

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 - 75.0% (11 School Budget records)							
1510 Interest on Investments	\$56,901	\$87,621	\$50,000	\$37,621	\$87,621	33.0%	100.0%
1610 Lunch Program	\$51,329	\$17,840	\$48,803	\$0	\$48,803		36.6%
1710 Middle School Fees	\$5,771	\$5,485	\$7,078	\$0	\$7,078		77.5%
1720 Yearbook Income	\$2,745	\$100		\$100	\$100		100.0%
1721 Bookfair Income	\$2,116			\$0			
1920 Fieldwork/Expedition Donations	\$7,704	\$646	\$5,000	\$0	\$5,000		12.9%
1920 Community Donations	\$6,493	\$1,092	\$1,000	\$92	\$1,092		100.0%
1921 Marketing Income (T-Shirts)	\$170		\$0	\$0	\$0		
1923 POP Income	\$8,486	\$669	\$3,000	\$0	\$3,000		22.3%
1923 Adventure			\$0	\$0	\$0		
1999 Miscellaneous/Background Checks/Fines	\$291,765	\$4,394	\$1,000	\$3,394	\$4,394		100.0%
TOT	\$433,480	\$117,846	\$115,881	\$41,207	\$157,088		
Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 33.8% (37 School Budget records)							
3010 Regular School Prgm K-12	\$1,561,499	\$551,909	\$1,655,728	\$0	\$1,655,728	33.0%	33.3%
3020 Professional Staff	\$88,683	\$28,423	\$85,268	\$0	\$85,268	33.0%	33.3%
3105 Special Education -- Add-On	\$312,840	\$117,710	\$353,131	\$0	\$353,131	33.0%	33.3%
3110 Special Education -- Self-Contained	\$15,277		\$0	\$0	\$0		
3120 Special Education -- Extended Year	\$3,578	\$1,252	\$3,760	\$0	\$3,760	33.0%	33.3%
3125 Special Education -- State Programs	\$6,638	\$2,506	\$7,525	-\$5	\$7,520	33.0%	33.3%
3128 Special Education -- Stipends for ESY	\$2,300	\$115	\$0	\$115	\$115		100.0%
3153 Students At-Risk Add-on	\$73,494	\$31,101	\$93,304	\$0	\$93,304	33.0%	33.3%
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	\$58,937	\$176,996	-\$185	\$176,811	33.0%	33.3%
3400 Teacher Salary Supplement	\$10,712		\$0	\$0	\$0		
3410 Flexible Allocation		\$350	\$1,051	\$0	\$1,051	33.0%	33.3%
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	\$1,186	\$0	\$3,559	\$3,559	33.0%	33.3%
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			\$3,000	\$3,000		
3655 Digital Teaching & Learning	\$26,799		\$25,000	\$0	\$25,000		
3719 Charter School Local Replacement	\$1,324,454	\$467,682	\$1,375,000	\$0	\$1,375,000	33.0%	34.0%
3725 Charter School Admin Costs	\$42,354	\$17,212	\$51,635	\$0	\$51,635	33.0%	33.3%
3770 School Lunch (Liquor Tax)	\$26,564	\$16,078	\$25,000	\$0	\$25,000		64.3%
3800 TSSA Program	\$95,650	\$36,745	\$110,236	\$0	\$110,236	33.0%	33.3%
3800 Suicide Prevention	\$1,000	\$1,000	\$1,000	\$0	\$1,000	100.0%	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	\$7,072	\$21,217	\$0	\$21,217	33.0%	33.3%
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%	100.0%
3876 Educator Salary Adjustment	\$123,043	\$83,077	\$249,231	\$0	\$249,231	33.0%	33.3%
3878 Special Education- Extended Year			\$0	\$0	\$0		
3897 Early Literacy Outcomes (LETRS)	\$2,140		\$0	\$0	\$0		
TOT	\$4,307,619	\$1,529,255	\$4,512,916	\$9,110	\$4,522,026		
Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 16.9% (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		

