



Director's Report April 20, 2023

Enrollment Data

Grade	K	1	2	3	4	5	6	7	8	Total	
March		69	77	78	92	84	78	83	70	57	688
April		69	78	78	91	83	76	82	69	56	682
Enrollment Change		0	1	0	-1	-1	-2	-1	-1	-1	-6
Onsite students:	495 total (decreased by 5)										
Discovery Gateway:	49 total (decreased by 1)										
Distance Ed - other:	138 total (same as March)										

Upcoming Events

- 04.21.23 Inquiry Fair in Gym (9-10:30am)
- 04.24.23 2nd Grade Firehouse Field Trip (12:30-2:30pm)
- 04.27.23 Improv Performance (4-5pm)
- 05.04.23 Distance Ed. Parent - Gateway Connect (5-6pm)
- 05.05.23 Faculty Meeting
- 05.08-12.23 Teacher Appreciation Week
- 05.11.23 Discovery Festival (6-6:30pm)
- 05.18.23 Board Meeting
- 05.18-.23 K-3 Festival (2/3 @4pm, K/1 @5pm)
- 05.19.23 4/5 Festival (4:30-5:30pm)
- 05.19.23 Pops Concert
- 05.25.23 Last Day of School (Hot Dog BBQ Lunch)
- 05.26.23 EOY Breakfast & Teacher Checkouts

Items & Updates

- Met with Teachers 3.27-4.07
- Start meeting with Paraprofessionals next week
- PTC #'s (95%)
- Climate Survey Results

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.



-
- Cognia Accreditation Training
 - Director's Evaluation
 - School Safety
 - Attending Legislative Update @GWA on 4.26
 - Board Walk-Throughs in May
 - Sex Ed. and Maturation Assurances Committee
 - 4 day School Week

New Staffing

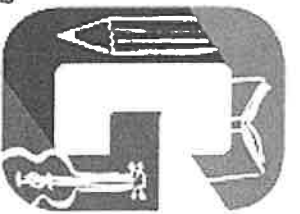
- Hired Charles Stevenson as new Custodian- he resigned
- Hired Cherish Smith to replace Charles
- Interviewed today for new Head Maintenance and Custodial position

Facilities Projects

- Playground Complete
- HVAC (6 units) installed
- Stairwell Tread- May 30-June 2
- Bus parking area - pending

Community & Committees

- VIC Meeting on March 29th.
- Distance Ed. Parent- Gateway Connect Night - PLEASE ATTEND!



CONNECT

Connecting resources to HOMESCHOOLERS

4H Extension
 Boys and Girls Club
 Cedar City Junior Ballet
 Cedar City Singers Company
 Civil Air Patrol
 Discovery Program
 Family Support Center
 Frontier Homestead
 Girl Scouts of Utah
 Harmony Education
 Iron Giants Mountain Bike Club

5/4/2023 5pm-6pm for a Distance Education Networking Event

JOIN US



Johnson Art center
 My Tech High
 Origins Family Fitness
 Red Peak Gym
 Southwest Education
 Academy
 Southwest Prevention
 Coalition
 Surf Soccer
 SUU STEAM Center
 SUU's Early College Online
 Thomas Jefferson Educatio

Gateway is hosting a night for homeschool parents and their learners with the hopes of bringing our community together.

Partners including Early College Online, Surf Soccer, Frontier Homestead State Park, Red Peak Gym, Family Support Center, and Iron County Prevention Coalition will be in attendance along with many others.

Ages K-12 are invited.

