

01-101—Committee Policy

The purpose of Committees is to assist the Board, the Director, and the Parent Organization in accomplishing the Mission and Charter of Gateway Preparatory Academy.

The Board establishes the following standing committees to report to the Board:

- Audit Committee
- School Land Trust

The Board directs the Director to establish the following standing Committees to report to the Director:

- Curriculum
- Public Relations
- Technology
- Safety

The Director will establish additional committees and the Parent Organization leadership will establish additional PTO committees as they deem necessary for the performance of their specific responsibilities and authority within the Academy's Mission and Charter.

The Director and Committees shall not cause or allow any decision, action, condition, or organizational circumstance that is illegal, imprudent, contrary to commonly accepted business practices and professional ethics, or contrary to the school's Charter and Mission.

The Audit Committee will insure proper accounting controls are implemented and utilized, prescribe and supervise the methods and systems of accounting to be followed, see that complete books and records of account are kept, prescribe and supervise an adequate system of internal audit, and oversee the preparation of statements of account showing the financial position of the Academy and the results of its operations. The Committee will present recommendations to the Board for ensuring tax and other required financial reports are filed properly and in a timely manner as well as recommendations for employing external auditors.

The Treasurer will chair the Audit Committee and the Business Manager will be a member. Other members of the Audit Committee will be appointed by the Academy Board.

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

The Board designates elected members of the Board and the Director as the members of the School Land Trust Committee. An additional member of the school staff will be elected annually by the staff to serve on the School Land Trust Committee. The School Land Trust Committee is designated to make decisions about the School Land Trust funds and given the responsibility to make a school plan consistent with Utah Code Section 53A-16-101.5.

Members of committees reporting to the Director will be appointed by the Director and may include board members, staff, parents, or other community members. Responsibilities of committees reporting to the Director will be delegated to the committee in writing by the Director. The Director will ensure that the responsibilities of the standing committees reporting to the Director are consistent with roles and duties outlined in the school's Charter, State and Federal Law, and the requirements of State and Federal grants the school has accepted.

Approved by the board – February 11, 2016

Approved by the board – February 8, 2018