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	\$77	\$1,956		
4524 IDEA Part-B	\$79,121		\$77,189	\$6,162	\$83,351		
4571 National School Lunch Prgm	\$28,224	\$2,782	\$25,000	\$0	\$25,000		11.1%
4572 Free & Reduced Reimbursement	\$54,067	\$9,979	\$48,000	\$0	\$48,000		20.8%
4573 National School Breakfast	\$13,932	\$3,049	\$13,000	\$0	\$13,000		23.5%
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	\$66,393	\$380,498	\$13,023	\$393,521		
Promontory School of Expeditionary Learning - Expense - 100 Salaries - 30.6% (15 School Budget records)							
121 Administration	-\$162,875	-\$53,208	-\$167,000	\$0	-\$167,000	33.0%	31.9%
131 Teachers	-\$1,019,485	-\$402,966	-\$1,284,700	\$0	-\$1,284,700	33.0%	31.4%
132 Substitute Teachers	-\$27,482	-\$10,575	-\$25,000	\$0	-\$25,000		42.3%
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	-\$27,903	-\$100,000	\$0	-\$100,000		27.9%
140 Special Education Teachers	-\$159,874	-\$52,649	-\$201,000	\$0	-\$201,000	33.0%	26.2%
142 Counselor	-\$40,688	-\$16,229	-\$50,000	\$0	-\$50,000	33.0%	32.5%
152 Office Salaries	-\$104,794	-\$35,504	-\$106,900	\$0	-\$106,900	33.0%	33.2%
161 Community Aides/ Literacy Aides	-\$278,206	-\$71,705	-\$270,000	\$0	-\$270,000	33.0%	26.6%
162 Special Education Aides	-\$111,121	-\$41,677	-\$120,000	\$0	-\$120,000	33.0%	34.7%
163 RTI / Title 1	-\$29,704	-\$6,395	-\$30,000	\$0	-\$30,000	33.0%	21.3%
164 Library Aide	-\$29,496	-\$8,725	-\$30,200	\$0	-\$30,200	33.0%	28.9%
180 Custodial/Maintenance Salaries	-\$51,064	-\$45,248	-\$106,000	-\$10,000	-\$116,000	33.0%	39.0%
190 Kitchen Salaries	-\$95,504	-\$30,269	-\$114,000	\$0	-\$114,000	33.0%	26.6%
TOT	-\$2,276,219	-\$813,604	-\$2,644,800	-\$10,550	-\$2,655,350		
Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 33.5% (8 School Budget records)							
220 FICA	-\$169,301	-\$60,524	-\$190,000	\$0	-\$190,000	33.0%	31.9%
230 Retirement	-\$95,547	-\$36,096	-\$103,000	\$0	-\$103,000	33.0%	35.0%
241 Health Insurance	-\$375,971	-\$124,097	-\$380,000	\$0	-\$380,000	33.0%	32.7%
242 Life and Disability Insurance	\$0	-\$1,906	-\$2,400	-\$1,600	-\$4,000		47.6%
243 HRA/Flex Spending	-\$11,889	-\$9,254	-\$14,400	\$0	-\$14,400		64.3%
244 Dental Insurance	\$0	-\$6,408	-\$22,000	\$0	-\$22,000		29.1%
270 Worker's Compensation Fund	-\$5,656	-\$3,804	-\$8,500	\$0	-\$8,500		44.7%
280 Unemployment Insurance	-\$5,809	-\$1,456	-\$4,200	\$0	-\$4,200		34.7%
TOT	-\$664,172	-\$243,544	-\$724,500	-\$1,600	-\$726,100		
Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 21.6% (9 School Budget records)							
330 Expeditionary Learning Contract			\$0	\$0	\$0		
330 Professional Development	-\$15,754	-\$3,710	-\$10,000	\$0	-\$10,000		37.1%
340 Legal Services	-\$320		-\$10,000	\$0	-\$10,000		
344 Professional Services	-\$5,946	-\$50	-\$7,200	\$0	-\$7,200		0.7%
350 Business Services	-\$75,816	-\$25,776	-\$77,328	\$0	-\$77,328	33.0%	33.3%
352 Audit Services	-\$23,773		-\$24,500	\$0	-\$24,500		
355 Technical Services (IT)	-\$37,995	-\$9,794	-\$45,000	\$0	-\$45,000		21.8%
361 SpEd Services OT, Psych, other	-\$113,410	-\$21,739	-\$105,000	\$0	-\$105,000		20.7%
362 Speech Therapy Services	-\$73,739	-\$14,675	-\$72,000	\$0	-\$72,000		20.4%
TOT	-\$346,752	-\$75,743	-\$351,028	\$0	-\$351,028		
Promontory School of Expeditionary Learning - Expense - 400 Property Services - 29.3% (6 School Budget records)							
