

PROMONTORY

school of expeditionary learning

BOARD OF DIRECTORS MEETING

May 18, 2023
7:00PM
1051 W 2700 S
Perry, UT 84302

Trustees:

Michelle Flynn
Amber Edelman
Becca Ashby
Karen Braithwaite
Michael Engh
Stephanie Quintero

Director:

Jennifer Blaine

Visitors:

Tammy Stutznegger
Brian Cates
Susan Bennett
Matthew Flynn

Officers:

Amber Jenks

7:05 PM – **CALL TO ORDER:** Amber Edelman

- Welcome/Mission Statement and Pledge: Michael Engh

7:10PM – Training–

Matthew Flynn–Owner's rep for school expansion project. Got full plans set back. Expansion committee will do a pre-construction meeting soon. Will be receiving a moving container Monday. Good team with One-West. So far so good everything is going well. As owner's rep responsibility is to do everything correctly, and no pieces are being left out.

7:11PM–Staff Recognitions–Glenna Petersen 5 years, Esther Montgomery 10 years, Jenn Dabb 10 years, Brittnie Thompson 10 years, Lynette Reeder retiring. Not present: Dawn Erickson 5 years, Heidi Felshaw 10 years, Cameron Anderson 5 years, Michelle Newton 5 years.

Michael Engh farewell gift.

7:28pm Board Goals–Think about the things that we can improve on. But also think about the strengths.

7:40 PM – MINUTES

- 04-20-2023 Board Meeting Minutes: Karen motions to approve. Stephanie seconds. Motion is carried. Amber abstains.
- 04-27-2023 Board Retreat Minutes: Michael motions to approve. Becca seconds. Motion is carried.
- 05-15-2023 Board Meeting Minutes: Stephanie motions to approve. Karen seconds. Motion is carried. Michael abstains.

7:41 PM – PUBLIC COMMENT: Karen asked if the school needs help moving some of the classrooms for the construction. We will be asking for volunteers for June. Jenn Dabb will need to move out of art room and special education department. Amber Jenks had a parent voice a concern to her—to have an 8th grader as office aides, etc.. Amber Edelman also received the message and will respond to it.

7:31 PM – FINANCE REPORT

- Budget Review – Brian Cates: PTIF funds continue to improve. As of end of April we are 83% through fiscal year. Cash balance is flattened out which is normal. Enrollment as of end of April we are at 433, holding pretty steady. Working on putting together a budget for next year. Fraud Risk Assessment—do on annual bases. Do as part of the finance meeting. Submit it towards the end of the year. Our score was 350 last year—moved up to 355 this year. Auditors look to see if this report has been completed. It is just a series of questions pertaining to questions, and policies to prevent fraud.

7:45 PM – BUSINESS ITEMS

- Staff Recognition—Discussed during the training.
- Expansion/Construction Update—Monday's emergency meeting was to move the \$500K so that we didn't have to take the funds from salaries. Brings it down to \$540K or lower. Bonds sold quickly. Meeting Monday to sign the closing documents. Discussed possibilities of doing a groundbreaking ceremony.
- Fraud Risk Assessment—Discussed during the finance portion of the meeting.
- Suspension & Expulsion—Suggested adding another subtitle—adjust the formatting. Get procedures and make sure the policy and procedures meet up.
- Test Administration—No changes
- Transfer & Withdrawal—No changes
- Travel Policy—No changes

8:05 PM ACTION ITEM

- Next Fiscal Year Salaries/Wages—5-6% raise Part time beginning \$15 an hour. SPED \$17 an hour. 29% increase overall for raises and extra teaching positions without adding more students. Stephanie motions to approve. Michelle seconds. Motion is carried.
- Current Fiscal Year Final Amended Budget—Table to June
- Next Fiscal Year Budget—Table to June
- EOY Bonus—Offer Jennifer an end of year bonus. Karen motions to approve. Stephanie seconds. Motion is carried.
- Fall 7/8 Overnigher Kick-Off. Michael motions to approve. Becca seconds. Motion is carried.
- LEA Licenses—Approved last year's LEA licenses, but we need to approve one for Sandy Christensen. Nicole Sprinkle and Lydia Munoz LEA licenses for the beginning of the year. Karen motions to approve. Stephanie seconds. Motion is carried.
- Board Members—table until June. Have three people to interview.
- School-Based Mental Health Screening—Case by case screening. Jennifer Blaine will complete form for the state. We do participate. Motion to approve that we hold school based mental health screening on a case by case and we do participate in the program. Michael motions to approve. Stephanie seconds. Motion is carried.
- Emergency Plan—Changed incident commander to Director. Table to June.
- Structures Policy—Adding purple heart and conscious discipline. Table to June.
- Title 1 Student and Family Engagement Policy—POP section was updated. Michelle motions to approve. Karen seconds. Motion is carried.

8:40 PM DIRECTOR'S REPORT

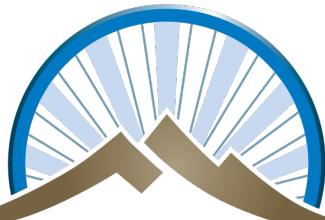
- Staffing Update: I am still looking for one kindergarten aide for next year. All of the other positions have been filled. Staff agreements are in the process of being handed out. I created appointment sign-ups for interested staff so that I can spend quality time discussing their performance and goals. I am excited to work with all of our staff again next year along with these new hires.
- Enrollment—Total enrollment at 432. Next year we already have 423 fully enrolled with paperwork completed with another 13 waiting on paperwork. 440 with all offers out. We are in really good shape. 42 8th graders.
- Student Achievement: Mega celebration - Great success. Concerts (percussion, orchestra, choir) Lots of Fieldwork. RISE testing and end of year DIBELS testing Passages. Mega Crew in person about kindness

- Charter Goal Agreement: Board Performance and Stewardship: Ethical Conduct—No violations of statute, State Board rule, or charter agreement. Board Member Development: 100%, Regulatory and reporting compliance: Percentage of all required reports that are submitted to state agency complete, accurate and on time--100%, regulatory and reporting compliance: articles of incorporation, bylaws, and charter are all in agreement—100%
- Professional Development: System wellness conference Monday and Tuesday very insightful and affirming for me, we are building an emotionally healthy workplace and school. Personal reviews for each employee as the agreements are extended for next year, emphasis on growth and personal goals. June 2nd and 5th PCBL meetings
- Public Relations: Social Media posts, video advertisement with Walker Cinemas.

In 32 weeks students frequently using Amira significantly outpaced typical growth. Words read 4.53M and minutes read 55.29K. .

8:45 PM – ADJOURN. Michael motions to adjourn. Michelle seconds. Motion is carried.

*Next scheduled Board Meeting: June 15, 2023



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BOARD OF DIRECTORS MEETING

June 15, 2023
7:00PM
1051 W 2700 S
Perry, UT 84302

Trustees:

Michelle Flynn
Amber Edelman
Dorothy Dobson
Karen Braithwaite
Stephanie Quintero

Officers:

Amber Jenks

Director:

Jennifer Blaine

Visitors:

Tammy Stutznegger
Brian Cates
Matthew Flynn
Emily Morgan

7:07 PM – **CALL TO ORDER:** Amber Edelman

- Welcome/Mission Statement and Pledge: Michelle Flynn

7:15 PM – Training: Board Assessment. Evaluate Board annually. Establish training needs. Self-Assessment for the board. Have a strategic plan. Budget/Review Training. Annual Assessment done in the spring. Work on communication via email.

