

**Gateway Academy School Board Meeting Agenda**  
**Thursday, August 28, 2025, 06:00 PM**  
**Location: Gateway Preparatory Academy Library**  
**Join Zoom Meeting**  
<https://uetn-org.zoom.us/j/9231128979>  
**Meeting ID: 923 112 8979**

**Mission Statement:** *Our mission is to provide children with an individualized education emphasizing practical life skills and demonstrations of student learning in a safe, respectful, and supportive environment*

Agenda Items	Presenter	Materials/Notes	Time
Call to Order	Brittany Jensen	The board meeting was called to order by Brittany Jensen at 6:03 p.m., with board members Brittany Jensen, Michael Bahr, Amy Bates, Paul Dail, Diana Girtain, and Jessica Walker in attendance. Staff members in attendance and presenting at the meeting included Dave Armour, Amy Gibson, and Ada Munk.	1 min
Public Comment	Public Attendees	No public comment	5 min
Consent Calendar	Brittany Jensen	Michael made a motion to approve the July 10 minutes, Paul seconded, all were in favor, and the motion passed.  In new board business, Brittany brought up the question of the new board member, and it was determined that the board will reach out to new potential board member to attend the next meeting.	3 min
Exhibit A Review (schedule overview)	David Armour	Dave focused on the mission statement, specifically the “safe, respectful, supportive environment,” and said the school is working on focusing on Montessori principles across all grade levels and getting everyone on the same page whereby everyone’s sense of safety is met.  Dave will create a schedule for future Exhibit A reviews and send to the board. Assignments each month will coincide with the board member conducting a board walkthrough of the school.	5 min
Director’s Report	David Amour	<a href="#">Director’s Report</a>  Dave reported on current enrollment, which jumped by approximately 2,000 students with the addition of OpenEd distance education students. There were also rapid decreases of several of these students as Utah Fits All scholarships were awarded later than expected; however, OpenEd will continue to work to fill those vacancies.  There was discussion regarding when and how the student count takes place as far as WPU funding. Additionally, the question arose as to potential staffing needs with the additional students. Dave said OpenEd restructured their program so that additional staffing may not be required, but this early in the year, there are some things that remain to be seen.  Dave also reported on the “State of the School,” saying it was a really good start of the year. This year’s theme is “Raising the Bar,” and staff has been encouraged to meet this theme both individually and as a group. He also cited the “I can” banners in the gym representing Gateway pillars and which are also located in many classrooms.	15 min

		<p>Back to School Day had a two-percent increase in participation from last year, up to 87%. There was discussion about potentially starting a little later in order to go a little later in the day to accommodate working parents; however, it was noted that parents were informed this year that they could have made arrangements to meet at other times if the presented schedule didn't work for them.</p> <p>There was also discussion of the board possibly increasing the number of online board meetings as long as sufficient public notice was given and an administrator would be present at the school if someone expressed that they wanted to attend via a physical location.</p> <p>Amy Gibson provided the Expansion Committee report and discussed the issue of an easement to the property north of GPA, adding that the committee is working with Enoch City and developer to create a proposed connecting road. The metal building has been ordered and should be delivered in October.</p> <p>During the Director's Report, Ada also pointed out that there are two large pending projects still to be done, the lighting upgrade and the roof.</p>	
Audit Committee Report	Paul Dail	<p>Paul gave an overview of the SPED fiscal monitoring audit that took place last spring covering FY22-24. Policies and procedures, time and effort forms, payroll, general ledgers, and licensing were all audited, and all reports came back without any findings. The monitor said that Gateway is a "model Charter in Utah."</p> <p>Ada said these are the types of audits that "put schools in the news" for lack of compliance, adding that she had never done an audit like this for SPED and was expecting to have at least some findings but was very relieved that no issues were reported.</p>	10 min
Finance Report Annual Program Report FY25	Jonada Munk	<p>Ada gave the Finance Report, which closed SY25. She said the year ended under budget. She added that the department's recent focus has been working on systems, better HR practices, archiving records, and digitizing processes.</p> <p>All reimbursements and grant draws have been processed. Some revenue streams were uncertain at the July meeting, but the hold on those streams has been released and all funding reimbursements the school requested have been received. As far as the afterschool program is concerned, 21st Century Grant has been reimbursed, and the math mentors and AmeriCorps instructors are still at the school.</p> <p>The architect for the expansion project has been paid in full, as well as a portion of engineering costs and metal building.</p> <p>Ada said she is also training a new BA for a startup charter in St. George as part of a grant through UAPCS.</p> <p><a href="#">FY25 Annual Program Report</a></p> <p>Ada also presented the annual program report, which represents all of the revenues the school receives and expenses in each program. The goal is to follow the plans and board rules and regulations that guide the spending on the programs and to end the year as close as possible to no carryovers. She said that the SPED program especially is supplemented by general dollars "within reason," which has been discussed with the</p>	10 min

		<p>board before and which Michael said he believes is a school and board priority.</p> <p><a href="#">Safe Schools Grant Report Link</a></p> <p>Per Roger Carter's request at the July board meeting, Ada created a report for the Safe Schools Grant expenditures; however, this report was not discussed at this meeting.</p>	
Open and Public Meeting Act Training	Brittany Jensen	<p><a href="#">Training Link</a></p> <p>Brittany reminded the board of annual training requirements for training on the Open and Public Meeting Act and said that once board members have completed the training, they should email Paul to let him know before the next meeting.</p>	5 min
<b>Action Items:</b>			
Expansion Financing Options	Ada/Dave	<p>Ada discussed issues with financing, mentioning two banks that didn't want to be in a second-lien position. Committee returned to the first-lien position company, Rural Community Assistant Corporation, but that company has experience capital constraint issues, and with federal staffing cuts and continuing issues at the first-lien company, GPA would be set back probably eight months.</p> <p>Board previously approved budget and financing option for the construction under the premise of 1,299 enrollment, hoping to get a loan for about \$3 million and finance the remainder using our reserves. With the additional OpenEd students, this means an additional influx of reserve funding.</p> <p>Other options the committee took were discussed. Ada said the hope was to fully finance the project slowly throughout the year using cash. Once the school decides to pay with cash, it closes the door on a loan.</p> <p>Brittany mentioned that it had previously been discussed that we would likely be able to pay off the loan amount anyway within a year or two because of the anticipated new enrollment, and if there are issues, we can change the plans and slow down completion of the project.</p> <p>Michael expressed gratitude to the committee for doing their due diligence in seeking other options and keeping the board apprised. Amy also expressed appreciation for the transparency.</p> <p>No action was taken on this item because the general consensus among board members was that they had previously empowered the administration to move forward within a budget for the project using at least a portion of the reserves, and because the probable net income for the year is expected to be considerably higher than originally projected when the budgeted amount was approved.</p>	
Bullying, Cyberbullying, Harassment, Hazing, and Retaliation Policy	Dave Armour	<p>Dave presented the policy with two minor additions as recommended by the state. Paul suggested a change for clarity regarding disciplinary actions and then made a motion to approve the Bully, Cyberbullying, Harassment, Hazing, and Retaliation Policy with that change. Amy seconded the motion, all were in favor, and the motion passed.</p>	
BCI Background Check Policy	Amy Gibson	<p>Amy Gibson presented the Background Check Policy, which also contained two new sections. Paul brought up the issue of a seeming contradiction in one of the new sections and suggested it be stricken.</p>	

