



*The Mission of Promontory School of Expeditionary Learning 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 challenge, act with humanity, and become the Great Thinkers of the 21<sup>st</sup> century.*

## **BOARD OF DIRECTORS MEETING AGENDA**

Thursday, October 19, 2023  
7:00PM  
1051 W 2700 S  
Perry, UT 84302

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Join via zoom at:

<https://uetn-org.zoom.us/j/7462007176>

**7:00 PM – CALL TO ORDER**

- Welcome/Mission Statement and Pledge: Josie Beth Archibald

7:05 PM – Finance Training: Brian Cates

**7:10 PM – MINUTES**

- 09-21-2023 Board Meeting Minutes

**7:20 PM – PUBLIC COMMENT**

*\* PUBLIC PLEASE NOTE: All public input will be taken into consideration, but not be discussed by the board during this meeting. Comments will be limited to three minutes each. We appreciate your input and invite your comments.*

*- Promontory Board of Trustees*

**7:30 PM – FINANCE REPORT**

- Budget Review – Brian Cates

*In compliance with the American with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should contact Tammy Stutznegger at [tstutznegger@promontoryschool.org](mailto:tstutznegger@promontoryschool.org) giving at least three working days notice. "This institution is an equal opportunity provider and employer.*

7:45 PM – **BUSINESS ITEMS**

- School Flag
- Construction Update
- Bullying and Hazing
- Building Use

8:30 PM **ACTION ITEM**

- School Land Trust Committee Review
- Utah Consolidated Application
- After School Activities
- Kindergarten
- Procurement Threshold
- Admissions Policy

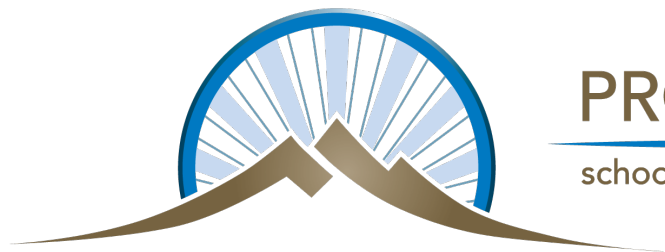
8:40 PM **DIRECTOR'S REPORT**

- Staffing Update
- Enrollment
- Student Achievement
- Charter Agreement Goal
- Professional Development
- Public Relations
- Lottery

8:50PM CLOSED MEETING

9:00 PM – ADJOURN

\*Next scheduled Board Meeting Retreat Thursday, November 2, 2023



# PROMONTORY

school of expeditionary learning

## BOARD OF DIRECTORS MEETING

September 21, 2023

7:00PM

1051 W 2700 S

Perry, UT 84302

### **Trustees:**

Michelle Flynn  
Amber Edelman  
Emily Morgan  
Karen Braithwaite  
Stephanie Quintero  
Zack Davis  
Becca Ashby  
Josie Beth Archibald

### **Officers:**

Amy Rich

### **Director:**

### **Visitors:**

Holly Jenks  
Tammy Stutznegger  
Brian Cates  
Matthew Flynn  
Becky Cornelius  
Tami Hirleman  
Susan Bennett  
Celeste Muhlestein  
Holly Jenks  
Amanda Lucherini

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

- Welcome/Mission Statement and Pledge: Karen Braithwaite

7:11 PM – Training–Showed Video that was played at Jennifer and Denali’s Memorial

7:31 PM – **MINUTES**

- 08-17-2023 Board Meeting Minutes: No changes. Michelle motions to approve. Zach seconds. Motion is carried. Stephanie abstains.

7:32 PM – **PUBLIC COMMENT:** Susan Bennett wanted to say thank you to the Board for their support. Amber Jenks mentioned that we moved the general POP meeting has been moved to October 5th at 6:00pm.

## 7:34 PM – FINANCE REPORT

- Budget Review – Brian Cates: PTIF continues to perform well. Rates haven't changed. Earned \$5200 interest in month of August. Adding an additional \$250K into PTIF account. Account is liquid and can be moved at anytime. Increases our local revenue forecast. Budget Summary—as of end of August we are 17% through fiscal year. 3.6% operating forecast currently. Enrollment is looking good. End of August sitting at 449. Outlook is really good for the current year.

## 7:40 PM – BUSINESS ITEMS

- Construction Update: Matthew Flynn handed out the final schedule. We are planning on finishing ahead of schedule. Should be completed by next Board meeting. Stage lighting and re-do the tile down the art hallway will be last things to be completed. Teachers should be able to move in around fall break. One West has been great to work with.
- Attendance Policy: Formatting updates. No other updates.
- Attendance Procedures: Formatting updates. No other updates.
- Town Hall Meeting: Amber talked about meeting with the USBE, Utah Charter Board, Academia West. USBE suggested we have a town hall meeting to address the changes coming to the school. Helps address questions and concerns that families might have. Need to set a date within the next couple of weeks to a month. Possibly looking at a time before the next board meeting on October 19th.
- Safety Concern: Accident up on the highway—motorcyclist was hit. Possibly considering putting a light there. It's a highway, owned by UDOT. Would need to do studies and have data with an argument—not an easy process. Only allowed certain number of lights on a highway. Parents can petition, but there is already one ongoing for this intersection.

Retreat is November 3rd in Corinne. Potluck lunch. 9:00am-2pm.

## 8:00 PM ACTION ITEM

- TSSA Grant Application: Grant we apply for every year. Grant for Gwen's job. Teacher development, curriculum instruction, etc. Grant funds will be used to Gwen's salary and ETS/IT services. Stephanie motions to approve. Karen seconds. Motion is carried.
- School Land Trust: Re affirm that our Board is acting as our school land trust board. Majority of voters are parents. Karen motions to approve. Becca seconds. Motion is carried.

8:05PM· Board Member Change of Order: Jessica Wolf has resigned as an officer. Propose that Michelle Flynn become Board Chair. No other names. Josie Beth motions to approve. Stephanie seconds. Motion is carried.

Michelle proposes to move Stephanie Quintero to the position of vice chair of school board. Zach motions to approve. Karen seconds. Motion is carried.

- Appointing Interim Director—Discussed in closed meeting.

## 8:40 PM **DIRECTOR'S REPORT**

- **Staffing Update:** We hired an aide for SPED, moved another aide to RTI to assist with Patty, moved another Aide to assist in a 5% classroom. Jenn Dabb also hired a cleaning assistant to help aid in the cleaning with the other teenagers. We also parted ways with a Sped aide.
- **Enrollment:** We have 451 enrolled.
- **Student Achievement:** Lots of wonderful fieldwork this past 2 weeks. Porcupine, and Craters of the Moon campouts, Stem Fair in SLC, Deseret Hive Supply. Beginning of the year benchmark testing is finished! Crew relationship building and unity during hard times. Clubs and student council
- **Charter Agreement Goal: Reading Proficiency:** Percentage of third grade students reading at grade level 81%, **Math Proficiency:** Percentage of 6th grade students scoring minimum math proficiency 71.6%. **Student Portfolios:** Percentage of students who maintain working portfolios 98%.
- **Professional Development:** Gwen gave aide training last week. Vertical planning meetings this year. We have a visitor planned to come do PD in October. Weekly Community meetings
- **Public Relations:** Peach days parade! Thank you to all our volunteers getting that float together and walking. This year we had more walking than ever before in honor of Jennifer Blaine, Veterans Visit in the process of getting this planned, Expansion article on our school, and a personal piece on Jennifer Blaine and her role at our school. We are in the process of planning for a ribbon cutting for our expansion. Fall Festival scheduled for Halloween again this year.