Hot dogs, chips, and drinks will be provided

Please RSVP to <https://forms.gle/KZWJmebIjueENrm76> to confirm your attendance

FIND YOUR WAY



www.gpacharter.org

Gateway Academy

435-867-5558



Balance Sheet % through the year: 50.00%

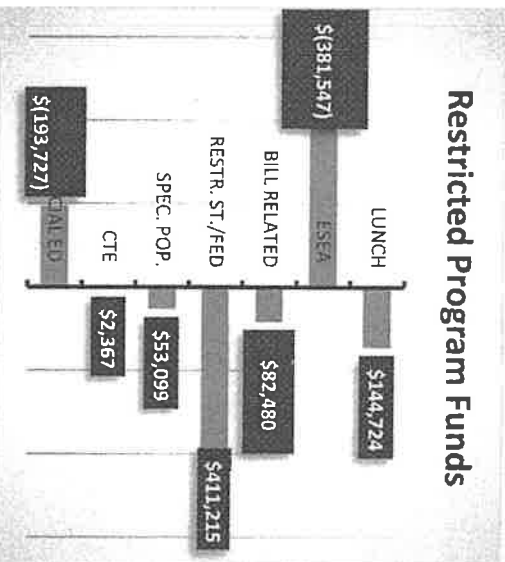
Assets	Prior Month	Current Month
Operating Cash (Unrestricted)	\$ 4,415,794	\$ 4,675,161
Restricted Cash	\$ 1,742,217	\$ 1,742,217
Accounts Receivable	\$ (44,804)	\$ (44,457)
Prepaid/Other Assets	\$ 19,399	\$ 19,824
Total Assets	\$ 4,564,606	\$ 4,824,745
Liabilities & Fund Balance		
Accounts Payable	\$ 32,515	\$ 37,162
Other Current Liabilities	\$ 237,533	\$ 711,832
Total Liabilities	\$ 270,048	\$ 748,994
Unrestricted Fund Balance	\$ 3,948,090	\$ 3,957,142
Restricted Fund Balance	\$ 346,469	\$ 118,610
Total Fund Balance	\$ 4,294,559	\$ 4,075,752
Total Liabilities & Fund Balance	\$ 4,564,607	\$ 4,824,746

Income Statement - Budget Report % through the year: 50.00%

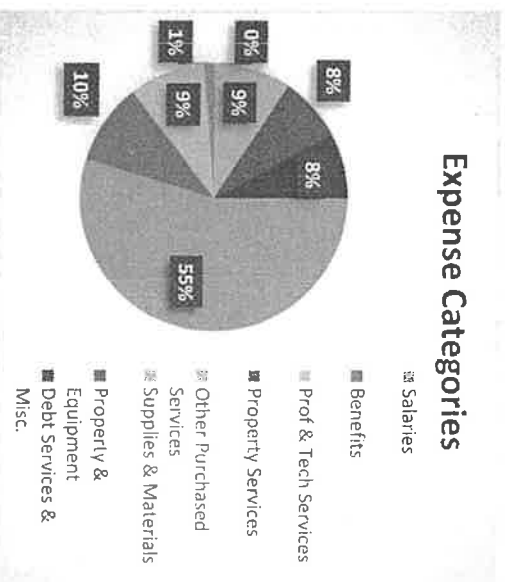
Revenue	YTD Actuals	Approved Budget	Current Month Budget	% of Budget
1000 Local	\$ 143,148	\$ 75,700	\$ 32,119	189.10%
3000 State	\$ 4,373,281	\$ 6,236,593	\$ 529,216	70.12%
4000 Federal	\$ 184,565	\$ 967,021	\$ 29,671	19.09%
5000 Other Financing Proceeds	\$ -	\$ -	\$ -	-
Total Revenue	\$ 4,700,994	\$ 7,279,314	\$ 591,006	52.45%
Expenses				
100 Salaries	\$ 2,727,843	\$ 4,009,213	\$ 408,757	68.04%
200 Benefits	\$ 493,690	\$ 827,859	\$ 97,275	59.63%
300 Prof & Tech Services	\$ 459,563	\$ 548,092	\$ 31,583	83.85%
400 Property Services	\$ 71,117	\$ 99,600	\$ 8,192	71.40%
500 Other Purchased Services	\$ 25,592	\$ 82,800	\$ 2,345	30.91%
600 Supplies & Materials	\$ 428,513	\$ 577,700	\$ 49,523	74.18%
700 Property & Equipment	\$ 392,112	\$ 375,000	\$ 158,926	104.56%
800 Debt Services & Misc.	\$ 394,171	\$ 592,867	\$ 48,339	66.49%
Total Expenses	\$ 4,992,601	\$ 7,113,131	\$ 804,940	70.19%
Net Income	\$ (291,607)	\$ 166,183	\$ (213,934)	

*These interim reports are reported on a modified accrual basis and intended for internal use only.

Restricted Program Funds



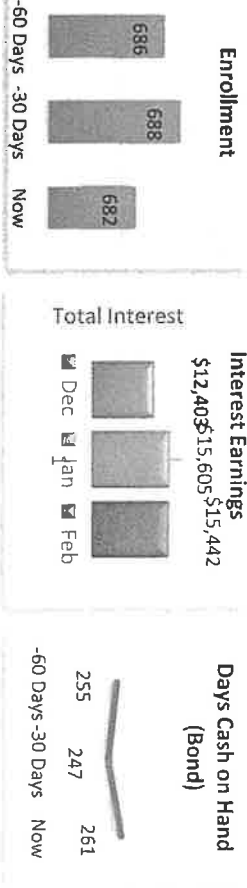
Expense Categories



Monthly Financial Scoreboard as of February, 2023

Performance Metrics

Financial Metrics	Prior Year	Now	Standard
Unrestricted Days Cash on Hand (Bond Calc.)	226	261	30 Days
Unrestricted Days Cash on Hand (USCSB Calc.)	213	254	30 Days
Debt to Asset Ratio	0.64	0.07	≤ 1
Current Ratio	8.79	4.85	> 1
Annual Cash Flow Increase/(decrease)	171,221	951,585	> 0
Profit Margin (Total Margin)	\$ 0.16	\$ 0.02	> 0
Enrollment Metrics			
Enrollment Trend (Oct 1)	691	682	≥ 90% PY
Average Daily Membership (ADM)	686.00	667.33	> 90% Oct 1