410 Water / Sewage / Garbage	-\$10,073	-\$3,527	-\$12,500	\$0	-\$12,500		28.2%
420 Custodial Services	-\$49,992	-\$16,664	-\$50,000	\$0	-\$50,000	33.0%	33.3%
430 Repairs / Maintenance / Monitoring	-\$30,925	-\$7,962	-\$35,000	\$0	-\$35,000		22.7%
435 Lawn Care & Snow Removal	-\$14,099	-\$334	-\$20,000	\$0	-\$20,000		1.7%
443 Lease of Copy Machines	-\$19,315	-\$7,462	-\$21,000	\$0	-\$21,000	33.0%	35.5%
450 Construction Services (West Side)	-\$15,785	-\$13,483	-\$30,000	\$0	-\$30,000		44.9%
TOT	-\$140,189	-\$49,431	-\$168,500	\$0	-\$168,500		
Promontory School of Expeditionary Learning - Expense - 500 Other Services - 30.2% (8 School Budget records)							
520 Liability, Property, D&O Insurance	-\$25,682	-\$15,625	-\$35,000	-\$5,000	-\$40,000		39.1%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
531 Telephone	-\$5,807	-\$4,512	-\$6,000	\$0	-\$6,000		75.2%
540 Marketing	-\$15,856	-\$3,258	-\$15,000	\$0	-\$15,000		21.7%
580 Travel	-\$4,518	-\$2,049	-\$8,000	\$0	-\$8,000		25.6%
581 Board Expenses	-\$1,654	-\$2,263	-\$2,200	-\$300	-\$2,500		90.5%
582 Board EL Attendance / Travel			-\$2,000	\$0	-\$2,000		
590 Field Work Travel / Entrance Fees	-\$2,882	-\$2,134	-\$18,000	\$0	-\$18,000		11.9%
590 Adventure	-\$9,181	-\$43	-\$7,500	\$0	-\$7,500		0.6%
TOT	-\$65,580	-\$29,885	-\$93,700	-\$5,300	-\$99,000		
Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 54.6% (15 School Budget records)							
611 Classroom / Expedition	-\$81,731	-\$64,813	-\$90,000	\$0	-\$90,000		72.0%
611 Adventure Supplies	-\$3,388	-\$1,102	-\$4,500	\$0	-\$4,500		24.5%
611 Special Education Materials	-\$738	-\$222	-\$4,500	\$0	-\$4,500		4.9%
612 Office Supplies	-\$19,613	-\$13,077	-\$22,000	\$0	-\$22,000		59.4%
613 Professional Development Supplies	-\$4,641	-\$397	-\$5,000	\$0	-\$5,000		7.9%
614 POP Expenses	-\$2,440	-\$5,803	-\$2,500	-\$5,500	-\$8,000		72.5%
620 Energy Supplies	-\$44,535	-\$15,248	-\$44,000	\$0	-\$44,000		34.7%
630 Food and Kitchen	-\$85,004	-\$29,575	-\$90,000	\$0	-\$90,000		32.9%
641 Textbooks & Curriculum	-\$5,300	-\$7,825	-\$6,000	-\$1,825	-\$7,825		100.0%
644 Library	-\$6,674	-\$2,427	-\$7,000	\$0	-\$7,000		34.7%
644 Yearbooks	-\$5,980		-\$3,754	\$0	-\$3,754		
644 Book Fair	-\$1,768		-\$2,000	\$0	-\$2,000		
650 Tech-Related Supplies	-\$194	-\$2,782	-\$500	-\$2,282	-\$2,782		100.0%
670 Software	-\$21,106	-\$35,394	-\$22,000	-\$13,394	-\$35,394		100.0%
680 Maintenance & Cleaning Supplies	-\$31,836	-\$13,376	-\$25,000	\$0	-\$25,000		53.5%
TOT	-\$314,947	-\$192,042	-\$328,754	-\$23,001	-\$351,755		
Promontory School of Expeditionary Learning - Expense - 700 Property - 97.3% (4 School Budget records)							
710 Land & Site Improvement	-\$37,595	-\$2,424	\$0	\$0	\$0		
733 Furniture and Fixtures	-\$5,837	-\$34,402	-\$10,000	-\$24,402	-\$34,402		100.0%
734 Technology-Related Hardware	-\$60,446	-\$55,539	-\$40,000	-\$15,539	-\$55,539		100.0%
739 Equipment			-\$5,000	\$0	-\$5,000		
TOT	-\$103,877	-\$92,365	-\$55,000	-\$39,941	-\$94,941		
Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 5.8% (5 School Budget records)							
810 Dues and Fees	-\$3,336	-\$1,416	-\$4,200	\$0	-\$4,200		33.7%
810 Background Checks	-\$1,311	-\$1,553	-\$2,300	\$0	-\$2,300		67.5%
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%
TOT	-\$384,232	-\$25,703	-\$445,020	\$0	-\$445,020		
TOT	\$810,089	\$191,177	\$197,993	-\$17,052	\$180,941		