		<p>Michael made a motion to approve the Background Check Policy with that change, Jessica seconded, all were in favor, and the motion passed.</p> <p>Before going into Executive Session, several staff members and board members wished Brittany well, as she will be stepping down from her position as board chair. Her contributions over the past seven years have been greatly appreciated and integral to the success of the school.</p> <p>Paul then made a motion to go into executive session for the reasons listed on the agenda, Jessica seconded the motion. Role call vote went as follows: Amy-yes, Diana-yes, Jessica-yes, Paul-yes, Michael-yes</p> <p>Ada, Amy Gibson, and Dave were invited to the closed session.</p>	
<p><b>Discussion:</b> Executive Session: In accordance with <a href="#">UCA 52-4-205</a> (for one or more of the following purposes): <i>to discuss the possible transfer of school property</i></p>			
<p><b>Action from closed session, if any:</b></p>		<p>The board returned from open session at 7:59 p.m. Paul made the motion to approve donating a portion of GPA's land to the west for a north-south road, contingent on Enoch City Council or developers assuming responsibility for development of the road. Jessica seconded the motion, all were in favor, and the motion passed.</p> <p>Paul made a motion to adjourn, Diana seconded. Roll call vote went as follows: Diana-yes, Jessica-yes, Paul-yes, Michael- yes. Meeting adjourned at 8:01 p.m.</p>	

Rules of Procedure:

- All meetings are open to the public, and the public is welcome to attend.
- The agenda of each upcoming meeting with draft minutes of the prior meeting will be made available to all council members at least 24 hours in advance, will be posted on the school website and made available in the main office. The agenda will include the date, time and location of the meeting. If School Land Trust is on the agenda, the agenda will be posted 1 week in advance.
- Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.
- The board will prepare a timeline for the school year that includes due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in. The timeline will assist in preparation of agendas to be sure the council accomplishes their work in a timely manner.
- The council consists of the governing board of Gateway Preparatory Academy (Two Parent Majority or 5/7 parents) as well as the school director.
- The chair conducts the meetings, makes assignments and requests reports on assignments. In

the absence of the chair the vice-chair shall conduct meetings.

- The board must have a quorum to vote. A quorum is equal to a majority of board members.
- The board completes a Conflict-of-Interest form annually and the board will follow the conflict of interest policy.
- Meetings shall be conducted, and action taken according to very simplified rules of parliamentary procedure as required in 53G-7-1203(10). Council actions will be taken by motions and voting with votes and motions recorded in the minutes.

Public Comment Procedures:

- Comments are limited to 3 min per individual,
- Personnel matters cannot be addressed during public comment,
- All public comment materials should be shared with the board of directors at least 24 hours in advance,
- The preferred communication method with the board is email: [board@gpacharter.org](mailto:board@gpacharter.org), and
- No board action can be taken on topics addressed during public comment and that are not listed as an action item on the meeting agenda.

## *Director's Report September 25th, 2025*

### Enrollment Data

Grade	K	1	2	3	4	5	6	7	8	Total
August	64	68	56	61	66	60	63	53	49	540
September	64	68	55	63	64	62	60	52	50	538
Change	+0	+0	-1	+2	-2	+2	-3	-1	+1	-2
On-site students:		<b>538</b>								
August	808	276	197	200	189	180	157	125	40	2172
September	641	212	145	151	139	135	115	89	37	1664
Change	-167	-58	-52	-49	-50	-45	-42	-36	-3	-502
Distance Ed		<b>1664</b>								
Total Students		<b>2202</b>								

### Upcoming Events

- 9-26-25 Middle School Team Building
- 9-30-25 Vision Screening
- 10-2-25 Shakespeare Competition
- 10-2-25 School Custodian Day
- 10-6-25 Staff Meeting (Email)
- 10-7-25 Wattsmart Assembly 4th
- 10-9-25 Roaring Raptor Middle
- 10-9-25 Museum on the Move 4/5
- 10-9-25 2/3 Farm Trip
- 10-30-25 Fall Carnival
- 10-31-25 International Day

### Items & Updates

- October Board Meeting
- Online Board Meetings (January, April, June, November)

*Gateway Preparatory Academy provides Iron County K - 8 students an education that focuses on individual skills, abilities and needs. Our strengths include our child centered approach - the use of the Montessori method - as well as the arts and special education. Established in 2008, we provide an individualized experience focused on student growth while preparing students to be productive members of the community.*

- Great Start Continues
- Staffing

#### **Facilities Projects**

- Roof
- 

#### **Community & Committees**

- Expansion Committee

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# Finance & Accounting Report

Summary, Notes & Action Items

**Prepared by:** Jonada Munk, Business Administrator

**Month Ending:** 7/31/2025

## Summary

The month of July is focused on preparation for the next school year and involves activities like: a lot of order processing, audit prep, and finalizing the year that just ended, onboarding new hires, preparing new hire training, updating new hire forms, and finishing up all of the State reimbursements that are tied to just closed FY25 year-end. Enrollment at the start of the school year is higher than anticipated, yet still fluctuating drastically due to our distance education numbers.

## Notes

### Reporting

- |  |                               |
|--|-------------------------------|
| ✓ Budget submission to Utah State Board of Education | ✓ Quarterly payroll reporting |
| ✓ Budget submission to SAO                           | ✓                             |
| ✓ Quarterly transparency report                      |                               |

### Balance Sheet

▶

### Income Statement

- |  |   |
|--|---|
| ▶ Line 13: Received > \$4,000 Ross donation.   | ▶ Line 192: Start of the year class ordering.   |
| ▶ Line 21: All state revenue is being funded on a project enrollment of 1,299 students. Received one time payment in Land Trust funding. | ▶ Line 200: Paid the sidewalk repairs via Safety grant.   |
| ▶ Line 57: Received reimbursements for the Safety grant, Fiscal software grant, and mental health funding.                               | ▶ Line 205: Purchased many tech related items: new staff computers and new MS lab computers.              |
| ▶ Line 71: Received reimbursements for the IDEA and Title II, stronger connections, and Title III funding.                               | ▶ Lunch program funding is a month behind so for July we do not receive and lunch related reimbursements. |
| ▶ Line 102: Total salaries are lower due to school not in session.   |   |

## Action Items

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**Gateway Preparatory Academy**  
**Income Statement- Board Report**  
**1 Regular School - 07/01/2025 to 07/31/2025**  
**8.33% of the fiscal year has expired**