Gateway Preparatory Academy
Income Statement- Board Report
07/01/2022 to 02/28/2023

66.67% of the fiscal year has expired

	December 2022		January 2022		February 2023		FY23 Actual YTD	FY23 Approved Budget	% YTD Actual to Budget
	December 2022	January 2022	February 2023	March 2023	February 2023	March 2023			
Net Income (Loss)									
Revenue									
002 Local Revenue									
005 Interest Income	12,403	15,605	15,442		73,249	36,000	203.47%		
006 Student Lunch Fee	4,267	6,504	5,206		39,255	-	-		
007 Adult Lunch Fee	142	269	136		1,313	2,000	65.66%		
008 Other Food Service Income	20	26	79		3,735	6,000	62.25%		
009 Activities-Other School Programs Sales	462	55	5,622		9,263	-	-		
011 Student Fees	15	15	3,713		4,551	16,200	28.09%		
013 Local Donations and Other Contributions	459	697	1,747		6,690	4,500	148.66%		
016 Income- Sales & Rentals	70	45	45		2,030	8,500	23.88%		
017 Other Local Income	70,838	(81,874)	129		3,062	2,500	122.47%		
Total 002 Local Revenue	88,676	(58,658)	32,119		143,148	75,700	189.10%		

Gateway Preparatory Academy

Income Statement- Board Report

07/01/2022 to 02/28/2023

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	December 2022		January 2022		February 2023		FY23 Actual YTD	FY23 Approved Budget	% YTD Actual to Budget
021 State Revenue									
022 Regular School Programs K-12	195,596	195,596	195,596	195,596	195,596	1,581,404	2,250,000	70.28%	
023 Professional Staff	15,510	15,510	15,510	15,510	15,510	124,077	166,413	74.56%	
025 Educator Salary Adjustment	16,196	16,196	16,196	16,196	16,196	129,568	188,018	68.91%	
026 Class Size Reduction K-8	20,746	20,746	20,746	20,746	20,746	166,640	250,966	66.40%	
027 Charter School Administration	5,424	5,424	5,424	5,424	5,424	136,682	64,738	211.13%	
028 Charter- Local Replacement	169,613	169,613	169,613	169,613	169,613	1,421,607	1,900,000	74.82%	
029 Special Ed - Add-on	41,990	41,990	41,990	41,990	41,990	343,003	525,132	65.32%	
030 Special Ed - Self-Contained	7,887	7,887	7,887	7,887	7,887	63,097	94,646	66.67%	
031 Special Ed - Extended/State	1,317	1,317	1,317	1,317	1,317	9,975	19,958	49.98%	
032 Career and Tech Education	443	443	443	443	443	3,545	5,178	68.46%	
033 Gifted and Talented Learning	3,332	3,332	3,332	3,332	3,332	4,443	5,226	85.01%	
034 Enhancement for At-Risk	10,990	10,990	10,990	10,990	10,990	87,921	131,881	66.67%	
035 Early Interventions	2,500	2,500	2,500	2,500	2,500	20,000	30,000	66.67%	
036 Reading Improvement Program K-3	2,610	2,610	2,610	2,610	2,701	25,180	42,309	59.51%	
038 Beverly Taylor Sorenson Arts	-	-	-	-	18,667	18,667	24,592	75.91%	
040 School LAND Trust Program	-	-	-	-	-	93,309	93,131	100.19%	
042 Lunch-State Liquor Tax	5,024	3,899	3,899	5,159	5,159	27,501	60,000	45.83%	
045 Library Books & Electronic Resources	64	64	64	64	64	514	770	66.72%	
046 Teachers Materials & Supplies	-	-	-	-	-	5,623	5,421	103.73%	
047 Other State Revenue	11,864	13,297	13,368	13,368	13,368	101,612	331,166	30.68%	
057 Inter-Generational Poverty	489	489	489	489	489	8,914	47,048	18.95%	
Total 021 State Revenue	511,595	513,007	529,216	529,216	529,216	4,373,281	6,236,593	70.12%	

