

APPROVED



OGDEN PREPARATORY  
ACADEMY

## Ogden Preparatory Academy

### Minutes

#### OPA Board of Directors Meeting

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##### Date and Time

Thursday January 16, 2025 at 4:30 PM

##### Location

1487 Lincoln Avenue  
Ogden UT 84404

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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.

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##### 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

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

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

S. Mejeur called a meeting of the board of directors of Ogden Preparatory Academy to order on Thursday 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  
P. Valiente Aye  
S. Mejeur Aye  
S. Zwygart Aye  
B. Lucas 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**

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