7:41 PM – **MINUTES**

- 05-18-2023 Board Meeting Minutes: Michelle motions to approve. Karen seconds. Motion is carried. Dorothy and Zach abstain. Will need to vote on in August.

7:20 PM – **PUBLIC COMMENT:** NONE

7:30 PM – **FINANCE REPORT**

- Budget Review – Brian Cates: In the last month of the fiscal year. PTIF report \$51,000 interest earned this fiscal year. \$6900 in month of May. \$600,000 withdrawn for bonding process. Moved them over to US bank as part of down payment. Will continue to invest funds into our PTIF. Operating margin. In a good spot for this time of year. Forecast as of end of May at 92% through fiscal year. Cash balance dropped due to our withdraw but overall our cash position is strong. End of May enrollment is at 432. Total projected net income is just over

\$200,000 which is good. Right where we would project to be at the 4% mark. Budgets will be passed over to Spencer at Redapple. They will need to be submitted by the end of July. Do some training on operating margins, and terminology training, charter school accounting funding, help us understand what they are to be looking for every month.

8:00 PM – BUSINESS ITEMS

- Expansion/Construction Update: Matthew Flynn. Not much to report yet. Working on an image repository of pictures of progress that will be put online. Our permit is still in processing. Outside work is moving along. Next OAC meeting is on Tuesday.
- Volunteers & Visitors: Approved and voted on in 2022. Suggested having any volunteer having a drivers license background check ran. Update policy and vote on in August.
- Wellness Policy: Table until August.

8:15 PM ACTION ITEM

7:57PM· Current Fiscal Year Final Amended Budget: Zach motions to approve. Michelle seconds. Motion is carried.

7:57PM· Next Fiscal Year Budget: Line items we try to be conservative. Our state funding is good. Slight increase in federal revenue—still have some ESSER funds and the SRSA grant. \$214,000 increase. The following year we will have a significant increase in our bond payment and a drop in our federal funding. Increase in salaries.

Michelle motions to approve. Zach seconds. Motion is carried.

- Audit Committee Members: Finance committee: Emily Morgan, Michelle Flynn, Brian, Shawna, and Jennifer Blaine. Dorothy motions to approve. Zach seconds. Motion is carried.
- Calendar—Back to School Night: Due to construction, teachers are not able to get into the school until August 15th. Possibility holding it after school starts—remembering it is the fair week. Maybe invite the new students to come meet their teachers before school starts. Hold it August 28th. Instead of the 30th. Dorothy motions to approve. Zach seconds. Motion is carried.
- Ratify Director: Read through all of the surveys. Majority of them were very positive. Annual agreement was signed.

Dorothy motions to approve. Zach seconds. Motion is carried.

- Ratify Board Members & Terms: Emily Morgan new member. Michelle Flynn Vice Chair, Dorothy Dobson Trustee, Stephanie Quintero Trustee, Zach Davis Trustee, Karen Braithwaite Officer, Amber Jenks POP officer, Jennifer Blaine Director, Amber Edelman Board Chair. Emily Morgan as financial trustee. Runs the Edge Gymnastics in South Willard. Has a base knowledge of finances.

Stephanie motions to put Emily Morgan as a financial treasurer trustee. Karen seconds. Motion is carried.

Trustees can do 2, 3 year terms. Amber Edelman 8-1-19, Amber Jenks officer POP Pres Aug 16, 2022, Dorothy Dobson trustee 8-1-2019, Michelle Flynn Vice Chair Trustee 5-1-2019, Becca Ashby trustee 5-20-21, Zach Davis trustee 5-20-21,

Zach motions to approve. Michelle seconds. Motion is carried.

- Review/Ratify Committees: Table until August
- Next School Years Fundraisers: Smith's, Box Tops, Used Clothing Sale

Michelle motions to approve. Stephanie seconds. Motion is carried.

- Early Learning Program: Karen motions to approve with Reading Horizons. Zach seconds. Motion is carried.
- Fall 5/6 Overnighiter: Crater of the Moon. Karen motions to approve. Dorothy seconds. Motion is carried.
- ½ Fieldwork: Idaho: Bear River Hot Springs in Preston, ID. Zach motions to approve. Stephanie seconds. Motion is carried.
- Emergency Plan: Fix page numbers and update incident commander to director. Karen motions to approve. Michelle seconds. Motion is carried.

8:40 PM DIRECTOR'S REPORT

- Staffing Update: Looking for a library aide. Kitchen Aide part time. Everything else is filled.
- Enrollment/Lottery: 443 Fully registered. Waiting on 7 others to get in their registration information. Once all offers are accepted, our enrollment will be at 455.
- Student Achievement: End of year testing results in reading: Kindergarten 73% average in literacy, 17 points higher than last year. End of year testing results in math: Kindergarten 84% average score, 6 points higher than last year.
- Charter Agreement Goal: Student Achievement—percentage of students attending target number of days (167 school days) 52%/94%; Within year enrollment rate—95%/84%; Continuous enrollment—percentage of students continuously enrolled from K-8—44%; Students make connections with ideas and community—100%/100%; study of great thinkers—Percentage of classrooms that use one or more great thinkers in each expeditions 100%/94%; Empower children to embrace challenge and act with humanity—100%/94%.
- Professional Development: Lots of summer PD experiences funded with ESSER funds, teachers choose their own experiences and request funding for these courses: Heather: SongWorks, Nathan: Suzuki Instruction; Lisa Wells: Science conferences; Tami, Susan & Becky: UAPCS Conference; Jennifer: Reading Horizons leadership Academy; Susan & Darnelle: STEM endorsement; Megan: Child Development and Math Methods courses; April: Montessori methods courses; Missi & Country: LETRS; Sandy: Arts Integration, Arts are Core, and Human Kinetics courses; Angela, Melissa, and Ralph: Inclusion conference and behavior course.

- Public Relations: Requests to use the west side, social media posts with enrollment, video advertisement with Walker Cinemas, Request for BENJ article about expansion, State Charter Board award night at SL Bees game.

9:16 PM – ADJOURN: Stephanie motions to adjourn. Zach seconds. Motion is carried.