Roll call taken: Amber Edelman, Amber Jenks, Emily Morgan, Michelle Flynn, Becca Ashby, Zach Davis, Karen Braithwaite, Stephanie Quintero, Josie Beth Archibald, Amy Rich, Tami Hirleman, Becky Cornelius, Tammy Stutznegger.

Stephanie motions to go into a closed meeting to discuss character and competence of an individual. Josie Beth seconds. Motion is carried.

## 8:35PM **CLOSED MEETING**

8:55PM Josie Beth motions to close the closed meeting. Stephanie seconds. Motion is carried.

Roll call taken: Amber Edelman, Amber Jenks, Emily Morgan, Michelle Flynn, Becca Ashby, Zach Davis, Karen Braithwaite, Stephanie Quintero, Josie Beth Archibald, Amy Rich, Tami Hirleman, Becky Cornelius, Tammy Stutznegger.

8:56PM Zach motions to approve Amber Edelman as the interim director for the 2023-24 school year. Becca seconds. Motion is carried.

9:00 PM – ADJOURN–Josie Beth motions to close the meeting. Zach motions to second. Motion is carried.

\*Next scheduled Board Meeting: October 19, 2023





Admissions Policy  
3/29/2010  
4/5/2013  
2/23/2017  
2/15/2018  
1/21/2021  
10/21/2021  
8/17/2023

# 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 Founding Members and Promontory School of Expeditionary Learning Governing Board.

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.

*Promontory Founding Member Policy is as follows:*

Promontory School of Expeditionary Learning will offer "preferential enrollment" to children of those who play a significant role in the development of the school. These teachers, staff, parents, and board members will be referred to as "founding members." Promontory has adopted the following policy regarding founding members.

*The Promontory Board must approve each founding member. Potential founding members will*

*Mom sign a Memorandum of Understanding (MOU) which outlines their commitment to contribute in a significant and meaningful way to the development of the school as determined by the Governing Board. Founding teachers are exempted from signing the MOU. Persons who fail to meet these requirements can have Founding Member Status revoked. Preferential enrollment shall be extended to no more than 5% of enrolled students. As such, each founding member is allowed to enroll one child in the school using their founding member status. A list of founding members can be located on display in the front office and are listed as followed:*

*Founding board members: Valerie Neslen, Kassi Capener, Rob Christensen, Sharon Fairbourn, Bridgett Clark, Bryce Passey, Kimberly Jenson, Shanda Parkinson, Shiree Case*

*Founding members: Laurie Baird, Misty Beisinger, Leanne Brockbank, Kassi & Randy Capener, Shiree & Ben Case, Rob & Jenn Christensen, Bridgett & Paul Clark, JD Clark, Missi Conover, Sharon & Rick Fairbourn, Meg Ferry, Jared Griffith, Susan Hardy, LeAnne & Verlo Hunsaker, Kimberly & Richard Jenson, Mindy Johnson, Heidi Nelson, Valerie & Cannon Neslen, Claudia Oyler, Shanda & Tom Parkinson, Bryce & Carolyn Passey, Suzie Roberts, Britney Silver, Shallen Sorenson, Susie Witt Founding teachers: Rob Christensen, Sherry Christensen, Tiffany Conger, Tia Cornelius, Tracy Davidson, Dorothy Dobson, Dana Durney, Mindy Espinoza, Mary Beth Farrer, Nina Guzzetti, Heidi Heil, Gayle Mansfield, Camille McClurg, Tina McMullin, Glenna Petersen, Megan Quitberg, Lynette Reeder, Janni Richards, Dot Ross, Nancy Smith, Sean Wallis, Lindsay Walter, Cindy Wells*

**Commented [1]:** @DDobson@promontoryschool.org @mflynn@promontoryschool.org I added the updated policy Michelle had found, but I don't see that it references teachers.





Building Use Policy  
11/7/2012  
1/20/2022  
10/19/2023

**Commented [1]:** @bashby@promontoryschool.org  
@mflynn@promontoryschool.org  
@squintero@promontoryschool.org  
@mflynn@promontoryschool.org  
This policy comes under the policy committee responsibility to review. Please take time to look it over and make suggestions before the upcoming october meeting.

**Commented [2]:** @DDobson@promontoryschool.org  
fix the logo at the top and formatting for consistency.  
\_Assigned to Dorothy Dobson\_

## Building Use Policy

### Purpose

To provide guidelines on appropriate use of the school building for school purposes and appropriate fees for groups interested in using the building during available hours.

### Policy

The school building is owned by a private entity and leased to the school for a defined period of time. The Board of Directors (the "Board") may, but is not required to, sub-lease the building to entities who wish to use the facilities during hours the school is not being utilized for educational purposes; provided such use does not violate any agreement, law or regulation by which the school is bound.

Use of school facilities for civic or other purposes shall not interfere with any school function or purpose.

In addition, the school's Director (the Director) or Board may, in their sole discretion, for any reason or no reason, deny use of the School Facilities. As such, this policy is not legally binding on the school to any extent.

Approval of use of facilities by a group or organization does not constitute endorsement of the group or organization's objective.

### Type of Use

#### School-Sponsored Programs and Parent Organization Activities

The school's Parent Organization and individual classes shall be granted free use of facilities for qualifying school-related activities so long as the activity does not disrupt the functions of the school. Qualifying activities may include but are not limited to: activities related to the educational curriculum, class performances, or school-wide fundraisers. *These activities shall be approved by the Director and scheduled with the Facility Coordinator prior to notice of the event going out.*

Events that require use of the kitchen or require use of personnel may be subject to a fee depending on the number of school personnel required.

#### Charitable and Non-Profit Use

Charitable and Nonprofit rates apply to community organizations such as service clubs, Boy Scouts, Girl Scouts, United Way, cities and counties. *These activities shall be approved by the Director and scheduled with the Facility Coordinator prior to notice of the event going out.*

Generally a nonprofit organization will have a tax exempt IRS number.

The Director may grant free use to public service organizations who perform strictly public services, such as civic groups, Boy Scouts, and Girl Scouts when custodial and other services are not required beyond the regularly scheduled duty and when no additional school funds are used to subsidize these meetings.

#### **Other Groups and Individuals**

*These activities shall be approved by the Director and scheduled with the Facility Coordinator prior to notice of the event going out.* This includes groups such as businesses, religious institutions, home school, higher education institutions, recreational groups, private groups and other organizations or individuals. Regular fees may be assessed for these groups.