Gateway Preparatory Academy

Income Statement- Board Report

07/01/2022 to 02/28/2023

66.67% of the fiscal year has expired

	December 2022	January 2022	February 2023	FY23 Actual YTD	FY23 Approved Budget	% YTD Actual to Budget
071 Federal Revenue						
072 IDEA B- Disabled	-	-	-	-	115,169	-
074 National School Lunch Program	5,464	4,240	5,611	29,907	25,000	119.63%
075 Free & Reduced Lunch	15,553	12,176	16,157	86,313	235,000	36.73%
077 Breakfast Reimbursement	8,295	6,831	7,903	48,450	82,000	59.09%
079 Title I Disadvantaged	-	-	-	11,875	140,000	8.48%
080 Title II Teacher Improvement	-	-	-	8,020	19,852	40.40%
081 Other Federal Revenue	-	-	-	-	350,000	-
Total 071 Federal Revenue	29,312	23,248	29,671	184,565	967,021	19.09%
Total Revenue	629,583	477,596	591,005	4,700,994	7,279,314	64.58%

Gateway Preparatory Academy
Income Statement- Board Report
 07/01/2022 to 02/28/2023

66.67% of the fiscal year has expired

	December	January	February	FY23	FY23	% YTD Actual
	2022	2022	2023	Actual YTD	Approved Budget	to Budget
Expense						
102 Salaries 100						
103 Wages - Principals & Directors	7,880	9,500	6,664	78,688	126,000	62.45%
104 Wages - Instructional Support	17,597	19,940	21,540	159,832	120,000	133.19%
105 Wages -Teachers	136,488	179,363	184,137	1,255,012	1,999,250	62.77%
106 Wages -Teachers-Special Ed	20,585	28,799	31,055	192,250	260,000	73.94%
107 Wages - Substitute Teacher	1,586	1,538	1,333	11,560	20,000	57.80%
108 Wages - Student Support Services	10,557	11,688	14,188	89,923	171,378	52.47%
109 Wages - Admin Support Staff	18,153	17,328	20,834	153,561	232,236	66.12%
110 Wages - Aides & Parapro	43,464	38,856	54,579	328,964	428,476	76.78%
111 Wages - Bus Drivers	33,769	25,589	42,039	238,453	310,405	76.82%
112 Wages - Maintenance & Ops	5,963	4,492	6,817	43,190	63,000	68.56%
113 Wages - Computer & Tech	6,551	5,768	7,157	51,089	87,530	58.37%
114 Wages - Food Services	2,871	1,915	3,240	22,880	35,000	65.37%
115 Wages - Food Services	13,648	10,769	15,175	102,442	155,938	65.69%
Total 102 Salaries 100	319,113	355,544	408,757	2,727,843	4,009,213	68.04%
121 Benefits 200						
122 Retirement Programs	8,066	8,923	8,614	59,139	85,000	69.58%
123 Social Security & Medicare Tax	24,039	22,436	26,472	181,138	305,359	59.32%
124 Health Benefits	(734)	33,797	58,771	240,148	396,000	60.64%
125 Unemployment W/C Insurance	2,898	(7,987)	3,419	13,266	41,500	31.97%
Total 121 Benefits 200	34,268	57,169	97,275	493,690	827,859	59.63%

Gateway Preparatory Academy
Income Statement- Board Report
 07/01/2022 to 02/28/2023

66.67% of the fiscal year has expired

	December 2022	January 2022	February 2023	FY23 Actual YTD	FY23 Approved Budget	% YTD Actual to Budget
131 Purchased Prof & Tech Services 300						
132 Management & Business Services	600	600	1,200	5,950	7,200	82.64%
133 Instructional Services	45,540	66,420	-	253,987	432,564	58.72%
134 Employee Training & Development	159	765	-	11,655	19,128	60.93%
135 Education Support Services	7,910	2,155	18,052	110,457	40,000	276.14%
137 Computer & Tech Services	-	-	-	-	200	-
138 Legal and Accounting	-	30,000	11,700	61,255	20,000	306.28%
139 Other Purchased Services	2,733	671	631	16,259	29,000	56.07%
Total 131 Purchased Prof & Tech Services 300	56,942	100,611	31,583	459,563	548,092	83.85%
151 Purchased Property Services 400						
152 Utilities Expenses	1,475	869	276	7,040	10,100	69.70%
153 Repair & Maint- Comp & Tech	233	1,423	611	3,812	3,000	127.07%
154 Repair & Maint- Facilities & Custodial	7,230	10,350	5,191	44,051	62,000	71.05%
155 Repair & Maintenance- Transportation	1,554	1,556	1,873	13,518	20,000	67.59%
156 Out Services- Custodial	-	-	-	229	-	-
157 Lease- Rent Expense	240	240	240	2,468	4,500	54.84%
Total 151 Purchased Property Services 400	10,732	14,438	8,192	71,117	99,600	71.40%
171 Other Purchased Services 500						
173 Insurance Expense	-	-	-	8,200	20,000	41.00%
174 Telephone & Internet	342	336	361	2,747	4,000	68.69%
175 Other Communication Expense	140	140	140	960	1,600	60.00%
176 Postage & Mailing Expense	318	218	18	1,612	2,500	64.47%
178 Copy and Print Services	-	-	648	648	7,700	8.41%
179 Advertising- Administration	68	62	59	1,570	5,000	31.41%
180 Travel- Staff Travel & Mileage	1,190	381	358	2,772	17,000	16.31%
181 Travel- Field Trips	258	104	760	7,082	25,000	28.33%
Total 171 Other Purchased Services 500	2,316	1,241	2,345	25,592	82,800	30.91%