*Next scheduled Board Meeting: August 17, 2023

Finance Manager : School Budget | Current Yr Budget

Current Yr Budget

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
Promontory School of Expeditionary Learning - Revenue - 1000 Local Revenue - 17.9% (11 School Budget records)							
1510 Interest on Investments	\$56,901	\$20,549	\$50,000	\$0	\$50,000		41.1%
1610 Lunch Program	\$51,329		\$48,803	\$0	\$48,803		
1710 Middle School Fees	\$5,771		\$7,078	\$0	\$7,078		
1720 Yearbook Income	\$2,745			\$0			
1721 Bookfair Income	\$2,116			\$0			
1920 Fieldwork/Expedition Donations	\$7,704		\$5,000	\$0	\$5,000		
1920 Community Donations	\$6,493		\$1,000	\$0	\$1,000		
1921 Marketing Income (T-Shirts)	\$170		\$0	\$0	\$0		
1923 POP Income	\$8,486		\$3,000	\$0	\$3,000		
1923 Adventure			\$0	\$0	\$0		
1999 Miscellaneous/Background Checks/Fines	\$291,765	\$199	\$1,000	\$0	\$1,000		19.9%
TOT	\$433,480	\$20,748	\$115,881	\$0	\$115,881		
Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 9.8% (36 School Budget records)							
3010 Regular School Prgm K-12	\$1,561,499	\$137,977	\$1,655,728	\$0	\$1,655,728	8.0%	8.3%
3020 Professional Staff	\$88,683	\$7,106	\$85,268	\$0	\$85,268	8.0%	8.3%
3105 Special Education -- Add-On	\$312,840	\$29,428	\$353,131	\$0	\$353,131	8.0%	8.3%
3110 Special Education -- Self-Contained	\$15,277		\$0	\$0	\$0	8.0%	
3120 Special Education -- Extended Year	\$3,578	\$313	\$3,760	\$0	\$3,760	8.0%	8.3%
3125 Special Education -- State Programs	\$6,638	\$627	\$7,525	-\$5	\$7,520	8.0%	8.3%
3128 Special Education -- Stipends for ESY	\$2,300		\$0	\$0	\$0		
3153 Students At-Risk Add-on	\$73,494	\$7,775	\$93,304	\$0	\$93,304	8.0%	8.3%
3195 Early Intervention/OEK	\$60,000		\$0	\$0	\$0		
3211 Gifted and Talented	\$4,337		\$3,252	\$0	\$3,252		
3230 Class Size Reduction - K-8	\$165,685	\$14,734	\$176,996	-\$185	\$176,811	8.0%	8.3%
3400 Teacher Salary Supplement	\$10,712		\$0	\$0	\$0		
3410 Flexible Allocation		\$88	\$1,051	\$0	\$1,051	8.0%	8.3%
3411 EL Software	\$980		\$1,000	\$0	\$1,000		
3520 School Land Trust	\$60,495	\$64,964	\$65,400	-\$436	\$64,964	100.0%	100.0%
3566 Professional Learning	\$3,613		\$0	\$0	\$0		
3579 Mental Health Grant	\$37,258		\$38,490	\$0	\$38,490		
3582 Beverly T. Sorenson Elem Arts	\$18,240		\$18,240	\$0	\$18,240		
3596 School Safety Grant	\$4,360		\$0				
3655 Digital Teaching & Learning	\$26,799		\$25,000	\$0	\$25,000		
3719 Charter School Local Replacement	\$1,324,454	\$116,921	\$1,375,000	\$0	\$1,375,000	8.0%	8.5%
3725 Charter School Admin Costs	\$42,354	\$4,303	\$51,635	\$0	\$51,635	8.0%	8.3%
3770 School Lunch (Liquor Tax)	\$26,564		\$25,000	\$0	\$25,000		
3800 TSSA Program	\$95,650		\$110,236	\$0	\$110,236		
3800 Suicide Prevention	\$1,000		\$1,000	\$0	\$1,000		
3800 Educator Professional Time	\$43,664	\$34,932	\$43,697	-\$8,765	\$34,932	100.0%	100.0%
3800 Public Ed Capital & Tech Fund	\$66,968		\$0	\$0	\$0		
3805 Early Literacy Program	\$17,043		\$21,217	\$0	\$21,217		
3810 Library Books & Electronic Res	\$574		\$0	\$0	\$0		
3854 Period Products In Schools	\$428		\$0	\$0	\$0		
3868 Teacher Materials and Supplies	\$3,748	\$3,002	\$3,755	-\$753	\$3,002	100.0%	100.0%
3870 PCBL Competency Based Learning	\$50,000		\$100,000	\$0	\$100,000		
3872 Substance Prevention	\$53,202		\$4,000	\$0	\$4,000		
3876 Educator Salary Adjustment	\$123,043	\$20,769	\$249,231	\$0	\$249,231	8.0%	8.3%
3878 Special Education- Extended Year			\$0	\$0	\$0		
3897 Early Literacy Outcomes (LETRS)	\$2,140		\$0	\$0	\$0		
TOT	\$4,307,619	\$442,938	\$4,512,916	-\$10,144	\$4,502,772		
Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - (empty) (12 School Budget records)							
4500 ESSER III CARES	\$80,463		\$100,308	-\$5,463	\$94,845		
4500 Outdoor Rec Grant	\$10,000		\$0	\$0	\$0		
4500 SRSA (REAP) Grant			\$38,336	\$0	\$38,336		

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
4522 IDEA Preschool	\$1,879		\$1,879	\$0	\$1,879		
4524 IDEA Part-B	\$79,121		\$77,189	\$0	\$77,189		
4571 National School Lunch Prgm	\$28,224		\$25,000	\$0	\$25,000		
4572 Free & Reduced Reimbursement	\$54,067		\$48,000	\$0	\$48,000		
4573 National School Breakfast	\$13,932		\$13,000	\$0	\$13,000		
4575 Supply Chain Assistance	\$18,828		\$0	\$0	\$0		
4801 Title IA	\$60,561		\$58,902	\$0	\$58,902		
4860 Title IIA	\$7,884		\$7,884	\$0	\$7,884		
4890 Title IVA	\$10,000		\$10,000	\$0	\$10,000		
TOT	\$364,958		\$380,498	-\$5,463	\$375,035		

Promontory School of Expeditionary Learning - Expense - 100 Salaries - 5.3% (15 School Budget records)

121 Administration	-\$162,875	-\$13,250	-\$167,000	\$0	-\$167,000	8.0%	7.9%
131 Teachers	-\$1,019,485	-\$85,991	-\$1,284,700	\$0	-\$1,284,700	8.0%	6.7%
132 Substitute Teachers	-\$27,482		-\$25,000	\$0	-\$25,000		
132 PTO Cash Out	-\$8,820		-\$10,000	\$0	-\$10,000		
134 Merit Pay/Winter Bonus	-\$39,051		-\$30,000	\$0	-\$30,000		
135 Stipends	-\$118,055	-\$500	-\$100,000	\$0	-\$100,000		0.5%
140 Special Education Teachers	-\$159,874	-\$13,849	-\$201,000	\$0	-\$201,000	8.0%	6.9%
142 Counselor	-\$40,688	-\$3,875	-\$50,000	\$0	-\$50,000		7.8%
152 Office Salaries	-\$104,794	-\$8,288	-\$106,900	\$0	-\$106,900	8.0%	7.8%
161 Community Aides/ Literacy Aides	-\$278,206	-\$59	-\$270,000	\$0	-\$270,000	8.0%	0.0%
162 Special Education Aides	-\$111,121	-\$2,083	-\$120,000	\$0	-\$120,000	8.0%	1.7%
163 RTI / Title 1	-\$29,704		-\$30,000	\$0	-\$30,000	8.0%	
164 Library Aide	-\$29,496	-\$168	-\$30,200	\$0	-\$30,200	8.0%	0.6%
180 Custodial/Maintenance Salaries	-\$51,064	-\$8,924	-\$106,000	\$0	-\$106,000	8.0%	8.4%
190 Kitchen Salaries	-\$95,504	-\$3,710	-\$114,000	\$0	-\$114,000	8.0%	3.3%
TOT	-\$2,276,219	-\$140,697	-\$2,644,800	\$0	-\$2,644,800		

Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 6.9% (8 School Budget records)

220 FICA	-\$169,301	-\$10,343	-\$190,000	\$0	-\$190,000	8.0%	5.4%
230 Retirement	-\$95,547	-\$7,812	-\$103,000	\$0	-\$103,000	8.0%	7.6%
241 Health Insurance	-\$375,971	-\$29,999	-\$380,000	\$0	-\$380,000	8.0%	7.9%
242 Life and Disability Insurance	-\$0	-\$116	-\$2,400	\$0	-\$2,400	8.0%	4.8%
243 HRA/Flex Spending	-\$11,889	-\$353	-\$14,400	\$0	-\$14,400	8.0%	2.5%
244 Dental Insurance	\$0	-\$1,562	-\$22,000	\$0	-\$22,000	8.0%	7.1%
270 Worker's Compensation Fund	-\$5,656		-\$8,500	\$0	-\$8,500		
280 Unemployment Insurance	-\$5,809		-\$4,200	\$0	-\$4,200		
TOT	-\$664,172	-\$50,184	-\$724,500	\$0	-\$724,500		

Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 2.5% (9 School Budget records)

330 Expeditionary Learning Contract			\$0	\$0	\$0		
330 Professional Development	-\$15,754	-\$350	-\$10,000	\$0	-\$10,000		3.5%
340 Legal Services	-\$320		-\$10,000	\$0	-\$10,000		
344 Professional Services	-\$5,946		-\$7,200	\$0	-\$7,200		
350 Business Services	-\$75,816	-\$6,444	-\$77,328	\$0	-\$77,328	8.0%	8.3%
352 Audit Services	-\$23,773		-\$24,500	\$0	-\$24,500		
355 Technical Services (IT)	-\$37,995	-\$2,079	-\$45,000	\$0	-\$45,000		4.6%
361 SpEd Services OT, Psych, other	-\$113,410		-\$105,000	\$0	-\$105,000		
362 Speech Therapy Services	-\$73,739		-\$72,000	\$0	-\$72,000		
TOT	-\$346,752	-\$8,873	-\$351,028	\$0	-\$351,028		

Promontory School of Expeditionary Learning - Expense - 400 Property Services - 7.8% (6 School Budget records)

410 Water / Sewage / Garbage	-\$10,073	-\$972	-\$12,500	\$0	-\$12,500	8.0%	7.8%
420 Custodial Services	-\$49,992	-\$4,166	-\$50,000	\$0	-\$50,000	8.0%	8.3%
430 Repairs / Maintenance / Monitoring	-\$30,925		-\$35,000	\$0	-\$35,000		
435 Lawn Care & Snow Removal	-\$14,099		-\$20,000	\$0	-\$20,000		
443 Lease of Copy Machines	-\$19,315	-\$2,240	-\$21,000	\$0	-\$21,000		10.7%
450 Construction Services (West Side)	-\$15,785	-\$5,767	-\$30,000	\$0	-\$30,000		19.2%
TOT	-\$140,189	-\$13,145	-\$168,500	\$0	-\$168,500		

Promontory School of Expeditionary Learning - Expense - 500 Other Services - 14.2% (8 School Budget records)

520 Liability, Property, D&O Insurance	-\$25,682	-\$11,597	-\$35,000	\$0	-\$35,000		33.1%
531 Telephone	-\$5,807	-\$477	-\$6,000	\$0	-\$6,000	8.0%	8.0%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
540 Marketing	-\$15,856	-\$966	-\$15,000	\$0	-\$15,000		6.4%
580 Travel	-\$4,518	-\$222	-\$8,000	\$0	-\$8,000		2.8%
581 Board Expenses	-\$1,654		-\$2,200	\$0	-\$2,200		
582 Board EL Attendance / Travel			-\$2,000	\$0	-\$2,000		
590 Field Work Travel / Entrance Fees	-\$2,882		-\$18,000	\$0	-\$18,000		
590 Adventure	-\$9,181	-\$43	-\$7,500	\$0	-\$7,500		0.6%
TOT	-\$65,580	-\$13,306	-\$93,700	\$0	-\$93,700		
Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 19.2% (15 School Budget records)							
611 Classroom / Expedition	-\$81,731	-\$55,025	-\$90,000	\$0	-\$90,000		61.1%
611 Adventure Supplies	-\$3,388		-\$4,500	\$0	-\$4,500		
611 Special Education Materials	-\$738		-\$4,500	\$0	-\$4,500		
612 Office Supplies	-\$19,613	-\$105	-\$22,000	\$0	-\$22,000		0.5%
613 Professional Development Supplies	-\$4,641		-\$5,000	\$0	-\$5,000		
614 POP Expenses	-\$2,440		-\$2,500	\$0	-\$2,500		
620 Energy Supplies	-\$44,535	-\$448	-\$44,000	\$0	-\$44,000		1.0%
630 Food and Kitchen	-\$85,004		-\$90,000	\$0	-\$90,000		
641 Textbooks & Curriculum	-\$5,300		-\$6,000	\$0	-\$6,000		
644 Library	-\$6,674		-\$7,000	\$0	-\$7,000		
644 Yearbooks	-\$5,980		-\$3,754	\$0	-\$3,754		
644 Book Fair	-\$1,768		-\$2,000	\$0	-\$2,000		
650 Tech-Related Supplies	-\$194		-\$500	\$0	-\$500		
670 Software	-\$21,106	-\$5,562	-\$22,000	\$0	-\$22,000		25.3%
680 Maintenance & Cleaning Supplies	-\$31,836	-\$2,115	-\$25,000	\$0	-\$25,000		8.5%
TOT	-\$314,947	-\$63,255	-\$328,754	\$0	-\$328,754		
Promontory School of Expeditionary Learning - Expense - 700 Property - 66.2% (4 School Budget records)							
710 Land & Site Improvement	-\$37,595		\$0	\$0	\$0		
733 Furniture and Fixtures	-\$5,837	-\$10,353	-\$10,000	-\$353	-\$10,353		100.0%
734 Technology-Related Hardware	-\$60,446	-\$26,301	-\$40,000	\$0	-\$40,000		65.8%
739 Equipment			-\$5,000	\$0	-\$5,000		
TOT	-\$103,877	-\$36,654	-\$55,000	-\$353	-\$55,353		
Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 4.6% (5 School Budget records)							
810 Dues and Fees	-\$3,336	-\$222	-\$4,200	\$0	-\$4,200		5.3%
810 Background Checks	-\$1,311	-\$31	-\$2,300	\$0	-\$2,300		1.4%
811 Charter School Association Dues	-\$2,034		-\$3,520	\$0	-\$3,520		
820 Facility Mortgage Payment	-\$377,518	-\$20,000	-\$434,000	\$0	-\$434,000		4.6%
890 Misc. Expenditures	-\$32		-\$1,000	\$0	-\$1,000		
TOT	-\$384,232	-\$20,253	-\$445,020	\$0	-\$445,020		
TOT	\$810,089	\$117,317	\$197,993	-\$15,960	\$182,033		