## **Procedures**

The Director or designee may qualify applications on a case-by-case basis. Applications should be approved at least two weeks prior to use.

The Director or designee shall require a completed copy of the Building Use Agreement from the user with all appropriate signatures, obtain all indemnification paperwork and collect all associated deposits and fees prior to the date of the rental.

#### **Scheduling**

Scheduling of activities will be the responsibility of the facility coordinator. A single application may be made for a series of meetings of like character. However, if any of the meetings/activities are found to conflict with school programs, such meetings will be canceled and/or rescheduled.

Prior to scheduling individual classrooms for use, the facility coordinator will coordinate with classroom teachers and school staff.

Building Use schedules will be posted at least one week in advance in order to inform teachers, employees and custodial staff of building/class usage.

The school has the absolute right of cancellation without liability. Every effort will be made to provide the user 24 hour notice.

#### **Personnel**

The Director or designee is responsible for determining the number and type of personnel required for a particular activity in compliance with this policy. A user who does not agree with this determination may appeal to the Board.

General supervision/security is required if the Director or designee determines the building use activity requires such. General supervision of the facility may be assigned to an activity supervisor (teacher, administrator or other qualified school personnel). In rare cases, a non-employee activity supervisor may be approved. This requires a signature from the director and the board.

In some instances, an approved non-employee activity supervisor may receive authorization to be issued a key for facility use when school staff is not present. The named supervisor shall read and adhere to the school's key policy and submit an Application for Key Form. Upon approval, the key will

be checked out through the facility coordinator. The approved supervisor is responsible to unlock and secure the facility being used. Keys may not be loaned to others and must be returned to the school office immediately following contracted use. The named supervisor shall be held responsible for any damages or losses sustained to the building, school facilities or equipment while in possession of keys.

At least one member of the school lunch staff is required for rental of the kitchen. Computer lab and library use requires the presence of an approved school personnel. Payment of wages for personnel providing supervision or other services in support of building rental shall be paid in compliance with the signed Building Use Agreement.

#### **Special Conditions**

Facilities such as computer lab, media center, or kitchen (unless approved by the Board and school appropriate personnel are present during the entire time of the function) shall not be rented.

#### **Insurance/Waiver Of Liability**

The user of school facilities must hold Promontory School of Expeditionary Learning, its Governing Board, and school employees harmless from any and all claims by any person arising from the use of the premises except for the sole negligence of the School.

Each application for use of facilities shall provide proof of bodily injury and property damage liability coverage. The Certificate shall be for no less than one million dollars (\$1,000,000) per occurrence, and the school shall be named as an additional insured. Applicants will be responsible to contact their individual insurance providers to obtain a copy of insurance coverage.

Applicants (the "Applicant") may request an exception for the Certificate with the Director. Exemptions must be approved by the Board.

#### **Fees**

As applicable, the Director shall charge for the use of facilities as outlined in the Building Use Fee Schedule.

Collection of fees for building or equipment is the responsibility of the Director or designee and shall be made in advance.

All rental times shall be computed from the time of requested opening to closing of the doors. Persons lingering in the building shall be the responsibility of the activity supervisor, and closing time shall be the time when all persons associated with the rental have left the building and the building is completely secured. The fee will be adjusted for additional time taken beyond the scheduled rental.

The Director or designee shall establish additional charges for school equipment (spot lights, projectors, televisions, risers, microphones, etc.) and supplies used by the lessee.

Renters shall pay for any damage caused to the building or to any school equipment including recovery-associated costs.

#### **Security Deposit**

At the discretion of the Director or designee, the lessee may be charged a refundable security deposit of up to \$500. The Director or facility coordinator shall determine the amount of the security deposit

based on the size of the group, the location of the activity, and the type of activity involved. Security deposits shall be paid by the applicant in a separate check and deposited by the Director or designee.

Building Use Policy  
11/7/2012

Following the rental period, the Director or designee shall inspect the facility for damage or excess mess requiring extra cleanup time. Any such extra charges will be deducted from the security deposit and the remaining security deposit shall be refunded to the applicant in the form of a check to the applicant. Should there be no extra charges assessed, the full amount of the security deposit shall be refunded to the applicant in the form of a check.

#### **Applicant/User General Information and Responsibilities**

- Use of facility and/or equipment is permitted only during the agreed upon date and time.
- Areas not specifically designated for use are not available and may not be used. Groups may only use the areas agreed upon in the User Application/User Agreement.
- School personnel or an approved non-employee activity supervisor shall be on site at all times during an approved use. Approved non-employee supervisors will be made known to the Board prior to use of the facility.
- The applicant must provide acceptable and adequate supervision for all activities applied for. The school reserves the right to review the planned activity and to determine adequate levels of supervision.
- School sponsored student events require onsite supervision by school personnel in addition to other volunteer adult supervisors who may be in attendance.
- The applicant will not give authorization for other individuals or groups into the building during time of use.
- No one will be admitted to the building until the supervisor is present.
- The activity supervisor is responsible for making sure that all participants are out of the building before leaving. Children may not be left unattended to wait for rides. Children must be supervised at all times.
- The activity supervisor must secure facilities after scheduled use.
- Unless prior arrangements have been made and fees assessed for the school to provide custodial services, the user is responsible for total cleanup of areas used. Any cleanup required on the part of the school as the result of failure to fulfill this responsibility may be billed to the user organization and/or the named activity supervisor.
- The user must report all facility problems to the Director. Damages to the facility when used by a group become the responsibility of the applicant.
- Any accident involving injury to participants or damages to facilities or equipment occurring

during the use of facilities or equipment will be reported to authorities immediately.

- Any loss or damage resulting from the activity use will be deducted from the security deposit. If damages sustained are greater than the security deposit, the remaining balance shall be billed to the applicant. Damage fees are in addition to the established use fee.
- Equipment and property shall not be loaned or removed from the building without prior approval from the Director or designee and scheduled through the facility coordinator.
- Requests to use school furniture or equipment must be stated on the application and approved.
- The users of school equipment must accept liability for and damage or loss to such equipment that occurs while it is in their use. Users shall be financially liable for damage or loss to the facilities and property within.
- Users are responsible for special set-up requirements and clean up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.
- Alterations to the facilities are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- Decorations are subject to the approval of the director. No open flame decorations shall be permitted, and no decorations shall be fastened to the floor, walls or ceiling with nails, screws, tape, wax, or other fasteners that will damage the finish of the building surface.
  - Courtesy and respect should be shown to all building employees and others who may be using the facility. Abusive conduct or language is not permitted in the facility.
- The user is subject to adherence to the standards of behavior of the school and Utah State Law.
- Smoking, alcohol, tobacco or drugs are not allowed on school property, or within 500 feet of school grounds.
- Firearms, explosives or other weapons either real or play are prohibited on school grounds as defined by law.
- The users must be familiar with the location and operation of lights and emergency systems prior to facility use.
- The user agrees to be responsible for full compliance with the Americans with Disabilities Act pertaining to its use of the Facility.

