



# Ogden Preparatory Academy

## **Minutes**

## **OPA Board of Directors Meeting**

#### **Date and Time**

Thursday January 16, 2025 at 4:30 PM

#### Location

1487 Lincoln Avenue Ogden UT 84404

Early Childhood Center 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.

#### **Directors Present**

B. Gerena, B. Lucas, P. Valiente, S. Mejeur, S. Zwygart

#### **Directors Absent**

None

## **Ex Officio Members Present**

D. Deem, K. Kennington, S. Lopez

## **Non Voting Members Present**

D. Deem, K. Kennington, S. Lopez

## **Guests Present**

## A. McPhee, S. Adams, S. Wright, T. Young, Tasha Gonce

## 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 Jan 16, 2025 at 4:46 PM.

## C. Approve Minutes

- B. Lucas made a motion to approve the minutes from OPA Board of Directors Meeting on 11-14-24.
- S. Zwygart seconded the motion.

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

## D. Opportunity for Public Input

Comment:

• Daughter coming back to school. Starting here at OPA and has a great experience! It is so calm, and a great counselor, happy with classes.

#### II. Finance

#### A. Financial Review

- Discussed the budget and included training presented by Spencer Adams.
- Discussed our plan to get some grants as well as our campaigns to increase our enrollment.

## B. State Auditor and Internal Audit Finance Training for New Board Members

Board members to complete the State Auditor Training

- Pablo
- Brenda

Login issues, so they will try again.

## C. Finance Training

Major Points presented by Spencer Adams

**Budget Summary** 

- Takes the detail and condenses it down.
- Separated into revenues and expenses
  - Broken down into big categories
- Revenues
  - Local What the school collects itself. Ex: fees, donations. Mostly unrestricted.
  - · State Largest category, majority is restricted
  - · Federal all restricted
    - Difference is federal will come as an reimbursement. State will come in monthly allotments. (There are few
- Expenses
  - 8 major categories, EX: salaries
- Approved budget is what the board approves prior, and Forecast is what we are projecting.
- · Revenues to Expenses for each month graphed
- · Key Ratios we track
  - Where we are vs our goal
  - Bond covenants (making sure we don't go below)
- Cash Balance
  - Compare restricted to unrestricted
  - · cash days on hand
- Enrollment
  - Majority of revenue is tied to enrollment
    - WPU weighted pupil unit. (differs depending on the grade level).
    - ADM average daily membership (Not attendance, but who is enrolled).
  - Oct. 1st Count is important

Board will approve the budget two times a year:

- · approves prior the original
- · approves final budget at the end of the year
  - Then there will be an audit
- Actual expenses cannot be greater than the final approved budget. That is why we add a buffer, in case of any last-minute items that are added in.

#### Question:

- · Any ideas of what the WPU will be in this upcoming legislation season?
  - USBE is requesting increase of 6 and Governor Cox in the past has increased it

D.

#### **Panic Buttons**

- S. Zwygart made a motion to approve the request to purchase a panic button system up to \$57,380 pending the grant.
- B. Lucas seconded the motion.

New legislation on safety upgrades that schools need to make.

- Funding is included in a grant, but not anticipating that it will cover all the costs.
- We had a Needs Assessment in the Fall
- Application for the funding is due this month

Panic Button cost should go into this grant.

- All employees have to have a wearable panic button
- Discussed the comparison chart
  - Major things we wanted
    - We wanted location for where the button is
    - We wanted it wifi and cell compatible
  - Discussed our current recommendation Kokomo
  - Not planning to get it immediately get it we need to wait for the grant money. But it is one of our higher priorities.
  - But would like to have an idea moving forward of what we would like.

#### Discussed:

- Should we share with our families all the safety upgrades that we have?
  - There is a risk of what you publicize, and there are strict rules of what cannot be shared.

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

#### III. Executive Session

#### A. Vote to enter closed session

- S. Zwygart made a motion to enter closed session to protect the privacy of an individual.
- B. Gerena seconded the motion.

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

#### **Roll Call**

- B. Gerena Aye
- B. Lucas Aye
- P. Valiente Aye
- S. Zwygart Aye
- S. Mejeur Aye

B.

#### Vote to exit closed session

- B. Lucas made a motion to exit closed session.
- B. Gerena seconded the motion.

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

#### **Roll Call**

- S. Mejeur Aye
- B. Lucas Aye
- P. Valiente Aye
- S. Zwygart Aye
- B. Gerena Aye

## C. Administrative Evaluation

- S. Zwygart made a motion to approve the item discussed during closed session.
- B. Lucas seconded the motion.

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

## **IV. Administrative Business**

## A. Administrative Board Report

Discussed:

- Elementary
- ECC
- Teaching & Learning
- Operations

School Calendar discussion for next year

• End of year Wednesday at home-learning day. It's a hard day for parents and students, so recommend to think about doing it on the Monday or Friday instead.

## V. Policy Updates

## A. Policy Updates

- B. Lucas made a motion to approve the six policies as discussed.
- B. Gerena seconded the motion.
  - OPA Bylaws updated
  - Whistleblower new, will help us on grant applications too
  - · Audit & Fraud Prevention updated

- Time & Effort the State has changed. In the past, we have collected assurances once a month. Red Apple drafted this new one. It only needs to be done twice a year.
- Video Surveillance updated
- Curriculum Adoption updated

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

## VI. Other Business

## A. Discussion

Reschedule February Board meeting - moved to Wednesday the 19th.

## 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 6:15 PM.

Respectfully Submitted,

S. Mejeur