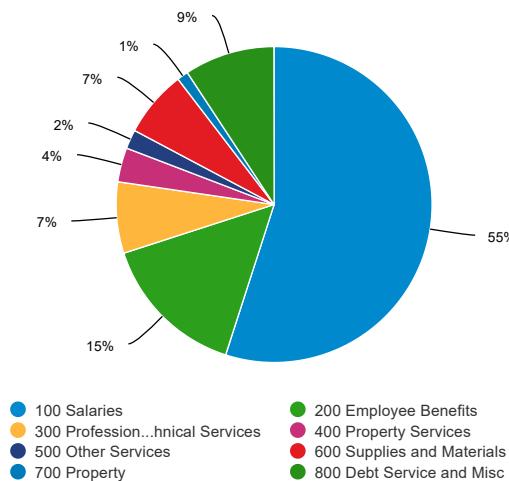
Financial Summary

	Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
Revenue (3 School Category records)						
1000 Local Revenue		\$20,748	\$115,881	\$115,881	0.0%	17.9%
3000 State Revenue		\$442,938	\$4,512,916	\$4,502,772	9.5%	9.8%
4000 Federal Revenue			\$380,498	\$375,035	0.0%	
TOT		\$463,685	\$5,009,295	\$4,993,688		
Expense (8 School Category records)						
100 Salaries		-\$140,697	-\$2,644,800	-\$2,644,800	7.3%	5.3%
200 Employee Benefits		-\$50,184	-\$724,500	-\$724,500	7.9%	6.9%
300 Professional and Technical Services		-\$8,873	-\$351,028	-\$351,028	1.8%	2.5%
400 Property Services		-\$13,145	-\$168,500	-\$168,500	3.0%	7.8%
500 Other Services		-\$13,306	-\$93,700	-\$93,700	0.5%	14.2%
600 Supplies and Materials		-\$63,255	-\$328,754	-\$328,754	0.0%	19.2%
700 Property		-\$36,654	-\$55,000	-\$55,353	0.0%	66.2%
800 Debt Service and Misc		-\$20,253	-\$445,020	-\$445,020	0.0%	4.6%
TOT		-\$346,368	-\$4,811,302	-\$4,811,655		
TOT		\$117,317	\$197,993	\$182,033		

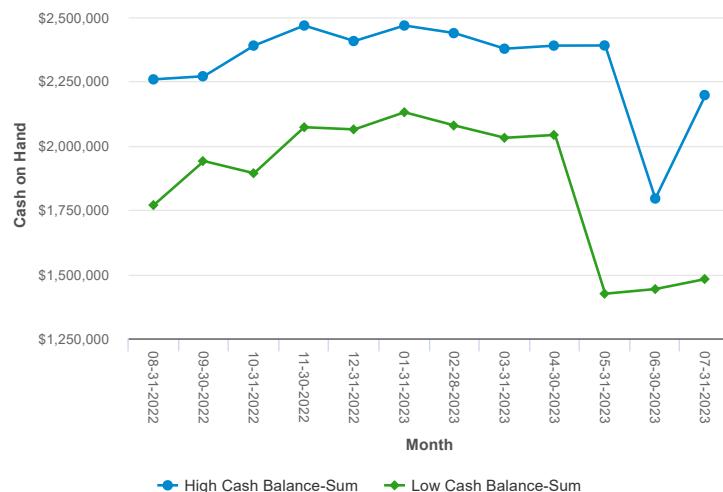
Financial Metrics

	Financial Metric	Covenant	Target	Forecast
Operating Margin			4.0	3.65
Debt Service Ratio	1.2	1.30	1.42	
% Building	<16		8.7	
Unrestricted Days Cash	100		150	

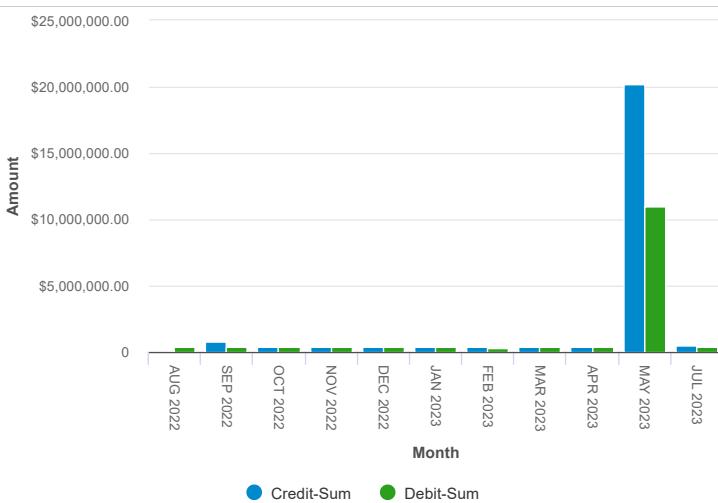
Expense Distribution



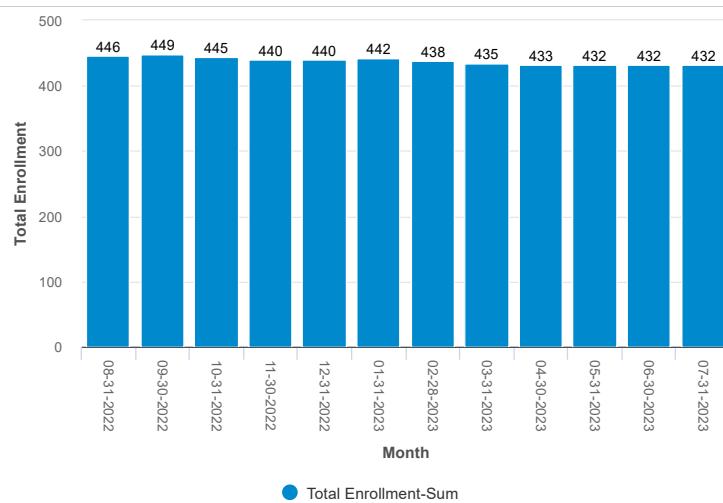
Cash Balance



Revenue vs Expenses



Enrollment Trend



STATEMENT OF ACCOUNT

P T I F

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager
 PO Box 142315
 350 N State Street, Suite 180
 Salt Lake City, Utah 84114-2315
 Local Call (801) 538-1042 Toll Free (800) 395-7665
www.treasurer.utah.gov

PROMONTORY SCH OF EXPEDITIONARY

BRIAN CATES
 1051 WEST 2700 SOUTH
 PERRY, UTAH 84302

Account	Account Period			
8282	June 01, 2023 through July 31, 2023			
Summary				
Beginning Balance	\$ 1,150,846.51			
Deposits	\$ 9,976.77			
Withdrawals	\$ 0.00			
Ending Balance	\$ 1,160,823.28			
Date	Activity	Deposits	Withdrawals	Balance
06/01/2023	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,150,846.51
06/30/2023	REINVESTMENT	\$ 4,895.89	\$ 0.00	\$ 1,155,742.40
07/31/2023	REINVESTMENT	\$ 5,080.88	\$ 0.00	\$ 1,160,823.28
07/31/2023	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,160,823.28

{Effective: 07/31/2023} The GASB Fair Value factor at June 30, 2023 is 1.00007516

EVENT REQUEST FOR APPROVAL

(Please submit form electronically to board@promontoryschool.org for processing and records.)