- All national, state and local laws and rules of police and fire departments must be complied with by the persons or organizations using the buildings.
- Corridors, exits, and stairways must be free of obstructions at all times. Members of audiences must never stand or sit so they block exits, stairways, or aisle ways.
- Violation of any of these standards is grounds for termination of the use agreement and the immediate removal of those individuals associated with the rental. Violation may result in the forfeiting of all deposits, and additional charges may be assessed.

**Use of Fees Collected**

Funds collected for use of the facilities will be deposited in the school’s general fund. After deducting 10% for overhead, the balance will be allocated by the Director to items on the wish list developed by the Director in consultation with the Parent Advisory Crew and other school committees.

**Fee Schedule**

Building use fee schedules shall be established by the Board and are subject to periodic review.

**Building Use Fee Schedule**

**BUILDING USE FEE SCHEDULE**

**FACILITY REGULAR CHARITABLE/NON-PROFIT** Parking Lot \$40/day \$10/day Cafeteria \$50/hour \$25/hour Stage/Kiva \$50/hour \$25/hour Classroom (each) \$30/hour \$15/hour Commons Area (each) \$30/hour \$15/hour **Computer lab, library , and kitchen shall not be rented unless approved by the Board and school personnel are present during the entire time of the function.** Computer Lab \$80/hour \$40/hour Library \$40/hour \$20/hour

Kitchen (When renting the kitchen facility, it is mandatory to have at least one kitchen staff member present for	which there is an additional personnel charge.)	\$80/hour \$40/hour
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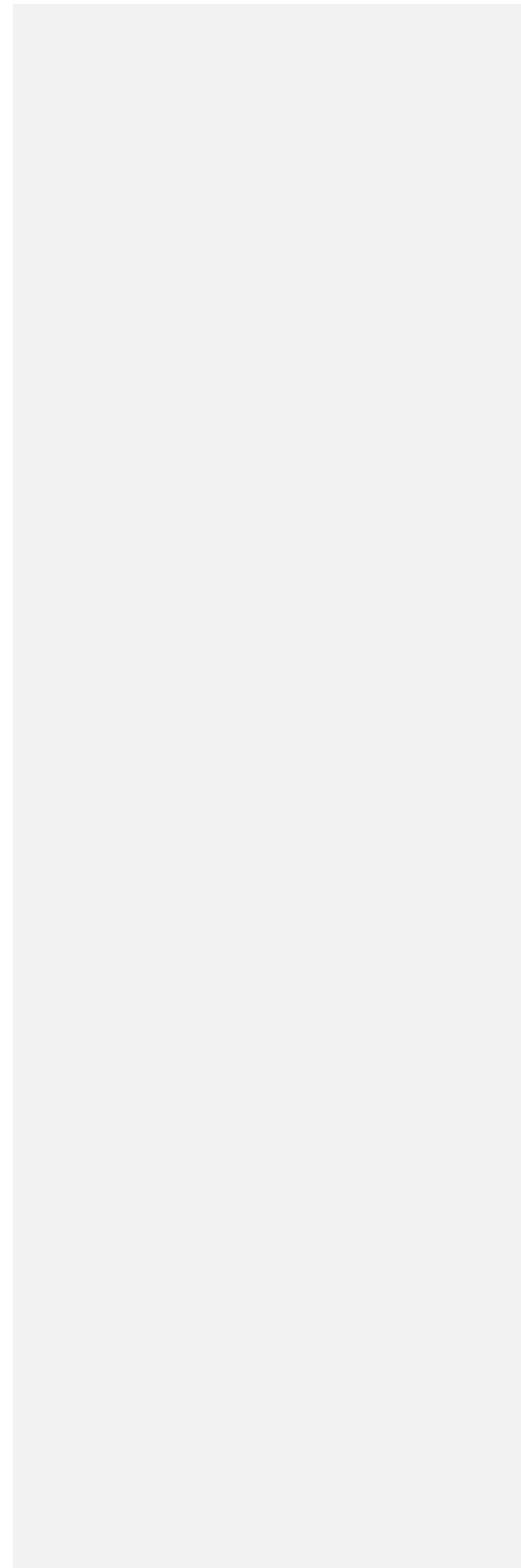
**PERSONNEL REGULAR CHARITABLE/NON-PROFIT** Building Supervisor \$35/hour \$35/hour Additional Staff \$20/hour \$20/hour Kitchen Staff \$25/hour \$25/hour **OTHER FEES REGULAR CHARITABLE/NON-PROFIT**

Equipment Fee-- This fee is set on a case by case basis. Fees are set by the Director or designee. Fee shall be charging admission will require <u>this additional fee</u> )	documented in the Building Use <u>Agreement.</u>
TBD TBD \$50 \$25	Concession Fee—(any user

**Commented [3]:** Do we need to update these fees? I think we've stayed pretty consistent in price over the years, I only recall a discussion around these fees once before, years ago, and I don't think we changed them.

**Commented [4]:** I would have to ask the facility people their thoughts. I would assume with inflation just with utilities a 10-15% increase would be needed to cover costs. @mflynn@promontoryschool.org

Security Deposit— TBD by director



## Bullying and Hazing Policy

### A. Definitions

- a. "**Bullying**" means intentionally or knowingly committing an act that:
- i. endangers the physical health or safety of a school employee or student.
  - ii. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements.
  - iii. involves forced or involuntary consumption of any food, liquor, drug, or other substance.
  - iv. involves forced or coerced actions or activities of a sexual nature or with sexual connotations.
  - v. involves other physical activity that endangers the physical health and safety of a school employee or student; or
  - vi. involves physically obstructing a school employee's or student's
  - vii. freedom to move; and
  - viii. is done for the purpose of placing a school employee or student in fear of:
    - ix. physical harm to the school employee or student; or
    - x. harm to property of the school employee or student.

*The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.*

- b. "**Abusive Conduct**" means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on severity, nature and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress intended to cause intimidation, humiliation, or unwarranted distress.
- i. results in substantial physical or psychological harm as a result of intimidation, humiliation, or unwarranted distress; or
  - ii. exploits an employee's known physical or psychological disability

*A single act does not constitute abusive conduct, unless it is an especially severe and egregious act that meets the standard under Subsection (A)(1), (2), or (3).*

- c. "**Hazing**" means intentionally or knowingly committing an act that:
- i. endangers the physical health or safety of a school employee or student.
  - ii. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements.
  - iii. involves consumption of any food, liquor, drug, or other substance
  - iv. involves forced or coerced actions or activities of a sexual nature or with sexual connotations.



- v. involves other physical activity that endangers the physical health and safety of a school employee or student; or
- vi. involves physically obstructing a school employee's or student's freedom to move; and vii. is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or
- viii. if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.