	<u>May 2025</u>	<u>June 2025</u>	<u>July 2025</u>	<u>FY26 Actual YTD</u>	<u>FY26 Approved Budget</u>	<u>% YTD Actual to Budget</u>
<b>Net Income (Loss)</b>						
<b>Revenue</b>						
<b>002 Local Revenue</b>						
005 Interest Income	28,425.85	27,016.90	29,213.65	29,213.65	150,000.00	19.48%
009 Activities-Other School Programs Sal	136.20	-	-	-	9,500.00	-
011 Student Fees	1,510.00	-	-	-	4,620.00	-
013 Local Donations and Other Contributi	1,732.49	4,351.01	-	-	6,000.00	-
016 Income- Sales & Rentals	2,320.00	45.00	-	-	10,000.00	-
017 Other Local Income	1,144.73	4,604.22	20.00	20.00	2,400.00	0.83%
<b>Total 002 Local Revenue</b>	<b>35,269.27</b>	<b>36,017.13</b>	<b>29,233.65</b>	<b>29,233.65</b>	<b>182,520.00</b>	<b>16.02%</b>

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<b>021 State Revenue</b>						
022 Regular School Programs K-12	249,621.26	249,621.26	457,847.40	457,847.40	5,494,168.81	8.33%
023 Professional Staff	19,963.44	19,963.45	-	-	-	-
024 Flexible Allocation	7,218.28	7,305.74	53,287.26	53,287.26	490,062.15	10.87%
025 Educator Salary Adjustment	35,462.28	35,462.27	41,309.94	41,309.94	495,719.00	8.33%
026 Class Size Reduction K-8	25,654.23	25,654.23	47,131.20	47,131.20	565,574.46	8.33%
028 Charter- Local Replacement	203,719.08	203,719.09	392,731.00	392,731.00	4,789,751.76	8.20%
029 Special Ed - Add-on	47,805.27	47,805.27	99,396.48	99,396.48	800,000.00	12.42%
030 Special Ed - Self-Contained	7,887.38	7,887.39	2,485.52	2,485.52	29,826.00	8.33%
031 Special Ed - Extended/State	1,346.24	6,420.26	(3,533.03)	(3,533.03)	22,094.57	-15.99%
032 Career and Tech Education	491.92	491.91	-	-	-	-
033 Gifted and Talented Learning	579.10	579.09	-	-	6,980.00	-
034 Enhancement for At-Risk	21,066.56	21,066.56	21,910.35	21,910.35	262,924.00	8.33%
036 Reading Improvement Program K-3	-	16,498.86	2,385.95	2,385.95	28,631.35	8.33%
038 Beverly Taylor Sorenson Arts	3,000.00	3,000.00	-	-	36,000.00	-
040 School LAND Trust Program	-	-	114,360.82	114,360.82	114,360.82	100.00%
046 Teachers Materials & Supplies	-	-	-	-	58,995.00	-
047 Other State Revenue	16,069.49	66,220.00	(25,466.40)	(25,466.40)	312,466.27	-8.15%
048 Charter School Start-up	3,000.00	-	-	-	-	-
057 Inter-Generational Poverty	439.11	440,719.41	-	-	1,104,298.00	-
<b>Total 021 State Revenue</b>	<b>643,323.64</b>	<b>1,152,414.79</b>	<b>1,203,846.49</b>	<b>1,203,846.49</b>	<b>14,611,852.19</b>	<b>8.24%</b>

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<b>071 Federal Revenue</b>						
072 IDEA B- Disabled	-	138,231.03	(4,238.82)	(4,238.82)	152,713.00	-2.78%
079 Title I Disadvantaged	12,424.93	-	-	-	140,247.00	-
080 Title II Teacher Improvement	-	67,673.83	(2,278.94)	(2,278.94)	18,883.00	-12.07%
081 Other Federal Revenue	-	-	-	-	17,600.00	-
<b>Total 071 Federal Revenue</b>	<b>12,424.93</b>	<b>205,904.86</b>	<b>(6,517.76)</b>	<b>(6,517.76)</b>	<b>329,443.00</b>	<b>-1.98%</b>
<b>091 Other Revenue</b>						
093 Proceeds from Loan Agreements	-	-	-	-	3,500,000.00	-
094 Proceeds from Capital Leases	-	-	-	-	1,912,155.00	-
<b>Total 091 Other Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,412,155.00</b>	<b>-</b>
<b>Total Revenue</b>	<b>691,017.84</b>	<b>1,394,336.78</b>	<b>1,226,562.38</b>	<b>1,226,562.38</b>	<b>20,535,970.19</b>	<b>5.97%</b>

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<b>Expense</b>						
<b>102 Salaries 100</b>						
103 Wages - Principals & Directors	24,307.27	19,322.65	14,022.50	14,022.50	363,858.00	3.85%
104 Wages - Instructional Support	24,107.40	2,854.21	15,968.09	15,968.09	229,250.00	6.97%
105 Wages - Teachers	224,462.04	10,358.41	181.81	181.81	2,424,443.00	0.01%
106 Wages - Teachers-Special Ed	27,826.91	9,751.36	535.21	535.21	417,534.00	0.13%
107 Wages - Substitute Teacher	5,590.34	-	-	-	46,800.00	-
108 Wages - Student Support Services	18,461.36	-	-	-	260,503.00	-
109 Wages - Admin Support Staff	31,874.86	24,551.51	30,601.40	30,601.40	392,888.00	7.79%
110 Wages - Aides & Parapro	46,147.19	2,966.98	2,027.40	2,027.40	671,376.00	0.30%
111 Wages - SpEd Aide & Parapro	37,041.40	1,661.81	3,448.55	3,448.55	570,657.00	0.60%
112 Wages - Bus Drivers	9,378.20	1,016.49	486.92	486.92	115,123.00	0.42%
113 Wages - Maintenance & Ops	7,105.91	6,880.85	8,766.68	8,766.68	123,480.00	7.10%
114 Wages - Computer & Tech	4,025.00	4,025.00	4,468.08	4,468.08	53,215.00	8.40%
<b>Total 102 Salaries 100</b>	<b>460,327.88</b>	<b>83,389.27</b>	<b>80,506.64</b>	<b>80,506.64</b>	<b>5,669,127.00</b>	<b>1.42%</b>
<b>121 Benefits 200</b>						
122 Retirement Programs	18,693.32	29,581.80	4,694.94	4,694.94	339,998.00	1.38%
123 Social Security & Medicare Tax	30,262.59	35,069.99	5,447.34	5,447.34	423,206.00	1.29%
124 Health Benefits	44,384.40	73,887.17	65,670.89	65,670.89	653,252.00	10.05%
125 Workers Comp	844.55	762.07	844.55	844.55	30,757.00	2.75%
126 Unemployment Insurance	738.49	840.86	77.62	77.62	12,601.00	0.62%
127 Other Employee Benefits	480.00	480.00	520.00	520.00	9,000.00	5.78%
<b>Total 121 Benefits 200</b>	<b>(95,403.35)</b>	<b>(140,621.89)</b>	<b>(77,255.34)</b>	<b>(77,255.34)</b>	<b>(1,468,814.00)</b>	<b>5.26%</b>