Event Description *(Please attach additional event details as needed.)*

Name of Event: Peach Days Float

The Peach Days Float 2023 Event will be a family/community event. It will be a two day event for participation at Peach Days, in addition to the time it takes to build the float. Possible student involvement could include the students walking with family members behind the float during the Jr Peach Days Parade. The theme this year is "Peach Days Through the Years." One way to include students, feature Promontory more, and even relate more to the theme could be to make posters using pictures from fieldworks over the years, or Great Thinkers who have been studied, etc. $\frac{1}{8}$ students, or student council members, could walk around with them on the sides to show off. Posters could hang from the vehicle on Saturday.

Estimated Volunteer Time: 30 hrs

Estimated Faculty Time: 1 hrs (walking in the parade)

Start Date: September 8, 2023

End Date: September 9, 2023



Event Goals

PURPOSE FOR EVENT: Community Awareness and School Spirit

COST: \$100 (Float supplies, otter pops & water for students, & thank you for driver)

VISION: How does the fundraiser align with Promontory's mission statement, values, policies, philosophies, and educational beliefs?

- This Event's purpose is to involve the community with and educate the community about Promontory.
- This fundraiser also supports the family value as it provides a family activity for the Promontory community.
- It supports the Wellness Policy by encouraging increased physical activity, bringing together families and friends to make it even more enjoyable and fun.

Event Approval

Director Signature: 

Date: 

Board Approval Date: 

Board Chair Signature: 

Date: 

Accounting Manual

Accounting Procedures

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Accounting Procedures

The intent of this manual is to lay out the accounting processes in a clear easy to understand manner. Situations or complexities may arise that are not accounted for in this manual, the school expects that the personnel handling the matters will act in a professional and responsible manner when such situations arise.

All accounting and financial reporting will be the responsibility of the Business Manager, under the direction of the board of trustees and the director. A complete general ledger will be kept, and Year-To Date financial reports submitted to the Board of Trustees each month. All support documents and accounting records shall be available for review at reasonable times by the board of trustees, school administration or others as approved by the Board or Administration.

Deposits

- As the school staff receives payments or donations from the public, the receiving staff members will record the purpose of the funds, total and date on an envelope and submit the envelope to the business manager for recording and depositing of the funds.
 - Copies of all checks will be made and attached to the accounting system deposit slip and bank receipt.
 - Deposits will be made in a timely manner.
- The school shall maintain a chart of accounts that meets the needs of the organization's expenditures and reporting requirements of the Utah State Office of Education and Federal Education Department. Each funding program revenue item and expenditure item shall be recorded using the class function in the accounting system.

Accounts Payable & Purchasing

It is the policy of the school to follow a practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment.

- The school will follow purchasing policies and procurement laws laid out by the State of Utah and by the Utah State Office of Education.
 - Any purchase up to \$5,000 will require the approval of the director of the school.
 - Any purchase \$5,000 or more up to \$50,000; at least two bids will be obtained and reviewed by the finance committee and due diligence and prudence will be used in making the decision of which vendor is chosen.
 - Any purchase of \$50,000 or more; will require a sealed bid process at an open board meeting or an RFP (Request for Proposal), with a vote of the board deciding the vendor.
- The school director shall have the authority to initiate purchases needed to operate necessary school programs, within the guidelines described in this policy manual. The director shall be responsible for staying within the major categories of the approved budget.

- All checks require two signatures by an authorized signer. All signers are required to furnish a signature card to the schools chosen financial institution. The business manager may not be a check signer.
- The director may, as needed, purchase allowable supplies, materials and equipment that fall within the approved budget.
- The purchasing requirements laid out apply to discretionary or one-time purchases or new commitments and do not apply to on-going, existing monthly or periodic commitments that have been previously agreed upon.

Ethical Conduct in Purchasing

- Ethical conduct in managing the organization's purchasing activities is required.
- Staff shall discourage the offer of and decline individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services. Staff shall notify their immediate supervisor if they are offered such gifts.

Payroll

- The school prepares its payroll using the QuickBooks system. The business manager shall be responsible for all payroll tax deposits, State and Federal filings, and any other payroll related record keeping items.
- The school does not advance salary or make payroll loans without the director's approval (In the case of advance salary requests or payroll loans for the director, the board of trustee's approval is required).
- For all employees, the pay periods run from the 1st – 15th and from the 16th to the end of the month. Paychecks will be dated and distributed on the 20th and the 5th. If the pay date lands on a weekend or bank holiday paychecks will be dispersed the preceding workday.
- Personal and/or sick time will be displayed and updated with each paycheck (for more details on personal time please see the employee benefits handbook).

Budget

- The finance committee (consisting of members of the board of trustees, the director, the business manager, and others as authorized by the board) will prepare an annual budget.

- The finance committee will meet at least monthly to go over expenditures and approve minor budget changes. The full board of trustees will review the budget, make changes as deemed appropriate, and approve the annual budget.
- From time-to-time, the board of trustees and the administration can elect to amend the budget as needed. Amendments shall be approved in a public board meeting.

Audit and State Reports

- An annual audit will be budgeted for and performed by an outside certified public accountant. The school's business manager will work with the auditor and assist in completing the audit in a timely manner. The business manager will file the audit with the appropriate authorities by the due date.
- The business manager will perform all state and federal reporting in a timely manner.
- The business manager's responsibilities include, but are not limited to the following:
 - Approved budget submission (in AFR format)
 - AFR (Annual Financial Report)
 - APR (Annual Program Report)
 - 990 (IRS annual information return)
 - Negotiation report
 - Year-end web survey
 - Monthly or quarterly financial and enrollment reports

Bank Reconciliation

A board of trustee's member or the director will review all bank statements and initial or sign each statement. The business manager will reconcile all bank statements each month.

Cash Management

- The business manager shall monitor and analyze cash balances for each year and update future projections as each month passes and alert the director if it appears that reserves will be low enough to jeopardize the school's capability to meet payroll or outstanding obligations.
- Before making a major purchase, the director will obtain necessary approvals and coordinate with the business manager to ensure that payment arrangements can be accommodated with the school's current cash position.
- Also, the business manager will be responsible to keep up on banking requirements (FDIC insured amounts, Utah Money Management Council rules, and any other applicable standards).

Assets & Capitalization

- The school will use modified accrual accounting to record all transactions. As such, all purchases of assets shall be expensed and run through the regular operating budget.
- At fiscal year-end, all assets over \$1,000 (could set threshold to \$1,000 to \$5,000) shall be capitalized and depreciated for the schools audited financial statements.

Records

- All canceled checks, voided checks, bank statements, and disbursement invoices are filed and maintained in order and are available for review by the board of trustees and the administration.
- The director or board must first approve any other entity or individual requesting a review of these documents.
- Deposits shall be filed by bank account and from oldest to newest and expenditures by the appropriate vendor.

Administration of Medication Policy

Purpose

The purpose of this policy is to authorize personnel of Promontory School of Expeditionary Learning to administer medication to students consistent with applicable law.