Gateway Preparatory Academy
Income Statement- Board Report
 07/01/2022 to 02/28/2023

66.67% of the fiscal year has expired

	December 2022	January 2022	February 2023	FY23 Actual YTD	FY23 Approved Budget	% YTD Actual to Budget
191 Supplies 600						
192 Classroom	4,628	4,084	5,434	45,930	65,100	70.55%
193 Employee Motivation	1,402	498	152	3,642	4,500	80.93%
194 Employee Training Supplies	-	-	-	-	500	-
195 Special Ed	190	318	334	2,715	13,000	20.88%
196 Administration Supplies	816	444	405	5,080	5,000	101.60%
197 Board Supplies	966	731	73	2,486	2,500	99.44%
199 Food and Supplies	15,778	21,719	25,224	147,811	230,000	64.27%
200 Maintenance & Custodial Supplies	920	1,577	2,333	45,425	75,000	60.57%
201 Transportation	291	524	606	3,915	6,000	65.25%
202 Energy- Electricity & Natural Gas	4,945	4,949	5,155	30,430	40,000	76.07%
203 Textbooks & Instructional Software	3,881	899	31	62,896	52,500	119.80%
204 Library Books & Supplies	23	60	20	1,312	1,900	69.07%
205 Computer & Tech	3,483	17,087	2,949	50,799	53,000	95.85%
206 Motor Fuel & Oil	2,559	2,205	1,769	14,996	23,000	65.20%
207 Parent Committee	-	-	591	2,926	1,200	243.82%
208 Student Programs	556	455	507	1,835	2,500	73.40%
209 Student Motivation	479	1,512	390	2,766	2,000	138.31%
210 Fund Raising	-	-	3,550	3,550	-	-
Total 191 Supplies 600	40,915	57,061	49,523	428,513	577,700	74.18%
221 Property (Equipment) 700						
222 Land & Site Improvement	5,704	-	-	220,502	125,000	176.40%
227 Equipment- Facilities	-	-	158,926	168,548	250,000	67.42%
228 Equipment-Transportation	-	-	-	3,062	-	-
Total 221 Property (Equipment) 700	5,704	-	158,926	392,112	375,000	104.56%

Gateway Preparatory Academy
Income Statement- Board Report

07/01/2022 to 02/28/2023
66.67% of the fiscal year has expired

	December 2022	January 2022	February 2023	FY23 Actual YTD	FY23 Approved Budget	% YTD Actual to Budget
241 Other Objects 800						
242 Dues and Fees	1,103	-	-	7,460	12,800	58.28%
243 Interest Paid- Loans	30,832	30,758	30,683	247,537	379,940	65.15%
244 Principal Paid- Loans	17,507	17,581	17,655	139,174	200,127	69.54%
Total 241 Other Objects 800	49,441	48,339	48,339	394,171	592,867	66.49%
Total Expense	519,433	634,402	804,940	4,992,602	7,113,131	70.19%
Total Net Income (Loss)	110,150	(156,806)	(213,935)	(291,607)	166,183	-175.47%

Gateway Preparatory Academy
Balance Sheet - Board Report
07/01/2022 to 02/28/2023

Assets	
Cash	
Operating cash	
Regular Checking	4,633,076
Lunch Account	161,032
Cash on Hand	1,138
PTIF Unrestricted	<u>(120,085)</u>
Total Operating cash	<u>4,675,161</u>
Restricted cash	
Interest Payment & Savings	1
USDA Restricted	<u>174,216</u>
Total Restricted cash	<u>174,217</u>
Total Cash	<u>4,849,378</u>
Accounts receivable	
Local	(49,715)
Sales tax receivable	5,259
Total Accounts receivable	<u>(44,457)</u>
Prepaid and other assets	
Prepaid expense	16,824
Deposits	3,000
Total Prepaid and other assets	<u>19,824</u>
Total Assets	<u>4,824,745</u>