*The conduct described in above constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.*

- d. "**Cyberbullying**" means the use of email, instant messaging, chat rooms, cell phones, or other forms of information technology to send or post text, video, or images with the intent, knowledge, or with a reckless disregard, that the text, video, or image will hurt, embarrass, or threaten another individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
- e. "**Retaliate**" means an act or communication intended:
  - i. as retribution against a person for reporting bullying or hazing; or
  - ii. to improperly influence the investigation of, or the response to, a report of bullying or hazing.
- f. "**Communication**" means the conveyance of a message, whether verbal, written, or electronic.
- g. "**School**" means Promontory School of Expeditionary Learning.
- h. "**School board**" means the board of trustees for Promontory School of Expeditionary Learning.
- i. "**School employee**" means:
  - i. school teachers.
  - ii. school staff.
  - iii. school administrators; and
  - iv. all others employed or authorized as volunteers, directly or indirectly, by the school or school board.

## **B. Purpose**

The purpose of this policy is to eliminate all types of bullying, abusive conduct, and hazing by and against students and employees of Promontory School of Expeditionary Learning. This will be accomplished through awareness efforts, training, identification, and disciplinary action (both students and employees) against those who violate this Policy. A secondary purpose is to provide clear standards and a safe and accessible reporting process for victims of bullying and hazing.

## **c. Publication**

A copy of this policy shall be included in student conduct handbooks, employee handbooks, and available on the Promontory School of Expeditionary Learning website.

## **D. Prohibitions**

- a. No school employee or student may engage in bullying, abusive conduct, or cyberbullying a school employee or student.
  - i. on school property.
  - ii. at a school related or sponsored event
  - iii. on a school bus
  - iv. at a school bus stop; or
  - v. while the school employee or student is traveling to or from a location or event described above.

*No school employee or student may engage in hazing a school employee or student at any time or in any location.*

- b. No school employee or student may engage in retaliation against:
  - i. 1. a school employee.
  - ii. a student; or
  - iii. an investigator for, or witness of, an alleged incident of bullying, cyberbullying, hazing, or retaliation.
- c. No school employee or student may make a false allegation of bullying, cyberbullying, hazing, or retaliation against a school employee or student.
- d. No Student may make a false allegation of bullying, abusive conduct, cyberbullying, hazing, or retaliation against:
  - i. a school employee
  - ii. a student.

## **E. Actions Required of the School**

- a. The school shall establish and publish in a handbook or other readily available format:
  - i. procedures allowing for anonymous reporting of bullying, abusive conduct, hazing, retaliation, and false accusations.
  - ii. names and positions of persons responsible for taking, investigating, and responding to reports of bullying, abusive conduct, hazing, or retaliation. At least two School employees (preferably one male and one female) in appropriate positions of authority shall be identified to receive reports.
- b. In addition to the published procedures and notification above, the school shall establish procedures and plans for:
  - i. involving parents or guardians of a perpetrator or victim of bullying, abusive conduct, hazing, retaliation, or false reports, in the process of
  - ii. responding to, and resolving, conduct prohibited in this Policy.
  - iii. referring a victim of bullying, abusive conduct, cyberbullying, or hazing to counseling following parental notice and consent.
  - iv. to the extent permitted by federal and state law, including the federal Family Educational Privacy Right Act of 1974, as amended, informing the parents or guardians of a student who is a victim of bullying or hazing of the actions taken against the perpetrators of the bullying or hazing.
  - v. publicizing this policy, preferably including electronic publication and availability, to School employees, to students, and parents/guardians of students; and
  - vi. training School employees and students to recognize and prevent bullying, hazing, or retaliation.

## **F. Actions Required if Prohibited Acts are Reported**

- a. Each reported complaint shall include:
  - i. name of complaining party.
  - ii. name of offender (if known).
  - iii. date and location of incident(s).
  - iv. a statement describing the incident(s), including names of witnesses (if known).
  
- b. Each reported violation of the prohibitions noted previously shall be promptly investigated by a School administrator or an individual designated by a School administrator. Formal disciplinary action is prohibited based solely on an anonymous report of bullying, abusive conduct, hazing, or retaliation.
  
- c. Verified violations of the prohibitions noted previously shall result in consequences or penalties. Consequences or penalties may include but are not limited to:
  - i. student suspension or removal from a school-sponsored team or activity including school sponsored transportation.
  - ii. student suspension or expulsion from school or lesser disciplinary action.
  - iii. employee suspension or termination for cause or lesser disciplinary action.
  - iv. employee reassignment; or
  - v. other action against student or employee as appropriate.
  
- d. Actions must also include, as appropriate:
  - i. procedures for protecting the victim and other involved individuals from being subjected to:
    - 1. further bullying, abusive conduct, cyberbullying, or hazing, and
    - 2. retaliation for reporting the bullying or hazing.
  - ii. prompt reporting to law enforcement of all acts of bullying, hazing, or retaliation that constitute suspected criminal activity.
  - iii. prompt reporting to the Office of Civil Rights (OCR) of all acts of bullying, abusive conduct, cyberbullying, hazing, retaliation that may be violations of student(s)' or employee(s)' civil rights.
  - iv. procedures for a fair and timely opportunity for the accused to explain the accusations and defend his actions prior to student or employee discipline.
  - v. procedures for providing due process rights under Section 53A-8-102 (licensed staff), local employee discipline policies or Section 53A-11-903 and local policies (students) prior to long term (more than 10 day)
  - vi. student discipline or employee discipline.

## **G. Training**

The training of school employees shall include training regarding bullying, abusive conduct, cyberbullying, hazing, and retaliation. To the extent possible, programs or initiatives designed to provide training and education regarding the prevention of bullying, abusive conduct, cyberbullying, hazing, and retaliation should be implemented.

- a. In addition to training for all students and School employees, students, employees, and volunteer coaches involved in any extra-curricular activity shall:
  - i. participate in bullying, abusive conduct, cyberbullying, and hazing prevention training prior to participation.
  - ii. repeat bullying, abusive conduct, cyberbullying, and hazing prevention training at least every three years.
  - iii. be informed annually of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy.

## **H. Additional Notes**

- a. 53G-9-6 requires that this policy be developed with input from
  - i. students,
  - ii. parents,
  - iii. teachers, school administrators,
  - iv. school staff, or
  - v. law enforcement agencies.
  
- b. All information received in a complaint; names of complainants shall be treated with the utmost confidence to the extent possible. Administrators shall notify complainant before revealing his name.