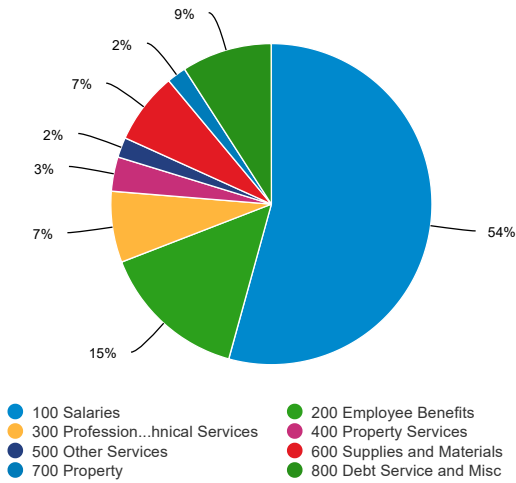
Financial Summary

Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
Revenue (3 School Category records)					
1000 Local Revenue	\$117,846	\$115,881	\$157,088	18.4%	75.0%
3000 State Revenue	\$1,529,255	\$4,512,916	\$4,522,026	32.9%	33.8%
4000 Federal Revenue	\$66,393	\$380,498	\$393,521	0.0%	16.9%
TOT	\$1,713,494	\$5,009,295	\$5,072,635		
Expense (8 School Category records)					
100 Salaries	-\$813,604	-\$2,644,800	-\$2,655,350	30.9%	30.6%
200 Employee Benefits	-\$243,544	-\$724,500	-\$726,100	30.6%	33.5%
300 Professional and Technical Services	-\$75,743	-\$351,028	-\$351,028	7.3%	21.6%
400 Property Services	-\$49,431	-\$168,500	-\$168,500	13.9%	29.3%
500 Other Services	-\$29,885	-\$93,700	-\$99,000	-0.0%	30.2%
600 Supplies and Materials	-\$192,042	-\$328,754	-\$351,755	-0.0%	54.6%
700 Property	-\$92,365	-\$55,000	-\$94,941	-0.0%	97.3%
800 Debt Service and Misc	-\$25,703	-\$445,020	-\$445,020	-0.0%	5.8%
TOT	-\$1,522,317	-\$4,811,302	-\$4,891,694		
TOT	\$191,177	\$197,993	\$180,941		

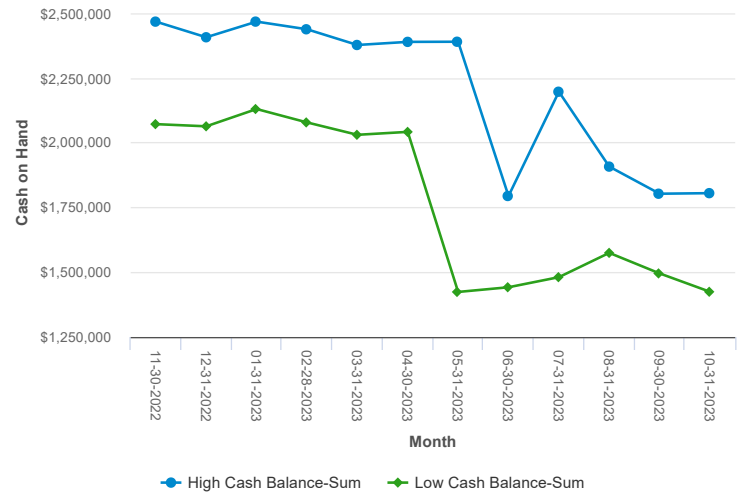
Financial Metrics

Financial Metric	Covenant	Target	Forecast
Operating Margin		4.0	3.57
Debt Service Ratio	1.15	1.30	1.42
% Building Unrestricted Days Cash	40	<16	8.6
		100	-56