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<b>131 Purchased Prof &amp; Tech Services 30</b>						
133 Instructional Services	69,280.02	14,799.70	11,487.89	11,487.89	3,726,765.00	0.31%
134 Employee Training & Development	13,665.39	2,397.00	44,727.74	44,727.74	78,108.00	57.26%
135 Education Support Services	5,241.25	4,000.00	-	-	61,100.00	-
138 Legal and Accounting	-	-	-	-	25,000.00	-
139 Other Purchased Services	169,854.71	4,399.74	416.96	416.96	28,875.00	1.44%
<b>Total 131 Purchased Prof &amp; Tech Servic</b>	<b>258,041.37</b>	<b>25,596.44</b>	<b>56,632.59</b>	<b>56,632.59</b>	<b>3,919,848.00</b>	<b>1.44%</b>
<b>151 Purchased Property Services 400</b>						
152 Utilities Expenses	955.57	942.21	664.08	664.08	11,600.00	5.72%
153 Repair & Maint- Comp & Tech	256.67	256.67	256.67	256.67	7,000.00	3.67%
154 Repair & Maint- Facilities & Custodial	4,025.00	259.85	1,256.90	1,256.90	6,502,985.38	0.02%
155 Repair & Maintenance- Transportatio	-	-	1,920.29	1,920.29	15,000.00	12.80%
157 Lease- Rent Expense	130.00	215.19	957.72	957.72	10,000.00	9.58%
<b>Total 151 Purchased Property Services</b>	<b>5,367.24</b>	<b>1,673.92</b>	<b>5,055.66</b>	<b>5,055.66</b>	<b>6,546,585.38</b>	<b>0.08%</b>
<b>171 Other Purchased Services 500</b>						
173 Insurance Expense	-	-	-	-	29,200.00	-
174 Telephone & Internet	367.81	367.81	2,773.14	2,773.14	4,600.00	60.29%
175 Other Communication Expense	140.00	140.00	140.00	140.00	1,900.00	7.37%
176 Postage & Mailing Expense	458.52	20.99	20.99	20.99	2,500.00	0.84%
178 Copy and Print Services	-	-	360.09	360.09	7,600.00	4.74%
179 Advertising- Administration	29.91	31.52	28.88	28.88	5,000.00	0.58%
180 Travel- Staff Travel & Mileage	846.09	797.24	455.45	455.45	21,960.00	2.07%
181 Travel- Field Trips	6,967.80	(1,720.00)	-	-	46,775.00	-
<b>Total 171 Other Purchased Services 500</b>	<b>8,810.13</b>	<b>(362.44)</b>	<b>3,778.55</b>	<b>3,778.55</b>	<b>119,535.00</b>	<b>3.16%</b>

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<b>191 Supplies 600</b>						
192 Classroom	5,268.86	(3,064.58)	26,360.47	26,360.47	84,500.00	31.20%
193 Employee Motivation	917.97	-	662.47	662.47	15,000.00	4.42%
194 Employee Training Supplies	-	102.59	-	-	500.00	-
195 Special Ed	41.77	-	3,863.49	3,863.49	8,276.00	46.68%
196 Administration Supplies	1,801.90	(149.27)	3,582.51	3,582.51	7,500.00	47.77%
197 Board Supplies	-	-	868.78	868.78	3,000.00	28.96%
200 Maintenance & Custodial Supplies	3,490.63	2,359.28	29,652.70	29,652.70	1,075,000.00	2.76%
201 Transportation	287.21	677.87	68.74	68.74	8,500.00	0.81%
202 Energy- Electricity & Natural Gas	3,339.79	3,373.80	3,232.56	3,232.56	60,000.00	5.39%
203 Textbooks & Instructional Software	162.50	192.09	31,730.15	31,730.15	72,915.00	43.52%
204 Library Books & Supplies	117.34	-	184.96	184.96	3,000.00	6.17%
205 Computer & Tech	504.17	112.41	81,114.47	81,114.47	135,730.92	59.76%
206 Motor Fuel & Oil	1,322.29	1,624.97	-	-	20,000.00	-
207 Parent Committee	341.24	-	-	-	5,500.00	-
208 Student Programs	890.31	-	-	-	10,450.00	-
209 Student Motivation	850.71	-	-	-	8,780.00	-
210 Fund Raising	3,000.00	-	-	-	-	-
<b>Total 191 Supplies 600</b>	<b>22,336.69</b>	<b>5,229.16</b>	<b>181,321.30</b>	<b>181,321.30</b>	<b>1,518,651.92</b>	<b>11.94%</b>
<b>221 Property (Equipment) 700</b>						
222 Land & Site Improvement	-	-	-	-	275,000.00	-
226 Equipment-Tech Hardware/Software	-	-	-	-	20,000.00	-
227 Equipment- Facilities	-	-	-	-	50,000.00	-
<b>Total 221 Property (Equipment) 700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>345,000.00</b>	<b>-</b>

**Gateway Preparatory Academy**  
**Income Statement- Board Report**  
**1 Regular School - 07/01/2025 to 07/31/2025**  
**8.33% of the fiscal year has expired**

	<b>May 2025</b>	<b>June 2025</b>	<b>July 2025</b>	<b>FY26 Actual YTD</b>	<b>FY26 Approved Budget</b>	<b>% YTD Actual to Budget</b>
<b>241 Other Objects 800</b>						
242 Dues and Fees	-	-	385.00	385.00	22,500.00	1.71%
243 Interest Paid- Loans	28,542.06	28,457.93	28,373.44	28,373.44	334,798.95	8.47%
244 Principal Paid- Loans	19,796.79	19,880.92	19,965.41	19,965.41	525,267.25	3.80%
245 Other Debt Service Fees	-	(17,638.40)	-	-	-	-
246 Contributions pass through	-	-	-	-	1,300.00	-
<b>Total 241 Other Objects 800</b>	<b>48,338.85</b>	<b>30,700.45</b>	<b>48,723.85</b>	<b>48,723.85</b>	<b>883,866.20</b>	<b>5.51%</b>
<b>Total Expense</b>	<b>(898,625.51)</b>	<b>(286,848.69)</b>	<b>(453,273.93)</b>	<b>(453,273.93)</b>	<b>(20,471,427.50)</b>	<b>2.21%</b>
<b>Total Net Income (Loss)</b>	<b>(207,607.67)</b>	<b>1,107,488.09</b>	<b>773,288.45</b>	<b>773,288.45</b>	<b>64,542.69</b>	<b>1,198.10%</b>

**Gateway Preparatory Academy**  
**Income Statement- Board Report**  
**4 Food Service Program - 07/01/2025 to 07/31/2025**  
**8.33% of the fiscal year has expired**