# Finance Manager : School Budget | Current Yr Budget

## Current Yr Budget

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
<b>Promontory School of Expeditionary Learning - Revenue - 1000 Local Revenue - 66.2% (11 School Budget records)</b>							
1510 Interest on Investments	\$56,901	\$65,764	\$50,000	\$15,764	\$65,764		100.0%
1610 Lunch Program	\$51,329	\$12,736	\$48,803	\$0	\$48,803		26.1%
1710 Middle School Fees	\$5,771	\$5,002	\$7,078	\$0	\$7,078		70.7%
1720 Yearbook Income	\$2,745	\$100		\$100	\$100		100.0%
1721 Bookfair Income	\$2,116			\$0			
1920 Fieldwork/Expedition Donations	\$7,704	\$633	\$5,000	\$0	\$5,000		12.7%
1920 Community Donations	\$6,493	\$1,072	\$1,000	\$72	\$1,072		100.0%
1921 Marketing Income (T-Shirts)	\$170		\$0	\$0	\$0		
1923 POP Income	\$8,486	\$665	\$3,000	\$0	\$3,000		22.2%
1923 Adventure			\$0	\$0	\$0		
1999 Miscellaneous/Background Checks/Fines	\$291,765	\$1,722	\$1,000	\$722	\$1,722		100.0%
<b>TOT</b>	<b>\$433,480</b>	<b>\$87,694</b>	<b>\$115,881</b>	<b>\$16,658</b>	<b>\$132,539</b>		
<b>Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 25.4% (37 School Budget records)</b>							
3010 Regular School Prgm K-12	\$1,561,499	\$413,932	\$1,655,728	\$0	\$1,655,728	25.0%	25.0%
3020 Professional Staff	\$88,683	\$21,317	\$85,268	\$0	\$85,268	25.0%	25.0%
3105 Special Education -- Add-On	\$312,840	\$88,283	\$353,131	\$0	\$353,131	25.0%	25.0%
3110 Special Education -- Self-Contained	\$15,277		\$0	\$0	\$0		
3120 Special Education -- Extended Year	\$3,578	\$939	\$3,760	\$0	\$3,760	25.0%	25.0%
3125 Special Education -- State Programs	\$6,638	\$1,880	\$7,525	-\$5	\$7,520	25.0%	25.0%
3128 Special Education -- Stipends for ESY	\$2,300	\$115	\$0	\$115	\$115		100.0%
3153 Students At-Risk Add-on	\$73,494	\$23,326	\$93,304	\$0	\$93,304	25.0%	25.0%
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	\$44,203	\$176,996	-\$185	\$176,811	25.0%	25.0%
3400 Teacher Salary Supplement	\$10,712		\$0	\$0	\$0		
3410 Flexible Allocation		\$263	\$1,051	\$0	\$1,051	25.0%	25.0%
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	\$890	\$0	\$3,559	\$3,559	25.0%	25.0%
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	\$350,762	\$1,375,000	\$0	\$1,375,000	25.0%	25.5%
3725 Charter School Admin Costs	\$42,354	\$12,909	\$51,635	\$0	\$51,635	25.0%	25.0%
3770 School Lunch (Liquor Tax)	\$26,564	\$12,936	\$25,000	\$0	\$25,000		51.7%
3800 TSSA Program	\$95,650		\$110,236	\$0	\$110,236		
3800 Suicide Prevention	\$1,000	\$1,000	\$1,000	\$0	\$1,000		100.0%
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		
3800 Early Interactive Software Program				\$12,580	\$12,580		
3805 Early Literacy Program	\$17,043	\$5,304	\$21,217	\$0	\$21,217	25.0%	25.0%
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	\$4,000	\$0	\$4,000		100.0%
3876 Educator Salary Adjustment	\$123,043	\$62,308	\$249,231	\$0	\$249,231	25.0%	25.0%
3878 Special Education- Extended Year			\$0	\$0	\$0		
3897 Early Literacy Outcomes (LETRS)	\$2,140		\$0	\$0	\$0		
<b>TOT</b>	<b>\$4,307,619</b>	<b>\$1,147,262</b>	<b>\$4,512,916</b>	<b>\$6,110</b>	<b>\$4,519,026</b>		
<b>Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 14.3% (12 School Budget records)</b>							
4500 ESSER III CARES	\$80,463		\$100,308	-\$5,463	\$94,845		
4500 Outdoor Rec Grant	\$10,000		\$0	\$0	\$0		