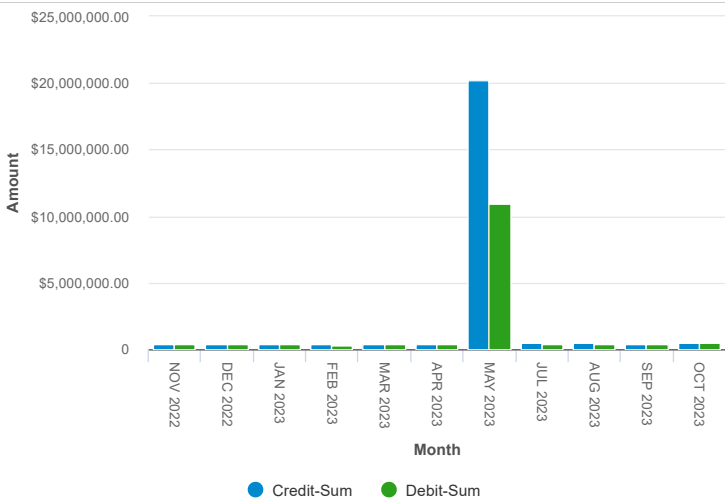
Expense Distribution



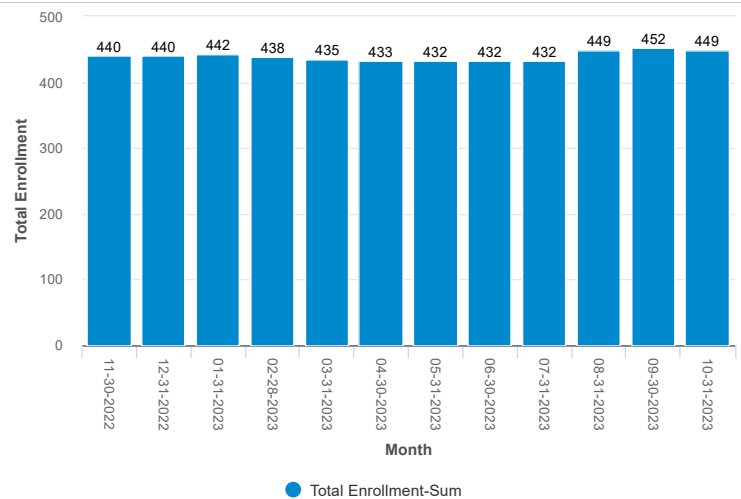
Cash Balance



Revenue vs Expenses



Enrollment Trend





Commented [1]: As part of the Finance Committee - Please review this policy for the upcoming meeting on November 16th. Thanks!
@aedelman@promontoryschool.org
@mflynn@promontoryschool.org
@emorgan@promontoryschool.org
@sulm@promontoryschool.org

Cash Receipts Policy

A. PURPOSE

To establish Promontory School of Expeditionary Learning policy for the handling of all cash receipts, to include currency, coin, checks, ACH transactions, and credit card transactions.

B. SCOPE

This policy applies to all Promontory School administration, licensed educators, staff, students, organizations, and individuals that handle cash receipts or accept payment in any form on behalf of the school. The scope includes all activities at the school and in all locations where school activities and public funds are collected.

C. SEGREGATION OF DUTIES

Wherever possible, duties such as collecting funds, maintaining documentation, preparing deposits and reconciling records should be segregated among different individuals. When segregation of duties is not possible due, compensating controls such as management supervision and review of cash receipting records by independent parties should be implemented.

D. DEFINITION

"Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Promontory School or other public bodies [Utah Code 51-7-3(26)].