	<u>May 2025</u>	<u>June 2025</u>	<u>July 2025</u>	<u>FY26 Actual YTD</u>	<u>FY26 Approved Budget</u>	<u>% YTD Actual to Budget</u>
<b>Net Income (Loss)</b>						
<b>Revenue</b>						
<b>002 Local Revenue</b>						
006 Student Lunch Fee	(660.55)	227.75	150.00	150.00	25,000.00	0.60%
007 Adult Lunch Fee	(212.46)	-	-	-	2,000.00	-
008 Other Food Service Income	365.46	-	-	-	1,000.00	-
013 Local Donations and Other Contributi	300.00	-	-	-	50.00	-
<b>Total 002 Local Revenue</b>	<b>(207.55)</b>	<b>227.75</b>	<b>150.00</b>	<b>150.00</b>	<b>28,050.00</b>	<b>0.53%</b>



**Gateway Preparatory Academy**  
**Income Statement- Board Report**  
**4 Food Service Program - 07/01/2025 to 07/31/2025**  
**8.33% of the fiscal year has expired**

	<u>May 2025</u>	<u>June 2025</u>	<u>July 2025</u>	<u>FY26 Actual YTD</u>	<u>FY26 Approved Budget</u>	<u>% YTD Actual to Budget</u>
<b>021 State Revenue</b>						
042 Lunch-State Liquor Tax	4,734.00	25,935.64	-	-	70,000.00	-
<b>Total 021 State Revenue</b>	<b>4,734.00</b>	<b>25,935.64</b>	<b>-</b>	<b>-</b>	<b>70,000.00</b>	<b>-</b>

**Gateway Preparatory Academy**  
**Income Statement- Board Report**  
**4 Food Service Program - 07/01/2025 to 07/31/2025**  
**8.33% of the fiscal year has expired**

	<b>May 2025</b>	<b>June 2025</b>	<b>July 2025</b>	<b>FY26 Actual YTD</b>	<b>FY26 Approved Budget</b>	<b>% YTD Actual to Budget</b>
<b>071 Federal Revenue</b>						
074 National School Lunch Program	3,345.36	3,404.72	-	-	36,000.00	-
075 Free & Reduced Lunch	17,274.85	17,426.87	-	-	200,000.00	-
077 Breakfast Reimbursement	8,826.15	9,126.30	-	-	95,000.00	-
081 Other Federal Revenue	39,012.29	-	-	-	25,000.00	-
<b>Total 071 Federal Revenue</b>	<b>68,458.65</b>	<b>29,957.89</b>	<b>-</b>	<b>-</b>	<b>356,000.00</b>	<b>-</b>
<b>Total Revenue</b>	<b>72,985.10</b>	<b>56,121.28</b>	<b>150.00</b>	<b>150.00</b>	<b>454,050.00</b>	<b>0.03%</b>

**Gateway Preparatory Academy**  
**Income Statement- Board Report**  
**4 Food Service Program - 07/01/2025 to 07/31/2025**  
**8.33% of the fiscal year has expired**

	May 2025	June 2025	July 2025	FY26 Actual YTD	FY26 Approved Budget	% YTD Actual to Budget
<b>Expense</b>						
<b>102 Salaries 100</b>						
115 Wages - Food Services	17,170.83	6,351.79	6,738.15	6,738.15	202,049.00	3.33%
<b>Total 102 Salaries 100</b>	<b>17,170.83</b>	<b>6,351.79</b>	<b>6,738.15</b>	<b>6,738.15</b>	<b>202,049.00</b>	<b>3.33%</b>
<b>121 Benefits 200</b>						
122 Retirement Programs	453.13	405.48	431.62	431.62	6,326.00	6.82%
123 Social Security & Medicare Tax	1,311.21	483.53	513.08	513.08	15,190.00	3.38%
124 Health Benefits	153.24	597.18	153.24	153.24	4,113.00	3.73%
125 Workers Comp	-	82.48	-	-	725.00	-
126 Unemployment Insurance	34.27	12.64	13.42	13.42	530.00	2.53%
<b>Total 121 Benefits 200</b>	<b>1,951.85</b>	<b>1,581.31</b>	<b>1,111.36</b>	<b>1,111.36</b>	<b>26,884.00</b>	<b>4.13%</b>

**Gateway Preparatory Academy**  
**Income Statement- Board Report**  
**4 Food Service Program - 07/01/2025 to 07/31/2025**  
**8.33% of the fiscal year has expired**

	May 2025	June 2025	July 2025	FY26 Actual YTD	FY26 Approved Budget	% YTD Actual to Budget
<b>131 Purchased Prof &amp; Tech Services 30</b>						
139 Other Purchased Services	1,177.00	-	-	-	6,500.00	-
<b>Total 131 Purchased Prof &amp; Tech Servic</b>	<b>1,177.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,500.00</b>	<b>-</b>
<b>151 Purchased Property Services 400</b>						
154 Repair & Maint- Facilities & Custodial	-	121.89	-	-	6,500.00	-
157 Lease- Rent Expense	89.95	89.95	179.90	179.90	1,500.00	11.99%
<b>Total 151 Purchased Property Services</b>	<b>89.95</b>	<b>211.84</b>	<b>179.90</b>	<b>179.90</b>	<b>8,000.00</b>	<b>2.25%</b>
<b>171 Other Purchased Services 500</b>						
174 Telephone & Internet	14.45	14.45	14.34	14.34	180.00	7.97%
180 Travel- Staff Travel & Mileage	1,016.15	806.88	(71.53)	(71.53)	1,000.00	-7.15%
<b>Total 171 Other Purchased Services 500</b>	<b>1,030.60</b>	<b>821.33</b>	<b>(57.19)</b>	<b>(57.19)</b>	<b>1,180.00</b>	<b>-4.85%</b>

**Gateway Preparatory Academy**  
**Income Statement- Board Report**  
**4 Food Service Program - 07/01/2025 to 07/31/2025**  
**8.33% of the fiscal year has expired**

	May 2025	June 2025	July 2025	FY26 Actual YTD	FY26 Approved Budget	% YTD Actual to Budget
<b>191 Supplies 600</b>						
199 Food and Supplies	55,768.42	2,952.31	8,533.55	8,533.55	272,770.00	3.13%
205 Computer & Tech	-	-	580.00	580.00	1,210.00	47.93%
<b>Total 191 Supplies 600</b>	<b>55,768.42</b>	<b>2,952.31</b>	<b>9,113.55</b>	<b>9,113.55</b>	<b>273,980.00</b>	<b>3.33%</b>
<b>Total Expense</b>	<b>77,188.65</b>	<b>11,918.58</b>	<b>17,085.77</b>	<b>17,085.77</b>	<b>518,593.00</b>	<b>3.29%</b>
<b>Total Net Income (Loss)</b>	<b>(4,203.55)</b>	<b>44,202.70</b>	<b>(16,935.77)</b>	<b>(16,935.77)</b>	<b>(64,543.00)</b>	<b>26.24%</b>