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
4500 SRSA (REAP) Grant		\$50,583	\$38,336	\$12,247	\$50,583		100.0%
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	\$897	\$25,000	\$0	\$25,000		3.6%
4572 Free & Reduced Reimbursement	\$54,067	\$3,203	\$48,000	\$0	\$48,000		6.7%
4573 National School Breakfast	\$13,932	\$877	\$13,000	\$0	\$13,000		6.7%
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		
<b>TOT</b>	<b>\$364,958</b>	<b>\$55,560</b>	<b>\$380,498</b>	<b>\$6,784</b>	<b>\$387,282</b>		
<b>Promontory School of Expeditionary Learning - Expense - 100 Salaries - 21.6% (15 School Budget records)</b>							
121 Administration	-\$162,875	-\$40,875	-\$167,000	\$0	-\$167,000	25.0%	24.5%
131 Teachers	-\$1,019,485	-\$294,323	-\$1,284,700	\$0	-\$1,284,700	25.0%	22.9%
132 Substitute Teachers	-\$27,482	-\$3,900	-\$25,000	\$0	-\$25,000		15.6%
132 PTO Cash Out	-\$8,820	-\$10,550	-\$10,000	-\$550	-\$10,550		100.0%
134 Merit Pay/Winter Bonus	-\$39,051		-\$30,000	\$0	-\$30,000		
135 Stipends	-\$118,055	-\$17,450	-\$100,000	\$0	-\$100,000		17.4%
140 Special Education Teachers	-\$159,874	-\$39,899	-\$201,000	\$0	-\$201,000	25.0%	19.9%
142 Counselor	-\$40,688	-\$12,062	-\$50,000	\$0	-\$50,000	25.0%	24.1%
152 Office Salaries	-\$104,794	-\$26,287	-\$106,900	\$0	-\$106,900	25.0%	24.6%
161 Community Aides/ Literacy Aides	-\$278,206	-\$40,911	-\$270,000	\$0	-\$270,000	25.0%	15.2%
162 Special Education Aides	-\$111,121	-\$24,791	-\$120,000	\$0	-\$120,000	25.0%	20.7%
163 RTI / Title I	-\$29,704	-\$3,632	-\$30,000	\$0	-\$30,000	25.0%	12.1%
164 Library Aide	-\$29,496	-\$5,198	-\$30,200	\$0	-\$30,200	25.0%	17.2%
180 Custodial/Maintenance Salaries	-\$51,064	-\$33,896	-\$106,000	-\$10,000	-\$116,000	25.0%	29.2%
190 Kitchen Salaries	-\$95,504	-\$18,895	-\$114,000	\$0	-\$114,000	25.0%	16.6%
<b>TOT</b>	<b>-\$2,276,219</b>	<b>-\$572,670</b>	<b>-\$2,644,800</b>	<b>-\$10,550</b>	<b>-\$2,655,350</b>		
<b>Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 22.6% (8 School Budget records)</b>							
220 FICA	-\$169,301	-\$42,668	-\$190,000	\$0	-\$190,000	25.0%	22.5%
230 Retirement	-\$95,547	-\$26,081	-\$103,000	\$0	-\$103,000	25.0%	25.3%
241 Health Insurance	-\$375,971	-\$79,847	-\$380,000	\$0	-\$380,000	25.0%	21.0%
242 Life and Disability Insurance	\$0	-\$1,334	-\$2,400	\$0	-\$2,400		55.6%
243 HRA/Flex Spending	-\$11,889	-\$6,513	-\$14,400	\$0	-\$14,400		45.2%
244 Dental Insurance	\$0	-\$4,079	-\$22,000	\$0	-\$22,000		18.5%
270 Worker's Compensation Fund	-\$5,656	-\$3,111	-\$8,500	\$0	-\$8,500		36.6%
280 Unemployment Insurance	-\$5,809		-\$4,200	\$0	-\$4,200		
<b>TOT</b>	<b>-\$664,172</b>	<b>-\$163,634</b>	<b>-\$724,500</b>	<b>\$0</b>	<b>-\$724,500</b>		
<b>Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 13.6% (9 School Budget records)</b>							
330 Expeditionary Learning Contract			\$0	\$0	\$0		
330 Professional Development	-\$15,754	-\$3,928	-\$10,000	\$0	-\$10,000		39.3%
340 Legal Services	-\$320		-\$10,000	\$0	-\$10,000		
344 Professional Services	-\$5,946	-\$33	-\$7,200	\$0	-\$7,200		0.5%
350 Business Services	-\$75,816	-\$19,332	-\$77,328	\$0	-\$77,328	25.0%	25.0%
352 Audit Services	-\$23,773		-\$24,500	\$0	-\$24,500		
355 Technical Services (IT)	-\$37,995	-\$9,694	-\$45,000	\$0	-\$45,000		21.5%
361 SpEd Services OT, Psych, other	-\$113,410	-\$9,479	-\$105,000	\$0	-\$105,000		9.0%
362 Speech Therapy Services	-\$73,739	-\$5,392	-\$72,000	\$0	-\$72,000		7.5%
<b>TOT</b>	<b>-\$346,752</b>	<b>-\$47,857</b>	<b>-\$351,028</b>	<b>\$0</b>	<b>-\$351,028</b>		
<b>Promontory School of Expeditionary Learning - Expense - 400 Property Services - 17.2% (6 School Budget records)</b>							
410 Water / Sewage / Garbage	-\$10,073	-\$2,551	-\$12,500	\$0	-\$12,500	25.0%	20.4%
420 Custodial Services	-\$49,992	-\$12,498	-\$50,000	\$0	-\$50,000	25.0%	25.0%
430 Repairs / Maintenance / Monitoring	-\$30,925	-\$4,202	-\$35,000	\$0	-\$35,000		12.0%
435 Lawn Care & Snow Removal	-\$14,099		-\$20,000	\$0	-\$20,000		
443 Lease of Copy Machines	-\$19,315	-\$4,035	-\$21,000	\$0	-\$21,000	25.0%	19.2%
450 Construction Services (West Side)	-\$15,785	-\$5,767	-\$30,000	\$0	-\$30,000		19.2%
<b>TOT</b>	<b>-\$140,189</b>	<b>-\$29,052</b>	<b>-\$168,500</b>	<b>\$0</b>	<b>-\$168,500</b>		
<b>Promontory School of Expeditionary Learning - Expense - 500 Other Services - 24.9% (8 School Budget records)</b>							
520 Liability, Property, D&O Insurance	-\$25,682	-\$11,597	-\$35,000	\$0	-\$35,000		33.1%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
531 Telephone	-\$5,807	-\$4,024	-\$6,000	\$0	-\$6,000		67.1%
540 Marketing	-\$15,856	-\$3,242	-\$15,000	\$0	-\$15,000		21.6%
580 Travel	-\$4,518	-\$1,093	-\$8,000	\$0	-\$8,000		13.7%
581 Board Expenses	-\$1,654	-\$2,006	-\$2,200	\$0	-\$2,200		91.2%
582 Board EL Attendance / Travel			-\$2,000	\$0	-\$2,000		
590 Field Work Travel / Entrance Fees	-\$2,882	-\$1,301	-\$18,000	\$0	-\$18,000		7.2%
590 Adventure	-\$9,181	-\$43	-\$7,500	\$0	-\$7,500		0.6%
<b>TOT</b>	<b>-\$65,580</b>	<b>-\$23,306</b>	<b>-\$93,700</b>	<b>\$0</b>	<b>-\$93,700</b>		
<b>Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 46.7% (15 School Budget records)</b>							
611 Classroom / Expedition	-\$81,731	-\$63,354	-\$90,000	\$0	-\$90,000		70.4%
611 Adventure Supplies	-\$3,388	-\$1,102	-\$4,500	\$0	-\$4,500		24.5%
611 Special Education Materials	-\$738		-\$4,500	\$0	-\$4,500		
612 Office Supplies	-\$19,613	-\$6,610	-\$22,000	\$0	-\$22,000		30.0%
613 Professional Development Supplies	-\$4,641	-\$397	-\$5,000	\$0	-\$5,000		7.9%
614 POP Expenses	-\$2,440	-\$5,598	-\$2,500	-\$5,500	-\$8,000		70.0%
620 Energy Supplies	-\$44,535	-\$11,058	-\$44,000	\$0	-\$44,000		25.1%
630 Food and Kitchen	-\$85,004	-\$21,018	-\$90,000	\$0	-\$90,000		23.4%
641 Textbooks & Curriculum	-\$5,300	-\$7,825	-\$6,000	-\$1,825	-\$7,825		100.0%
644 Library	-\$6,674	-\$1,713	-\$7,000	\$0	-\$7,000		24.5%
644 Yearbooks	-\$5,980		-\$3,754	\$0	-\$3,754		
644 Book Fair	-\$1,768		-\$2,000	\$0	-\$2,000		
650 Tech-Related Supplies	-\$194	-\$275	-\$500	\$0	-\$500		55.0%
670 Software	-\$21,106	-\$35,251	-\$22,000	-\$13,251	-\$35,251		100.0%
680 Maintenance & Cleaning Supplies	-\$31,836	-\$8,866	-\$25,000	\$0	-\$25,000		35.5%
<b>TOT</b>	<b>-\$314,947</b>	<b>-\$163,068</b>	<b>-\$328,754</b>	<b>-\$20,576</b>	<b>-\$349,330</b>		
<b>Promontory School of Expeditionary Learning - Expense - 700 Property - 96.9% (4 School Budget records)</b>							
710 Land & Site Improvement	-\$37,595	-\$2,424	\$0	\$0	\$0		
733 Furniture and Fixtures	-\$5,837	-\$26,529	-\$10,000	-\$16,529	-\$26,529		100.0%
734 Technology-Related Hardware	-\$60,446	-\$50,649	-\$40,000	-\$10,649	-\$50,649		100.0%
739 Equipment			-\$5,000	\$0	-\$5,000		
<b>TOT</b>	<b>-\$103,877</b>	<b>-\$79,602</b>	<b>-\$55,000</b>	<b>-\$27,178</b>	<b>-\$82,178</b>		
<b>Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 5.4% (5 School Budget records)</b>							
810 Dues and Fees	-\$3,336	-\$1,161	-\$4,200	\$0	-\$4,200		27.6%
810 Background Checks	-\$1,311	-\$289	-\$2,300	\$0	-\$2,300		12.6%
811 Charter School Association Dues	-\$2,034	-\$2,694	-\$3,520	\$0	-\$3,520		76.5%
820 Facility Mortgage Payment	-\$377,518	-\$20,000	-\$434,000	\$0	-\$434,000		4.6%
890 Misc. Expenditures	-\$32	-\$39	-\$1,000	\$0	-\$1,000		3.9%
<b>TOT</b>	<b>-\$384,232</b>	<b>-\$24,183</b>	<b>-\$445,020</b>	<b>\$0</b>	<b>-\$445,020</b>		
<b>TOT</b>	<b>\$810,089</b>	<b>\$187,143</b>	<b>\$197,993</b>	<b>-\$28,752</b>	<b>\$169,241</b>		