E. POLICY FOR CASH RECEIPTS

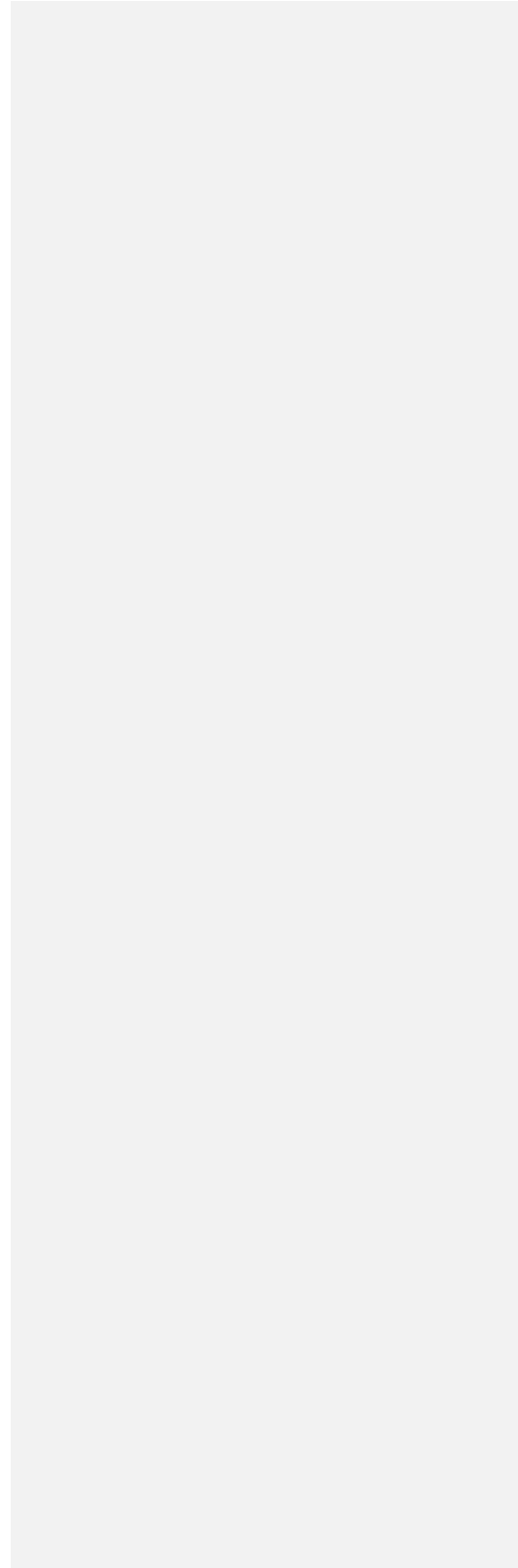
1. The school will comply with all applicable state and federal laws.
2. Day-to-day receipting of funds at the school should be done at the front office. Employees shall instruct payers to take all cash, checks, and credit card transactions to the front office staff for receipt, including all lunch payments and fieldwork donations. With approval from the Executive Director, exceptions may be made for receipting to be done in other on-site school locations or approved off-site locations that are conducive to facilitating the event, i.e., Back to School, Celebrations of Learning, etc. Provisions should be made for cash receipting/collection at approved off-site activities or functions. Please refer to the Fundraising Policy.
3. School employees should not open bank accounts, outside of the control of the school, for the receipting or expending of public funds associated with school-sponsored activities. The Executive Director must approve all checking and savings accounts used in school business.
4. All funds shall be kept in a secure location controlled by the front office staff until they can be deposited in an school-approved fiduciary institution. Funds should be deposited daily or within three days after receipt, in compliance with Utah Code 51-4-2(2) (a), in a school approved account. Employees should never hold funds in any location for any reason.



5. If the front office staff has left for the day or funds are received on the weekends, administrators should be available to lock cash receipts or cash boxes in a secure location in the school identified by the Executive Director until the next business day. Cash receipts should not be taken home by employees or volunteers, or left in offices not identified as a secure location.
6. All checks should be made payable to Promontory School. Checks should not be made payable to an employee, a specific department, or a program.
7. Appropriate internal controls and segregation of duties should be implemented for all cash activity. Cash should always be verified. Where verification is difficult, cash should be counted by two individuals.
8. All funds (cash, checks, credit card payments, etc.) received must be receipted and recorded by the school's front office. The business manager receives the deposit from the front office, makes the deposit, and records all transactions in the accounting records. Following the deposit and recording of transaction, a copy of the deposit slip is provided to the front office by the Business Manager for comparison to the receipting record.
9. All funds (cash, checks, credit card payments, etc.) received must be receipted and recorded in the school's accounting records. All transactions are recorded in the accounting records by the Business Manager who is not allowed to receive or make deposits.
10. Documents should be available, and should demonstrate that proper cash controls are in place (signatures for approval, tally sheets, reconciliations, etc.).
11. Under no circumstances are disbursements to be made directly from cash receipts (i.e., for purchases, reimbursements, refunds, or to cash personal checks).
12. All payments of fees shall correspond with the approved fee schedule, as required by Board Administrative Rule 277-407.
13. Periodic and unscheduled audits or reviews should be performed for all cash activity.
14. All activities involving cash must be supervised by a school employee or authorized volunteer to ensure adequate controls are in place. Training should be given to those involved in handling cash.

F. PETTY CASH/CHANGE FUNDS POLICY

1. Petty cash and change funds must be authorized by the school business manager.
2. All petty cash and change funds will be reflected on the school's accounting records and reconciled monthly.
3. These funds should not exceed amount designated by the school business manager.
4. All petty cash funds and change funds should be kept locked, in a secure location.
5. Checks may not be made payable to "cash" or "bearer" and cashed by the school or school employees to create change funds or petty cash funds outside of the approved petty cash and change fund accounts.
6. Reimbursements to petty cash accounts will be made only when supported by receipts and approved by the Executive Director.
7. Expenditures should not be paid out of change funds. Change funds will be included in all tally forms or on deposit count sheets, and accounted for with each use.
8. Funds are subject to unannounced counts by school personnel at any time.





Cash Disbursement Policy
11/21/2013
03/18/2021
11/16/2023

Cash Disbursement Policy

Commented [1]: As part of the finance committee please review this policy for the upcoming board meeting on November 16th. Thanks!
@aedelman@promontoryschool.org
@mflynn@promontoryschool.org
@emorgan@promontoryschool.org
@sulm@promontoryschool.org

A. PURPOSE

To establish policy governing the initiation, authorization, and review of all expenditures of Promontory School of Expeditionary Learning.