Gateway Preparatory Academy
Balance Sheet- Board Report
07/01/2022 to 02/28/2023

Liabilities and fund balance	
Liabilities	
Accounts payable	<u>37,162</u>
Accounts payable	418,934
Payroll and benefits payable	1,889
P-Card liabilities	<u>457,985</u>
Total Accounts payable	
Other current liabilities	
Accrued salaries and wages	290,129
Accrued other benefits liability	879
Total Other current liabilities	<u>291,009</u>
Total Liabilities	<u>748,994</u>
Fund balance	
Unrestricted fund balance-beginning	4,367,119
Net income	<u>(291,367)</u>
Total Fund balance	<u>4,075,752</u>
Total Liabilities and fund balance	<u>4,824,745</u>



gateway
academy

201 Thoroughbred Way, Enoch, UT 84721 (435) 867-5558 www.gpacharter.org



Gateway Preparatory Academy

Fiscal Policies

Approved and Revised June 2022

This institution is an equal opportunity provider and employer

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send Your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov



Purpose

The purpose of the financial operations of GATEWAY PREPARATORY ACADEMY are to fulfill the mission and charter of the school efficiently while being accountable to its stakeholders, including students, parents, tax payers, the Utah State Charter School Board (USCSB), the Utah State Board of Education (USBE), and the State Legislature. GATEWAY PREPARATORY ACADEMY shall establish and maintain financial policies and procedures with adequate internal controls to:

- Ensure smooth fiscal operations.
- Safeguard assets.
- Document financial processes.
- Provide timely, complete and accurate financial data to its stakeholders.
- Comply with laws, rules and governmental reporting requirements.

These policies and procedures will guide all employees and volunteers of the school to perform financial operations within their responsibilities.

Board Authority

GATEWAY PREPARATORY ACADEMY Board of Trustees, (Board) is responsible for the operation of the school in accordance with all applicable state and federal laws. The Board is also responsible for operating the school in accordance with the representations made in its charter and bylaws. Specifically, the Board (collectively through Board action) shall have the sole responsibility and authority to authorize and/or approve (and will incorporate into its own official minutes) such matters as:

- The development and documentation of Board policies including fiscal and operational policies.
- Review the fiscal policies annually, monitoring compliance and effectiveness.
- Requiring school administration to develop a written system of internal control procedures supporting Board policies.
- Changing the school's name (as approved by the authorizer).
- Approval and formal engagement of contracts (Board signature, especially if required by charter or bylaws).
- Manage procurement process and determine the appropriate scope of contracts with management companies that provide business or student services (as required in R277-113 (6)(1)(e)(i)).
- Assess the performance of management companies and ensure administration implements sufficient internal controls over the function of management companies.
- Monitor procurement and use of systems and software applications for compliance with financial and student privacy laws.
- Monitor LEA expenditure of restricted funds to ensure compliance with applicable laws and grant terms and conditions.
- The adoption and amendment of the annual budget.
- The selection and termination of key administrative staff (including the business administrator).
- The establishment of key administrative staff salary and benefits (including ongoing changes).
- Incurring debt, mortgages or other encumbrances, including acceptance of loan or bond covenants and restrictions (as the charter and bylaws allow).
- The purchase or sale of real property.
- Overseeing legal matters, with delegation to the director as determined by the Board.
- Monthly review of interim financial reports.



- Appointments of Board members and other persons (non-administrative) for service on the school's audit/finance committee.
- Selection of the school's independent auditor (or delegate authority to the audit committee).

Administrative Authority

The school director or principal may be authorized by the Board to operate the school and execute all legal transactions for the school (with exceptions noted herein) and to make all purchases and disbursements necessary according to policy for the operation of the school. The director, and the business administrator shall report to the Board independently. Specifically, the director shall have the sole responsibility and authority to authorize and/or approve such matters as:

- Establishment of sound internal controls within the parameters of Board policy, mitigating risk of fraud or gross errors, and comply with state and federal laws and rules.
- Review established internal controls and fiscal policies annually, monitoring compliance and effectiveness.
- Ensure all staff and volunteers are provided annual training on financial policies and procedures that are relevant to their job or volunteer duties.
- Provide oversight of the day to day financial operations, monitoring staff compliance with state and federal laws and rules, Board policy and administrative procedures.
- Monitor the financial performance and outlook of the school, making sound decisions to further the mission and charter of the school and report financial data to the Board per the schedule established in this policy.
- The selection, compensation, and termination of all personnel, with the exception of the business administrator who formally reports to the Board; but also works under the direction of the director/principal.
- Oversee procurement process, providing approvals as required in this policy and administrative written internal controls and monitoring staff compliance with state and federal procurement laws and rules, Board policy and administrative procedures.
- Monitor LEA expenditure of restricted funds to ensure compliance with all applicable laws, rules, regulatory guidance, and grant terms and conditions.
- Assess the performance of all contract services providers and ensure sufficient implementation of internal controls over contracted service providers.
- Preparation of the annual budget (with the assistance of the business administrator) for approval by the Board.
- Make policies and procedures available to school staff and to the public in the school's main office or business office, and on the school's website.

General Policies

Compliance with Laws

The school shall follow all applicable state and federal laws and regulations in the United States of America and the State of Utah such as (but not limited to):

- Title IX (and shall not discriminate on the basis of sex in education programs).
- Department of Labor regulations, including the Fair Labor Standards Act.
- The Family and Medical Leave Act (FMLA).
- The Consolidated Omnibus Budget Reconciliation Act (COBRA).
- The Immigration Reform and Control Act.
- The Employee Retirement Income Security Act (ERISA).
- Internal Revenue Service and Social Security Administration Regulations.
- The Americans with Disabilities Act (ADA).
- Utah Constitution Article X, Section 3.
- Title 63G, Chapter 6a, Utah Procurement Code.
- Title 51, Chapter 4, Deposit of Funds Due State.
- Title 67, Chapter 16, Utah Public Officers' and Employees' Ethics Act.
- Family Educational Rights and Privacy Act, 20 U.S.C. 1232g.
- Title 63G, Chapter 2, Government Records Access and Management Act.
- Title 53G, Chapter 7, Fees and Textbooks.
- Section 53E-3-403, Establishment of Public Education Foundations; Title 53G, Chapter 7, Part 7, Student Clubs Act.
- Title 51, Chapter 2a, Accounting Reports from Political Subdivisions, Interlocal Organizations, and Other Local Entities Act.
- Additional state legal compliance guides for operating LEAs and non-operating LEAs as published by the office of the state Auditor.
- Subsection 51-7-3(26), Definition of Public Funds.
- Title 53G, Chapter 7, Part 4, Internal Audits.
- Rule R277-107, Educational Services Outside of Educator's Regular Employment.
- Rule R277-113, LEA Fiscal and Auditing Policies.
- Rule R123-5 Audit Requirements for Audits of Political Subdivisions and Governmental Nonprofit Corporations.
- Rule R277-217, Utah Educator Standards and LEA Reporting.
- Rule R277-407, School Fees.
- Rule R277-605, Coaching Standards and Athletic Clinics.
- 2 C.F.R. 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Other applicable state and federal laws and regulations will be adopted and followed by the school as program funds and grant funding is accepted and received.

The Board is committed to legal, ethical and proper administration of the resources the school receives in the course of providing education to students. Employees or others who are aware of or suspect waste or misuse of public funds or property, violation of a law, rule, Board policy or gross mismanagement, are requested to promptly report it to the business administrator, director and/or the Board. Employees who report such matters are protected by Section 3 of the Utah Protection of Public Employees Act (see Utah Code 67-21). In the event an employee reports a concern to the Board and the concern is not adequately addressed, the employee may contact the Utah State Board of Education.



Health and Wellness Policy

Wellness Overview:

It is the policy of Gateway Preparatory Academy Board of Directors to adhere to the federal wellness law and board rule R277-719. The purpose of this policy is to provide a school environment that enhances learning and the development of lifelong wellness practices. The goal is to provide students with knowledge and opportunities to make nutritious food decisions as well as healthy mental and physical life choices. This policy includes the procedures and implementation of the following:

- Nutrition Information (General overview of nutritional education).
- Nutrition Guidelines for all food on campus (including snacks and fundraisers).
- Child Nutrition Operations
- Competitive Food and Fundraising
- Food Safety/Food Security
- Eating Environment
- Physical Education and Physical Activity
- Social/Emotional Wellness
- Staff as Role Models

A designated group will be assigned to oversee and implement the ongoing Wellness Policy at Gateway Preparatory Academy. The Board of Directors will review Gateway Preparatory Academy's Wellness Policy Tri-Annually.

Procedures for Implementation

Nutrition Information:

The classroom and school cafeteria will serve as nutritionally educational locations for students. Clear signage and labeling of food and nutritional information will be available for students and staff to become informed and aware. Gateway Preparatory Academy will ensure the health core will be taught in age-appropriate ways to give the students a broader understanding of their health that they can take with them outside of a school setting.