**Gateway Preparatory Academy**  
**Balance Sheet- Board Report**  
**07/01/2025 to 07/31/2025**

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<b>Assets</b>	
<b>Cash</b>	
<b>Operating cash</b>	
Regular Checking	8,974,251
Lunch Account	246,631
PTIF Unrestricted	21,767
<b>Total Operating cash</b>	<u><b>9,242,649</b></u>
<b>Restricted cash</b>	
Interest Payment & Savings	2
PTIF-USDA Restricted	174,216
<b>Total Restricted cash</b>	<u><b>174,218</b></u>
<b>Total Cash</b>	<u><b>9,416,867</b></u>
<b>Accounts receivable</b>	
Local	8,243
State	0
Sales tax receivable	919
<b>Total Accounts receivable</b>	<u><b>9,162</b></u>
<b>Prepaid and other assets</b>	
Prepaid expense	4,701
Deposits	3,000
<b>Total Prepaid and other assets</b>	<u><b>7,701</b></u>
<b>Total Assets</b>	<u><b>9,433,730</b></u>

**Gateway Preparatory Academy**  
**Balance Sheet- Board Report**  
**07/01/2025 to 07/31/2025**

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<b>Liabilities and fund balance</b>	
<b>Liabilities</b>	
<b>Accounts payable</b>	
Accounts payable	96,049
Payroll and benefits payable	371,817
P-Card liabilities	27,649
<b>Total Accounts payable</b>	<b><u>495,516</u></b>
<b>Other current liabilities</b>	
Accrued salaries and wages	0
<b>Total Other current liabilities</b>	<b><u>0</u></b>
<b>Total Liabilities</b>	<b><u>495,515</u></b>
<b>Fund balance</b>	
Unrestricted fund balance-beginning	8,181,862
Net income	756,353
<b>Total Fund balance</b>	<b><u>8,938,215</u></b>
<b>Total Liabilities and fund balance</b>	<b><u>9,433,730</u></b>

## Third-Party Provider's Asset Policy

1. Purpose
  - 1.1. This policy establishes guidelines for third-party providers regarding the use, protection, and management of Gateway Preparatory Academy's assets, including but not limited to student data, technology resources, intellectual property, and physical assets, in compliance with Utah Administrative Code [R277-417-3](#).
  - 1.2. This policy is intended to complement the existing Data Privacy Agreement (DPA) between Gateway Preparatory Academy and the third-party provider. The DPA outlines the legal responsibilities regarding the collection, storage, use, sharing, and destruction of student data and other sensitive information. By complying with the DPA, third-party providers are also upholding the data protection and accountability measures set forth in this asset policy.
2. Scope
  - 2.1. This policy applies to all third-party providers, contractors, vendors, and service providers that handle, store, process, or have access to Gateway Preparatory Academy's assets.
3. Definitions
  - 3.1. Third-Party Provider: Any external organization or individual contracted to provide services to the academy.
  - 3.2. Assets: Includes student data, software, hardware, intellectual property, physical equipment, financial information, and any resources provided by the academy.
  - 3.3. Student Data: Any personally identifiable information (PII) or academic records covered under FERPA and Utah State Board of Education (USBE) data governance policies.
4. Asset Management and Data Protection
  - 4.1. Data Privacy and Security
    - 4.1.1. Third-party providers must:
      - 4.1.1.1. Comply with FERPA, R277-417, and all applicable state and federal laws governing student data.
      - 4.1.1.2. Implement security measures, including encryption, access controls, and secure storage, to protect student and academy data.
      - 4.1.1.3. Report any data breaches or unauthorized disclosures to the academy within 24 hours of detection.
      - 4.1.1.4. Restrict access to student data only to authorized personnel who require it to fulfill contract obligations.
  - 4.2. Technology and Digital Resources
    - 4.2.1. Use academy-provided technology assets solely for contracted services.
    - 4.2.2. Ensure software and applications are approved by Gateway and meet data security standards.



- 4.2.3. Maintain up-to-date security patches and software updates on systems handling academy data.
    - 4.2.4. Dispose of or return academy technology assets in a secure manner upon contract termination.
  - 4.3. Physical Asset Management
    - 4.3.1. Any physical assets (e.g., laptops, projectors, documents) provided to third parties must be logged, inventoried, and secured.
    - 4.3.2. Unauthorized duplication, modification, or transfer of academy-owned assets is strictly prohibited.
    - 4.3.3. Assets must be returned in good condition at the conclusion of the contract, unless otherwise specified.
  - 4.4. Incentives & Disbursements
    - 4.4.1. Third-party providers and all contracted individuals/entities must comply with Utah State Board of Education Rule R277-417. They shall not use public funds to offer incentives, disbursements, or referral bonuses to students, parents, or guardians as a condition of enrollment or program participation.
    - 4.4.2. Furthermore, any equipment or materials provided under such contracts that are property of Gateway must remain the property of the Local Education Agency (LEA) and be governed by the LEA's asset policies.
- 5. Compliance and Auditing
  - 5.1. Gateway Preparatory Academy reserves the right to audit third-party compliance with this policy.
  - 5.2. Any violations may result in contract termination, legal action, or penalties as per state and federal regulations.
  - 5.3. Third-party providers must provide documentation or reports upon request to verify compliance with R277-417-3 requirements.
  - 5.4. Integration with Data Privacy Agreement (DPA):
    - 5.4.1. All obligations outlined in this policy are supported by and enforceable under the terms of the Data Privacy Agreement (DPA) executed between Gateway Preparatory Academy and the provider. The DPA establishes binding legal responsibility for the protection, use, and disposal of student data and other digital assets. It also ensures compliance with R277-417-3 by prohibiting unauthorized disbursements or incentives and requiring that all purchased equipment or digital materials remain the property of the LEA.
- 6. Incident Response and Accountability
  - 6.1. Any security incidents, data breaches, or misuse of assets must be reported immediately to the academy's administration.
  - 6.2. Third-party providers may be held financially and legally accountable for any negligence, data leaks, or damages incurred due to non-compliance.

## Student Discipline Policy

The Board recognizes that student discipline is essential to further the educational process and provide an environment conducive to learning. The Board authorizes the Administration to take appropriate action to maintain order among students and staff, and to protect school property. Acts of violence, use or possession of a weapon or facsimile, criminal behavior, and gang activity in or about school property, or activities shall be dealt with in accordance with Gateway Preparatory Academy policy and the law. This policy incorporates all relevant provisions of: Utah Code [§53G-8-210](#) and [§53E-7-207\(5\)](#), Utah Admin. [Code R277-750](#) (including IEP safeguards and child find), [Section 504 of the Rehabilitation Act](#), [Title IX](#), and the [Americans with Disabilities Act](#) (ADA).

Discipline decisions involving students with disabilities shall comply with the Individuals with Disabilities Education Act (IDEA). No disciplinary placement changes shall be made without convening an IEP team, except as required by law in instances of weapons, drugs, or serious bodily injury.

~~The Administration shall take appropriate disciplinary action when students engage in activities that disrupt the educational environment, threaten or harm persons or property, or disrupt school activities. This policy shall be administered according to the following guidelines.~~

Gateway Preparatory Academy shall ensure that the development and periodic review of this policy involves administration, instructional, and support staff, students, parents, community council members, and other community stakeholders to foster participation, ownership, and accountability.