B. SCOPE

These policies, guidelines, and procedures are applicable without exception to all funds owned or administered by Promontory School. All expenditures of the school are to be consistent with applicable state and federal laws and regulations; any restrictions, rules, or regulations placed on the use of the funds by donors and granting agencies; and prudent management practices. In addition, all expenditures must be reasonable and necessary for carrying out the programs and activities of the school, and are to be documented in a way which clearly substantiates such reasonableness and necessity. This policy applies to all Promontory School administration, licensed educators, staff, students, organizations, and individuals that initiate, authorize, or process cash disbursements on behalf of the school. The scope includes all activities at the school and in all locations where school activities and public funds are expended.

It is expected that in all dealings, Promontory School employees will act in an ethical manner that is consistent with the school's code of ethics, the Utah Educators' Standards, the Public Officers' and Employees' Ethics Act, and State procurement law.

C. SEGREGATION OF DUTIES

Wherever possible, duties such as custody of purchase cards and blank checks, initiating expenditures, approving expenditures, maintaining documentation, issuing checks and reconciling records should be segregated among different individuals. When segregation of duties is not possible due to the small size and limited staffing, compensating controls such as management supervision and review of cash disbursement records by independent parties should be implemented.

D. DEFINITIONS

1. "Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Promontory School or other public bodies [Utah Code 51-7-3(26)].
2. "Small purchase" is the procurement of goods or services for which the total cost is less than \$50,000, and the total individual procurement items cost less than \$3,000, or \$1,000 for non-bid procurement thresholds, professional services (including architectural or engineering) costing less than \$100,001, and small construction projects costing less than \$80,001 (Utah Code 63G-6a-506, 53E-3-703, Administrative Code R27-122-5 and -6, R850-11-400).



E. GENERAL POLICIES

1. All checks or check stock, credit/purchase cards, access to bank accounts and statements, etc. shall be secured and controlled by the accounting office with limited access.
2. All disbursing of funds at the school should be done through the business manager. 3. Expenditure transactions must be approved by an individual having sufficient knowledge and authority to evaluate the transaction for reasonableness and appropriateness. The school shall designate employees, by title or job descriptions, who are authorized to approve various dollar amount levels of disbursements and instructed never to sign blank checks.
4. All expenditures made using cash, checks, credit/purchase cards, electronic fund transfers, etc. shall be recorded in the school's accounting records.
5. Passwords should be established on user access to the accounting system.
6. Checks should be made payable to specified payees and never to "cash" or "bearer." 7. All disbursement activity should be substantiated by supporting documents. Documents should be available, and should demonstrate that proper disbursement controls are in place (signatures for approval, purchase orders, receipts, invoices, bids or quotes, reimbursement forms, travel forms, journal entries, reconciliations, etc.).
 - a. Quotes shall contain the following information:
 1. Date received or dates that the quoted price is valid, delivery date
 2. Company name, address
 3. Each item, description or specifications, unit, total price, and quantity listed
 4. Shipping and freight charges
 - b. Quotes may be obtained and documented by printing pages from a website; however, all of the quote elements must be documented. Better prices are usually obtained by contacting vendors directly. Telephone quotes must be documented and include all quote elements. Written quotes should be requested on the vendor's letterhead.
8. Bank and credit card statements should be reviewed and accounts reconciled in a timely manner. Activity accounts should be reviewed quarterly by the custodian of the activity. 9. The school must comply with applicable school and state purchasing laws.
10. Expenditures will follow the guidelines outlined in the State Procurement Code (Utah Code 63G 6a) and federal purchasing laws, or the school will adopt stricter policies.
11. Contracts must follow the guidelines outlined in the State Procurement Code, specifically regarding the length of multi-year contracts [Utah Code 63G-6a-1204(7)].
12. Construction and improvements must comply with the provisions of the State Procurement Code (Utah Code 63G-6a), Utah Code concerning school construction (Utah Code 53E-3 Part 7), the Utah State Board of Administrative Rules, and Title IX.
13. Exclusive contracts must comply with the guidelines outlined in the State Procurement Code (Utah Code 63G-6a), Promontory School's procurement policy, and the Utah Public Officers' and Employees' Ethics Act (Utah Code 67-16).
14. Purchases of goods or services with school funds for personal use or personal gain are strictly

prohibited; see the Utah Public Officers' and Employees' Ethics Act (Utah Code 67-16).