Promontory's Board of Directors acknowledges that medication should typically be administered by a student or the student's parent or guardian. However, the Board recognizes that situations may arise where the health of a student may require administration of medication during the course of a school day by School personnel.

As long as authorized personnel act in a prudent and responsible manner, Utah law provides that school personnel who provide assistance in substantial compliance with a student's licensed health care provider's written statement are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of medication. The Board hopes that this policy will help ensure that Promontory personnel act in a prudent and responsible manner in order to protect the health of students and the interests of school personnel.

The Board also desires to set forth policies regarding acceptable self-administration of medication by students.

Policy

Administration of Medication by School Personnel

Promontory will comply with applicable state and federal laws, including, but not limited to Utah Code Ann. § 53A-11-601, regarding the administration of medication to students by school personnel. Accordingly, pursuant to this policy, authorized Promontory personnel may provide assistance in the administration of medication to students at the school during periods when the student is under the school's control.

Glucagon is an emergency diabetic medication used to raise blood sugar. Promontory will comply with the requirements of Utah Code Ann. § 53A-11-604 in the event the school receives a glucagon authorization request from the parent or guardian of a student.

Promontory will comply with the requirements of Utah Code Ann. §§ 26-41-101, et seq., regarding emergency injection for anaphylactic reactions, in the event any school personnel seeks to become a "qualified adult" under that provision.

The director will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

The director will consult with the local health department and/or a registered health care professional as needed for assistance in developing procedures and training necessary for effective implementation of this policy. Promontory's director will ensure that school personnel and parents are provided with information about this policy, as needed.

Self-Administration of Medication by Students

Students may possess and self-administer prescription medication at school in compliance with applicable law where the student's maturity level is such that he or she can reasonably be expected to properly administer the medication on his or her own. The director will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

Medical Recommendations by School Personnel

The director will ensure that appropriate school personnel receive training on the provisions of Utah Code Ann. § 53A-11-605 regarding medical recommendations by Promontory employees.

Administrative Procedures

Administration of Medication Procedures

These procedures are established in accordance with the Administration of Medication Policy adopted by Promontory's Board of Directors.

Administration of Medication by School Personnel

To ensure safe administration of medication to students, the procedures outlined here must be followed.

1. The director will designate a reasonable number of Promontory employees who will be responsible for administering medication to students in the school.
2. The director will arrange for the director and all designated school employees to receive adequate training from a licensed health care professional prior to administering any medication. Training should include indications for the medication, means of administration, dosage, adverse reactions, contra indications, and side effects.
3. The student's parent or guardian must complete the parent/guardian section of the Student Medication Form requesting that medication be administered to the student during regular school hours. Parents are responsible for updating the Student Medication Form, as necessary.
4. The student's health care provider must complete the Health Care Provider section of the Student Medication Form indicating the child's name, the name of the medication, the purpose of the medication, the means of administration, the dosage, the time schedule for administration, the anticipated number of days the medication needs to be given at school, and possible side effects. The practitioner must also affirm that giving the medication during school hours is medically necessary.
5. A Student Medication Log must be maintained for any student who has medication administered at school, and all employees authorized to administer medication will be notified regarding each student to whom they are authorized to administer medication.
6. Each time medication is given, the person who gave it must document the administration in ink on the Student Medication Log. If the medication is not administered as scheduled, a notation must be made on the Student Medication Log as to why the medication was not given, and the student's parent or guardian must be notified. 7. The Student Medication Form and Student Medication Log will be retained in the student's records.
8. Teachers of the student receiving medication during school hours will be notified.
9. Medication (other than that carried by a student) must be delivered to the school by the student's parent or guardian or designated adult.
10. Medication should be delivered to the school in a container properly labeled by a pharmacy, manufacturer, or health care provider. Labeling must include the student's name, the name of the prescribing practitioner, date the prescription

was filled, name and phone number of the dispensing pharmacy, name of the medication, dose, frequency of administration, and the expiration date.

11. Medication must be stored in a secure, locked cabinet or container in a cool, dry place, except that:
 - a. medications that require refrigeration must be stored appropriately.
 - b. b. insulin or emergency medications such as EpiPens, Twinject Auto-Injectors, asthma inhalers and glucagon must not be stored in a locked area, so that they are available when needed.
12. Authorization for administration of medication by Promontory personnel may be withdrawn by the school at any time following written or verbal notice to the student's parent or guardian, as long as this action does not conflict with federal laws such as IDEA and/or section 504 of the Rehabilitation Act. The director may withdraw authorization for administration of medication in cases of noncompliance or lack of cooperation by parents or students unless the student's right to receive medication at school is protected by laws such as IDEA or section 504.

Self-Administration of Medication by Students

Students may possess and self-administer prescription medication if:

1. The student's parent or guardian signs a statement:
 - a. Authorizing the student to self-administer the medication; and
 - b. Acknowledging that the student is responsible for, and capable of, self-administering the medication; and
2. The student's health care provider provides a written statement that:
 - a. It is medically appropriate for the student to self-administer the medication and be in possession of the medication at all times; and
 - b. The name of the medication prescribed for the student's use.

Promontory will provide an acceptable form for parents to request that their student be allowed to possess and self-administer prescription medication.



AUTHORIZATION OF SCHOOL PERSONNEL TO ADMINISTER MEDICATIONS

Name of Student: _____ **DOB:** _____

Address: _____ **Home Phone:** _____

Parent/Guardian: _____

Cell Phone: _____ **Work Phone:** _____

Emergency Contact: _____ **Phone:** _____

School/Teacher: _____

Name of licensed health care provider completing form: (please print)

Licensed Health Care Provider's Statement:

1. Name/Type of medication: _____
2. Dosage/Amount to be given: _____
3. Frequency/Times to be administered: _____
4. Duration (week, month, indefinite, etc.): _____

5. Anticipated reactions to medication (symptoms and/or side effects for underdose/overdose, etc.):

Signature of Licensed Health Care Provider Date

Parent/Guardian Request/Approval:

I hereby request and give my permission for the above-named student to receive the specified medication as stated in the above instruction from the health care provider. I understand that the school administration will designate specific staff to administer medication, train staff, assure proper identification and safekeeping of medication, and maintain records of such administration of medication.

I further understand that school personnel who provide assistance (administration of specified medication so noted) or employer of such staff are not liable, civilly or criminally, for any adverse reaction suffered by my child as a result of taking the medication so indicated and discontinuing the administration of the medication in keeping with the procedure outlined above.

Signature of Parent/Guardian Date

Admissions Policy

Promontory School is a public charter school that will not discriminate on the basis of disability, race, creed, color, gender, national origin, or religion.

In filling the school with students, the Mission of Promontory School of Expeditionary Learning will be considered at every applicable instance. This mission is:

to provide a rich educational environment that views learning as an Expedition and uses the study of Great Thinkers to cultivate the value of excellence and the love of knowledge. Using investigation and discovery to make connections to ideas and our community , we empower children to embrace challenges, act with humanity , and become the Great Thinkers of the 21st century .