### 1. Student Code of Conduct

- 1.1. The school director shall develop a student code of conduct in cooperation with faculty, parents, and students. The school code of conduct shall be consistent with this policy and other school policies.
- 1.2. A copy of the school policies and student code of conduct, as amended each year, shall be distributed to students and/or parents prior to or during the first week of school each year. Students enrolling after the beginning of the school year shall be provided a copy of the school policies and student code of conduct at the time of registration. Teachers will be given a copy of the student code of conduct prior to the beginning of the school year.
- 1.3. Gateway will implement ongoing parental outreach through informational meetings, newsletters, and parent-teacher conferences to educate families about this policy and promote a positive, discrimination- and harassment-free school culture through family-staff collaboration.

### 2. Dangerous or Disruptive Conduct: The following conduct is defined as "dangerous or disruptive conduct" and is prohibited on school property and at, or while traveling to, school-sponsored activities.

- 2.1. Possessing (regardless of intent), using, selling or attempting to possess, use or

sell any firearm, weapon, knife, explosive device, noxious or flammable material, firework, chemical weapon, martial arts weapon or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.

- 2.2. Causing, or attempting, threatening, or conspiring to cause damage to personal or real property, or causing or attempting, threatening, or conspiring to cause harm to a person through:
  - 2.2.1. Possession or distribution of drugs, cigarettes, electronic cigarettes, or alcoholic beverages.
  - 2.2.2. Sexual harassment or fabrication of sexual harassment charges with malicious intent to defame character.
  - 2.2.3. Arson—the willful and malicious destruction of any part of a building or its contents or occupants by use of fire or explosives.
  - 2.2.4. Burglary—breaking, entering, or remaining in a structure without authorization during the hours when the premises are closed to students.
  - 2.2.5. Theft/Larceny/Stealing—the intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
  - 2.2.6. Criminal Mischief—willful or malicious injury or damage in excess of public property or to real or personal property belonging to another.
  - 2.2.7. Battery—the unlawful and intentional touching or striking of another person against his or her will.
  - 2.2.8. Assault—placing another person in fear or apprehension of a harmful or offensive touching, whether or not a touching is actually intended.
  - 2.2.9. Vandalism—willfully defacing, cutting, marring, injuring, damaging, or losing school or staff property. Official grade transcripts and diplomas may be withheld until the student or the student's parent(s)/guardian has paid for the damage or made appropriate restitution.
  - 2.2.10. Gang-related Activity—dangerous or disruptive activity, which may include but is not necessarily limited to the following:
    - 2.2.10.1. wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang;
    - 2.2.10.2. using a name which is associated with or attributable to a gang; or
    - 2.2.10.3. designating turf or an area for gang activities, occupation, or ownership.
  - 2.2.11. Bullying—aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

- 2.2.11.1. Physical bullying: hitting and/or punching
  - 2.2.11.2. Verbal bullying: teasing or name-calling
  - 2.2.11.3. Non-verbal or emotional bullying: intimidation through gestures, social exclusion, and relational aggression
  - 2.2.11.4. Cyber-bullying: sending insulting, threatening, or harassing messages by phone or computer, or electronic messaging
  - 2.2.11.5. All disciplinary procedures involving harassment, discrimination, or retaliation shall comply with Rule [R277-613](#). Gateway will ensure prompt investigations, support for affected students, and disciplinary or corrective actions when misconduct is substantiated.
- 2.3. Involvement in any activity that violates federal, state, or local law or regulation, disrupting normal school proceedings, or causing, or attempting, threatening, or conspiring to cause other students to violate federal, state, or local law or regulation or to disrupt school proceedings, or attempting, threatening, or conspiring to do any of these. These activities include, but are not limited to: extortion, forgery, lewdness, and distributing obscene or pornographic materials.
- 2.4. Students with prior knowledge of dangerous or disruptive behavior have the duty to report such behavior to the school administration. Students who fail to report such behavior are subject to appropriate disciplinary sanctions.

### 3. Due Process Procedures

- 3.1. Due process is an administrative procedure followed when a student's continued attendance is in question. Fairness and reasonableness must be maintained in all disciplinary actions.
- 3.1.1. The following disciplinary actions shall be taken in response to any serious violation which threatens or does harm to school property, to persons associated with the school, or their property, that involves the possession, control, use, or threatened use of a real or look-alike weapon, explosive, noxious or flammable material, with intent to intimidate another person or to disrupt normal school activities, regardless of where it occurs ([USC §53G-8-205\(1\)\(c\)](#))
- 3.1.1.1. Immediately suspend the student from school.
  - 3.1.1.2. As soon as possible following the incident, the school director or other administrator shall investigate and schedule a conference with the student and parent(s)/guardian.
  - 3.1.1.3. The parent(s)/guardian shall be notified of the student's right to a due process hearing which shall be conducted according to the procedures outlined in this policy.
  - 3.1.1.4. The school director shall prepare a report for the Governing

- Board, which will review each instance of such action.
- 3.1.2. The following actions will be taken for other violations of this policy:
    - 3.1.2.1. Immediately remove the student from the scene of the violation.
    - 3.1.2.2. As soon as possible following the incident, a school administrator shall investigate and document the charges and schedule a conference with the student involved. At this conference, the student may be suspended pending the informal parent conference.
    - 3.1.2.3. If the issue cannot be immediately resolved, a school administrator shall invite the parent(s)/guardian to an informal conference where information can be presented on behalf of the student.
      - 3.1.2.3.1. This informal conference shall take place at the first reasonable opportunity. In most instances, this conference should take place within three school days of the incident.
      - 3.1.2.3.2. At the informal conference, the charges shall be explained and supporting evidence reviewed.
    - 3.1.2.4. Following the informal conference, a school administrator shall take appropriate disciplinary action which may include, but is not limited to, one or more of the following.
    - 3.1.2.5. Where appropriate, students and their parents may be invited to participate in determining consequences for prohibited student behavior, consistent with due process rights and school procedures.
  - 3.1.3. The parent(s)/guardian shall be notified of the right to appeal the decision to the Governing Board.
  - 3.1.4. Prior to suspension or expulsion for repeated acts of willful disobedience, defiance of authority, or disruptive behavior that are not of such a violent or extreme nature that immediate removal is required, good faith efforts shall be made to implement a remedial discipline plan that would allow the student to remain in school (i.e., in-school suspension, parent or guardian attending classes, other alternatives)
  - 3.2. A police officer may be invited to a due process hearing or any other phase of the student disciplinary action whenever a school administrator deems it necessary for safety.
  - 3.3. The policy for student disciplinary action and due process shall apply to students with disabilities only to the extent permissible under the law.
    - 3.3.1. Students with disabilities are subject to expulsion for violations
    - 3.3.2. involving firearms, explosives, and flammable materials (real, look-alike, or pretend).
    - 3.3.3. b. Students with disabilities who are studying under an Individual