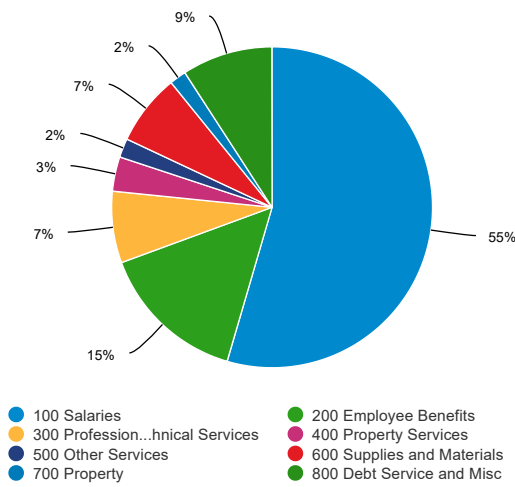
### Financial Summary

Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
<b>Revenue (3 School Category records)</b>					
1000 Local Revenue	\$87,694	\$115,881	\$132,539	0.0%	66.2%
3000 State Revenue	\$1,147,262	\$4,512,916	\$4,519,026	24.8%	25.4%
4000 Federal Revenue	\$55,560	\$380,498	\$387,282	0.0%	14.3%
<b>TOT</b>	<b>\$1,290,516</b>	<b>\$5,009,295</b>	<b>\$5,038,847</b>		
<b>Expense (8 School Category records)</b>					
100 Salaries	-\$572,670	-\$2,644,800	-\$2,655,350	23.4%	21.6%
200 Employee Benefits	-\$163,634	-\$724,500	-\$724,500	23.2%	22.6%
300 Professional and Technical Services	-\$47,857	-\$351,028	-\$351,028	5.5%	13.6%
400 Property Services	-\$29,052	-\$168,500	-\$168,500	12.4%	17.2%
500 Other Services	-\$23,306	-\$93,700	-\$93,700	-0.0%	24.9%
600 Supplies and Materials	-\$163,068	-\$328,754	-\$349,330	-0.0%	46.7%
700 Property	-\$79,602	-\$55,000	-\$82,178	-0.0%	96.9%
800 Debt Service and Misc	-\$24,183	-\$445,020	-\$445,020	-0.0%	5.4%
<b>TOT</b>	<b>-\$1,103,372</b>	<b>-\$4,811,302</b>	<b>-\$4,869,606</b>		
<b>TOT</b>	<b>\$187,143</b>	<b>\$197,993</b>	<b>\$169,241</b>		

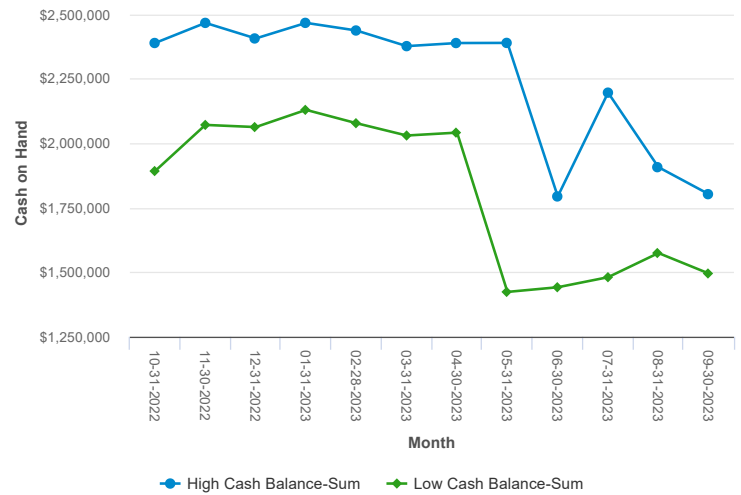
### Financial Metrics

Financial Metric	Covenant	Target	Forecast
Operating Margin		4.0	3.36
Debt Service Ratio	1.15	1.30	1.39
% Building Unrestricted Days Cash	40	<16	8.6
		100	37

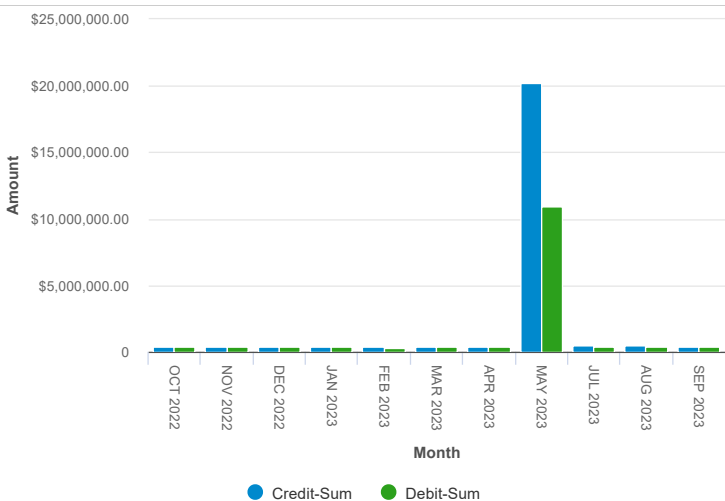
### Expense Distribution



### Cash Balance



### Revenue vs Expenses



### Enrollment Trend





## STATEMENT OF ACCOUNT

## PTIF

## 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**

July 01, 2023 through September 30, 2023

**Summary**

Beginning Balance	\$ 1,155,742.40	Average Daily Balance	\$ 1,190,706.91
Deposits	\$ 265,921.59	Interest Earned	\$ 15,921.59
Withdrawals	\$ 0.00	360 Day Rate	5.2323
Ending Balance	\$ 1,421,663.99	365 Day Rate	5.3050

<b>Date</b>	<b>Activity</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Balance</b>
07/01/2023	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,155,742.40
07/31/2023	REINVESTMENT	\$ 5,080.88	\$ 0.00	\$ 1,160,823.28
08/31/2023	REINVESTMENT	\$ 5,226.70	\$ 0.00	\$ 1,166,049.98
09/20/2023	per Ambe	\$ 250,000.00	\$ 0.00	\$ 1,416,049.98
09/30/2023	REINVESTMENT	\$ 5,614.01	\$ 0.00	\$ 1,421,663.99
09/30/2023	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,421,663.99

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