Nutrition Guidelines for All Foods on Campus:

This institution is an equal opportunity provider and employer
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



All foods and beverages made available to students on campus will be consistent with the current Healthy and Hunger Free Kids Act (HHFKA) guidelines as follows:

- All foods made available to students on campus will emphasize nutrient density fruits and vegetables, decreasing fat and added sugars, sodium, and moderating portion size.
- Gateway Preparatory Academy will limit food and beverage offerings for sale to students outside of the federal school meal program to the following standards:
 - Foods and Beverages must meet USDA Smart Snacks Guidelines.
 - Fruits and vegetables should be offered for sale at any location foods are sold.
 - Classroom snacks will feature healthy choices.
 - Food and beverage advertisements in the cafeteria will follow established nutrition standards.
 - No school activities, events, or parties will interfere with student access to a nutritionally balanced lunch.
 - All food sold within school hours (12:00 midnight to ½ hour after dismissal) will fall under the smart snacks guidelines.
 - No competitive foods will be sold during lunch service.
 - When field trips are scheduled, students will have access to sack lunches through the NSLP.

Competitive Foods and Fundraising:

Any competitive food and beverage items sold during the school day shall meet federal nutrition standards. Gateway may sell food or beverages that do not meet the competitive food standards for the purpose of conducting infrequent school-sponsored fundraisers, subject to the following restrictions:

- All fundraisers that involve food will be smart snack compliant if they fall within school hours (12:00 midnight to ½ hour after the end of the school day)
- Food based fundraisers will not occur in competition to the School Breakfast Program and/or National School Lunch Program.
- may not hold an exempt fundraiser more than three times per year, and
- an exempt fundraiser may not last more than five consecutive days.
- the executive director shall designate an individual to maintain records for the fundraiser.



- the director may grant permission for exempt fundraisers in addition to those allowed upon the written request of a career and technical education program.

Child Nutrition Operation:

Child Nutrition programs will be accessible to all students and must comply with federal, state, and local requirements. Gateway Preparatory Academy will develop a coordinated and comprehensive outreach, promotion, and pricing plan to ensure maximum participation in the federal school meal program. Free and Reduced applications will be made available to all households.

Food Safety/Food Security:

All foods made available on campus by the Child Nutrition Department will adhere to food safety and security guidelines, including compliance with federal, state, and local food safety and sanitation regulations. Food provided outside of Child Nutrition Services becomes the responsibility of the administration, with oversight by the Board of Directors. Access to the food service facility is limited to Child Nutrition staff and authorized personnel only.

Eating Environment:

The Gateway Preparatory Academy provides time built into every schedule to allow and ensure a safe, comfortable, pleasing environment and allow ample time and space for eating meals.

Physical Education and Physical Activity:

Gateway Preparatory Academy will provide daily and weekly time for students to have physical education and activities outside (weather permitting) as well as time to engage in fun and educational indoor physical activity. Gateway Preparatory Academy will ensure the physical education core is taught in all grades. Physical education activities will be encouraged in other content areas in the home and the broader community.

- Physical education instructors and staff will be encouraged to promote the benefits of doing regular amounts of physical activity.
- Physical education instructors will be endorsed and have a current First Aid/CPR Certification.



- Enrollment in physical education courses will not exceed the number of students that space and equipment can safely accommodate.
- Adequate equipment and supplies will be available for all students to safely and fully participate in structured physical education activities.
- Time allotted for physical education instruction will be consistent with state standards.
- Daily recess periods can be structured as part of physical education.
- Physical activity should be encouraged throughout the day to promote on-task behavior within the classroom.

Social/Emotional Wellness:

Gateway Preparatory Academy has resource rooms available to students, as well as access to the school counselor's office to receive social and emotional support. Opportunities to practice positive social skills will be available in and outside the classroom. Education on positive coping skills and various aspects of emotional and social well-being will be provided throughout the year.

Staff as Role Models:

Gateway Preparatory Academy will offer opportunities and encouragement for staff to model healthy eating, exercise habits, and display positive social skills.

Implementation and Evaluation

The Board of Directors will ensure that the wellness policy guidelines are enforced as follows:

- One or more persons at Gateway Preparatory Academy will be designated and charged with the operational responsibility for ensuring that the school follows the wellness policy.
- The compliance of the wellness policy will be evaluated annually by the Director and Health and Safety Committee. A written record of compliance will be provided to the Board of Directors for evaluation and approval.

Board Reviewed and Approved: December 8, 2021