- Education Plan (IEP) may not be expelled or have their school placement changed without a hearing of the IEP committee, except for violations involving weapons, drugs, or serious bodily injury (consistent with the Individuals with Disabilities Education Act of 2004).
- 3.3.4. The designated administrator (e.g., School Director) shall issue notices of prohibited student behavior. These notices shall be documented, communicated to parents, and retained in the student's disciplinary file (ASPIRE, Panorama) in accordance with §53G-8-210. The school counselor shall be notified for follow-up services.
  - 3.3.5. Gateway shall perform a data-based review of the discipline policy's effectiveness annually, including incident rates, suspension data, intervention outcomes, and stakeholder feedback. Findings will inform necessary policy adjustments. In addition, the school shall consistently collect and review data on infractions, suspensions, expulsions, and discipline interventions. All required data shall be submitted to the Utah State Board of Education by June 30 of each year in compliance with R277-484.
  - 3.3.6. Gateway shall promote the SafeUT app for students and families to report concerns anonymously. Staff shall follow threat assessment protocols as described in Rule R277-400. Emergency safety interventions shall comply with Rule R277-608 and be documented with incident follow-up.

#### 4. Interventions

##### 4.1. Referral to:

- 4.1.1. anger management/self-discipline classes;
- 4.1.2. court/ law enforcement agency;
- 4.1.3. school guidance specialist; or
- 4.1.4. Division of Family Services, Child Protective Services or other agency.

##### 4.2. Emergency Safety Interventions (ESI)

###### 4.2.1. Prohibited Practices

- 4.2.1.1. Corporal punishment or physical punishment of any kind.
- 4.2.1.2. Prone or supine restraints (face-down or face-up).
- 4.2.1.3. Restraints that obstruct a student's airway or interfere with breathing or primary communication.
- 4.2.1.4. Mechanical or chemical restraints, except as prescribed for medical or safety purposes or as required by law.
- 4.2.1.5. Use of restraint or seclusion as punishment, coercion, retaliation, humiliation, or for staff convenience.

###### 4.2.2. Use of Physical Restraint

- 4.2.2.1. May be used only to protect a student or others from imminent

- physical harm, obtain a weapon or dangerous object, remove a violent student, or protect property when safety is at risk.
- 4.2.2.2. Must be the least restrictive intervention possible and ended immediately when danger has passed or the student is in distress.
- 4.2.2.3. Must not exceed 30 minutes or the limit specified in training, whichever is shorter.
- 4.2.2.4. Student must be continually observed by trained personnel.
- 4.2.3. Use of Seclusionary Time Out
  - 4.2.3.1. May be used only when a student presents an immediate danger and no safer intervention is available.
  - 4.2.3.2. The area must remain unlocked in accordance with fire and safety codes and be continuously monitored by trained staff.
  - 4.2.3.3. The duration may not exceed 30 minutes and should be as brief as possible.
  - 4.2.3.4. Release criteria shall be defined and applied consistently.
- 4.2.4. Parent Notification and Documentation
  - 4.2.4.1. Parents/guardians and administration shall be notified as soon as possible and before the student leaves school.
  - 4.2.4.2. If restraint or seclusion exceeds 15 minutes, parents and administration must be notified immediately.
  - 4.2.4.3. Each incident will be documented in the Student Information System within 48 hours, including: reason for intervention, type and duration of ESI, alternative strategies attempted, staff involved, and description of physical space if seclusion was used.
  - 4.2.4.4. Parents shall be informed of their right to request documentation and to meet with staff and administration to discuss the incident.
- 4.2.5. Post-Incident Review
  - 4.2.5.1. A debrief shall be held with involved staff as soon as practical.
  - 4.2.5.2. The student may participate in debriefing or restorative conferencing when appropriate.
  - 4.2.5.3. Counseling or additional supports will be offered if needed.
- 4.2.6. Training
  - 4.2.6.1. All employees who supervise students shall complete Foundational Behavior Support Training within two months of hire (30 days if working with students with disabilities) and biannually thereafter.
  - 4.2.6.2. Key identified employees shall complete Comprehensive ESI Training annually before being authorized to use ESI.
- 4.2.7. ESI Committee
  - 4.2.7.1. Gateway shall maintain an ESI Committee consisting of at least one administrator, one licensed professional with expertise in



behavior support, one parent of a currently enrolled student, and one licensed educator.

4.2.7.2. The committee shall review all incidents, monitor data trends, recommend professional learning, and ensure required reporting to the Utah State Board of Education.

## 5. **Sanctions** **Consequences**

- 5.1. behavior contract;
- 5.2. community or school service;
- 5.3. in-school suspension;
- 5.4. lunch/~~after-school detention; (parent or guardian shall be contacted prior to~~  
~~after-school detention for students in grades K-6)~~
- 5.5. restitution for damage/harm;
- 5.6. parent/guardian attending class with student (requires teacher permission).

## 6. **Removal**

- 6.1. short-term suspension less than or equal to 10 days
- 6.2. 1-2 day suspension: Makeup homework will be made available to students upon their return to school. Students will be given one week to complete the assignments and turn them in to the teacher.
- 6.3. A suspension of three to less than or equal to 10 days: parents can make arrangements for makeup work during the suspension period.
- 6.4. students serving a suspension from school are prohibited from being on school property and participating in school-sponsored activities.
- 6.5. In accordance with state law, the school director may suspend a student for up to 10 school days.

## 7. **Restorative Practices**

- 7.1. Restorative practices will be integrated into Gateway Preparatory Academy's response to student misconduct, especially when harm to individuals or the school community has occurred. The goal is to build empathy, repair harm, and restore relationships in a structured and supportive manner. These practices may include:
  - 7.1.1. Student reflection and restitution;
  - 7.1.2. Mediation between parties;
  - 7.1.3. Restorative conferencing involving students, staff, and families.

## 8. **Right of Appeal**

- 8.1. A record of all expelled students shall be maintained, and a notation of the expulsion shall be included on the individual student's grade transcript.
- 8.2. In accordance with state law, if a student is suspended or expelled from Gateway



Preparatory Academy for more than 10 school days, the parent(s)/guardian is responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of suspension or expulsion.

- 8.3. Costs for educational services that the school does not provide are the responsibility of the student's parent(s)/guardian.

**9. Appeals to the Governing Board**

- 9.1. The final determination may be appealed to the Governing Board.
- 9.2. A written appeal must be submitted to the Board Chair within 10 days of the day of suspension or expulsion.
- 9.3. The Board shall review the determination, the evidence presented, and the documents submitted by the student's family.
- 9.4. The Board may affirm the determination, amend the determination, or affirm the determination in part and amend in part.
- 9.5. The Board's written decision shall be issued within 21 working days of receipt of the student's written appeal.

**10. Prohibited Discipline:**

- 10.1. Corporal punishment
- 10.2. Physical punishment of any kind
- 10.3. Verbally abusive comments
- 10.4. Any demeaning punishment

**Board Reviewed and Approved:**

November 9, 2017

May 14, 2020

June 27, 2025

Sep 25, 2025