,145.

B. Gerena seconded the motion.

Covering dead areas and finishing a spot. Ogden Lawn and Garden has been doing our projects and they always come in as the lowest bid.

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

## **III. Executive Session**

### **A. Enter Executive Session**

J. Howell made a motion to enter executive session to protect the privacy of an individual.

B. Gerena seconded the motion.

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

#### **Roll Call**

J. Howell Aye

S. Zwycart Aye

M. Swenson Absent

S. Mejeur Aye

B. Gerena Aye

### **B. Exit Executive session**

J. Howell made a motion to exit executive session.

B. Gerena seconded the motion.

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

**Roll Call**

S. Zwycart Aye

M. Swenson Absent

B. Gerena Aye

S. Mejeur Aye

J. Howell Aye

**C. Student Discipline Decision**

S. Zwycart made a motion to approve the decision made in the closed session regarding the individual student.

J. Howell seconded the motion.

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

**D. Student Discipline Decision**

Not discussed.

**E. Director Evaluation**

J. Howell made a motion to approve the director evaluation.

B. Gerena seconded the motion.

Discussed the evaluation form.

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

**IV. Administrative Business**

**A. Administrative Board Report**

Discussed the Board Report

- ECC
- Lockdown Drill
- Elementary
- Teaching and Learning
- Operations
- Business
- Withdraws - we do track the reasons why.

**B. Digital Citizenship and Safety Plans Review**

Safety Plan Review

- Standardized Procedures that are practiced in routine.
  - SRP - Standard Response Protocol.

- Posted, students and teachers are trained, we conduct drills
- Safety Team meets together with representatives from each building.

#### Digital Citizenship Plan Review

- What Digital Citizenship at the JH
- What Digital Citizenship at the Elementary

### C. LEA Specific Licenses

S. Zwygart made a motion to approve the request for LEA specific licenses for the teachers listed.

J. Howell seconded the motion.

Discussed the LEA licenses that still need to be awarded.

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

## V. Policy Updates

### A. Policy Updates

S. Zwygart made a motion to approve the policy changes as listed.

J. Howell seconded the motion.

Discussed the updates to the following Policies:

- Purchasing and Disbursement
- Wellness Policy
- FMLA Policy

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

## VI. Other Discussion

### A. Discussion

December Board Meeting - would like to schedule for December 14th.

## VII. Closing Items

### A. Adjourn Meeting

J. Howell made a motion to adjourn the meeting.

B. Gerena seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:30 PM.

Respectfully Submitted,  
S. Mejeur