Promontory School will fill its student enrollment based on the following priority:

1. Open Enrollment
2. Lottery Selection
3. Preferential Enrollment

Open Enrollment

Once a student has been admitted to the school through an appropriate process, he or she may remain in attendance through subsequent grades. A new applicant for admission to the charter school, however, would be subject to the lottery if, as of the open enrollment closing date, the total number of applicants exceeds the number of spaces available at the school. Open Enrollment dates will be publicly announced and will adhere to Utah State Statute.

Lottery Selection

A lottery is a random selection process by which Promontory School admits applicants. Promontory School will use a lottery if, during the open enrollment period, more students apply for admission to the charter school (in any grade) than can be admitted. During a public meeting, the School Board will vote on the lottery process. Through a random drawing each applicant will be assigned a number identifying the order in which they are drawn. Following the lottery, Preferential Enrollment will be addressed. Afterwards classes will be filled to capacity using the sequence obtained from the lottery drawing.

When a student is admitted to the school through the process, all siblings of that student are admitted immediately, if space is available. If space is not available for a particular grade, that sibling will be placed on the waiting list. Students not selected will remain on a waiting list, preserving the order as determined by the lottery, giving preference to siblings of attending students. Promontory School will notify applicants of the lottery results within 2 weeks. Students placed on the waiting list will be given the opportunity to attend the school if openings become available during the school year. The lottery is run regularly to maximize enrollment. Families will be notified, first via email, then by text messaging, followed by a phone call, and students have 5 school days to accept the opening. Students who apply after the enrollment period may be admitted as space allows or will be added to the waiting list through subsequent lotteries.

Preferential Enrollment

First preferential enrollment for any grade is given to children and grandchildren of



Page 1 of 2

Admissions Policy

3/29/2010

4/5/2013

2/23/2017

2/15/2018

1/21/2021

Members as well as the children of Promontory School of Expeditionary Learning employees. Secondary preferential enrollment will be given to siblings of students already admitted to or attending Promontory School followed by preferential enrollment for military families.

Page 2 of 2

After School Activities

Promontory School may have some after school extra-curricular activities as budget allows. All extra-curricular activities must be board approved, curriculum related and support the mission and values of the school.

Promontory School will ensure that all extra-curricular activities will be offered equally and openly to all students without regard to gender, as required by Title IX, Education Amendment of 1972.



PoP! EVENT REQUEST FOR APPROVAL

(Please submit form electronically to pop@promontoryschool.org for processing and records.)

EVENT LEADERS

Contact Name	Lynnette Crockett	Contact Name	Adrienne Murray
Phone Number Text: Yes / No	435-229-8501 (Yes, you can text me)	Phone Number Text: Yes / No	
Email Address	lynnettecrockett@gmail.com	Email Address	Lacysloftdesign@yahoo.com

EVENT DETAILS

EVENT DESCRIPTION:	<p>2023 Safety Fair</p> <p>POP Community Fun Crew would like to host the 1st Annual Promontory Safety Fair. We would like to invite the following community resources to set up tables around the outdoor track to promote their community organization/resource: BRAG, Brigham Peds Office, Jesse Low Peds Dental Office, Bear River Health Dept, Bear River Mental Health, Box Elder Community Clinic, Carseat guys, Brigham City and Perry PD, Brigham City FD, Box Elder County Sheriff's Office, Box Elder County Children's Justice Center, Box Elder Pantry, USU Extension, USU 4H, Brigham City Suicide Prevention, Box Elder County Family Support Center, Boys & Girls Club, USU Headstart, Girl Scouts, New Hope Crisis Center, ICACA, Linc, SafeUT, ProjectChildSafe, Box Elder Emergency Management, Children's Society, Box Elder Community Clinic, Law Tigers, BabyYourBaby, etc. (I have an invitation letter, and a spreadsheet with contact info ready to reach out to these organizations.)</p> <p>We would offer a punch card that parents would need to get punched as they visit the booths. After visiting all of the booths, parents could drop their card and be entered to win a grand prize.</p> <p>We would offer a table with a coloring page for all children to submit to enter to win a bike helmet.</p> <p>We would like to ask the local first responders to bring trucks out to park in the parking lot and allow a touch a truck event.</p> <p>We would like to ask the Bear River Health Department to set up a Car Seat Check Point.</p> <p>We'd like to invite several food trucks to allow families to eat and visit while they attend the event.</p>		
PROPOSED DATE	Either October 6th or 7th Sept 21-23 dates could work too. Same time options.	PROPOSED TIME	October 6th 6-8 PM or October 7th 11 AM-2 PM Thurs 5th possible also
ESTIMATED VOLUNTEER TIME	<ul style="list-style-type: none">-Time to send out invitations-Time to promote event on social media-Time to follow up on invitations-Time to Set Up Event on Event Day-Time to Monitor Event-Time to Clean Up Event-Time to Send Thank You Cards <p>Approximately 40 Hours?</p>	ESTIMATED FACULTY TIME	None at this time, other than encouraging families to attend, and attending themselves.



PoP! EVENT REQUEST FOR APPROVAL

(Please submit form electronically to pop@promontoryschool.org for processing and records.)

ESTIMATED COST:	\$150 -Punch Cards and Hole Punches -Signs -Thank You Cards -Water (Maybe able to get it donated by Niagara) -Prizes (Maybe able to get it donated by community members)	ESTIMATED INCOME: *If your event is seeking to raise money, you must fill out the Fundraiser request form and submit it with this.* Free event. Encourage families to invite their friends & family to join us. For further exposure- advertise in Perry Community groups, city offices, and our Social Media platforms.
GOALS & OBJECTIVES:	Who is your target audience for the event? What would you like them to learn or do as a result of participating in the event? How will this increase family engagement? Support student success?	
	Our target audience is the Promontory families and students. (We can invite the community as a whole, if the school board would like) We want to promote safety in our homes, communities and at our school. We want students and families to be aware of what community resources are available, and not be afraid to reach out to them when they need them.	
VISION:	How does the event align with Promontory's mission statement, values, policies, philosophies, and educational beliefs?	
	By promoting the Safety Fair, we are teaching our children to be safe and to take responsibility for their safety and the safety of their friends, family members, and crew mates.	
NEEDED RESOURCES:	What resources exist within the school or PoP! To support this event? What additional resources will be needed? Are there people, businesses, or items that you are counting on donating to make this event possible?	
	We would likely ask Niagara to donate water.	
	We would need to ask these community resources/organizations to set up a booth to promote their organization. They would need to bring their own table.	
	We would like to purchase a few prizes for the punch cards. They could be purchased, or we can reach out to a few businesses to donate gift cards.	
	All requests/invitations/communications would be recorded in a spreadsheet shared with the POP! Board for future Safety Fairs and for proper documentation.	

PoP! Board Decision

POP PRESIDENT SIGNATURE:	Amber Jenks	DATE: 8/3/23
APPROVED / DENIED	Approved 5 yes. 1 absent.	DATE: 8/3/23
REASON	Note: We have a parent who offered to help us get helmet donations if we ever needed them. He could be a potential resource for obtaining a larger amount.	

PoP! EVENT REQUEST FOR APPROVAL

(Please submit form electronically to pop@promontoryschool.org for processing and records.)

Event Approval

DIRECTOR SIGNATURE:		DATE:
BOARD APPROVAL DATE:		
BOARD CHAIR SIGNATURE:		DATE