15. Multi-year contracts must comply with Utah Code 63G-6a-1204.

F. PROCUREMENT THRESHOLDS

Promontory School's procurement policy shall be followed for all qualifying purchases of goods or services. The procurement policy includes the following items:

1. Small Purchases

- a. The "individual procurement threshold" for the school is \$1,000. This is the maximum amount that the school can expend to obtain a single item/service from one vendor at one time without requiring competitive purchasing (Utah Code 63G-6a-506, Administrative Code R33-5-104).
- b. The "single procurement aggregate threshold" for the school is \$5,000. This is the maximum amount that the school can expend to obtain any combination of individual procurement items/services costing less than \$1,001 from one vendor at one time up to \$5,000. (Utah Code 63G-6a-506, Administrative Code R33-5-104, R33-5-107).
- c. The "annual cumulative threshold" for the school is \$50,000. This is the maximum total annual amount that the school can expend to obtain individual procurement item(s) costing less than \$1,001 purchased from the same vendor during the fiscal year (July 1—June 30) not to exceed \$50,000. If a purchase exceeds \$50,000, it is not considered a small purchase and shall be processed through a bidding process or a request for proposal (RFP) process (Utah Code 63G-6a-408 and Administrative Rule R33-5-104).
- d. Professional services, such as architectural, engineering, accounting, legal, or consulting services less than \$100,001 shall be acquired using a competitive bidding or RFP process, or by selecting a provider from an approved potential vendor list created using an invitation for bids or an RFP under provisions in Utah Code 63G-6a-409 and 410 (Administrative Code R227-122-5 and -6).
- e. Small construction projects:
 1. Costing less than \$25,001 may be procured by direct award without seeking competitive bids or quotes after documenting that all applicable building code approvals, licensing requirements, permitting and other construction related requirements are met (Administrative Code R33-5-106(4)).
 2. Costing between \$25,001 and \$80,000 may be procured by obtaining a minimum of two (2) competitive bids or quotes that include minimum specifications and be awarded to the contractor with the lowest bid or quote that meets the specification after documenting that the requirements are met from (1).
 3. Costing more than \$80,000 are not considered small construction projects and must follow the requirements outlined in Utah Code 53E-3-703.

2. Recurring Purchase Over Annual Cumulative Threshold

- a. If purchases from the same vendor are ongoing, continuous, and regularly scheduled, and exceed the annual cumulative threshold of \$50,000 during the fiscal year, a contract shall be utilized if feasible (Utah Code 63G-6a-506(6), Administrative Code R33-5-104)).



3. Artificially Dividing a Purchase

- a. Utah Code 63G-6a-506 makes it unlawful to intentionally divide a procurement purchase into one or more smaller purchases to divide an invoice or purchase order into two or more invoices or purchase orders, or to make smaller purchases over a period of time.

1. This means that intentionally splitting a purchase of similar items that would typically be purchased at the same time from the same vendor to avoid requiring competitive quotes is unlawful (e.g., uniforms, club or athletic equipment, textbook orders, etc.). This includes dividing the purchases or invoices over a period of time, or making separate purchases over a period of time. Purchase splitting often occurs when making purchases on a purchase card. Employees should not split invoices to stay under daily purchase limits on purchase cards or the established purchasing thresholds.

2. It may be determined after an order is placed or received that a large enough quantity was not ordered or the correct sizes were not obtained, and that additional items must be ordered. If this occurs, the employee initiating the purchase must include a written explanation of the purpose of the purchase and justification as to why it is not considered splitting a purchase. This should be retained with the vendor invoice.

3. Penalties for violating this statute are outlined in Utah Code 63G-6a-2404.3. Penalties range from a class B misdemeanor to a second degree felony, depending on the total value of the divided procurements.

4. Hospitality Gifts, Gratuities, Kickbacks, or Position and Influence

- a. **“Contract administrator”** means a person who administers a current contract, on behalf of the school, including making payments relating to the contract, ensuring compliance with the contract, auditing a contractor in relation to the contract, or enforcing the contract (Utah Code 63G-6a-2304.5).
- b. **“Interested person”** is a person interested in any way in the sale of a procurement item or insurance to the school (Utah Code 63G-6a-2304.5).
- c. **“Procurement participant”** means a person involved in:
1. Administering, conducting, or making decisions regarding a standard procurement process.
 2. Making a recommendation regarding award of a contract or regarding a decision to obtain a procurement item for a particular person.
 3. Evaluating a quote, bid, or response.
 4. Awarding a contract or otherwise making a decision to obtain a procurement item from a particular person (Utah Code 63G-6a-2304.5).
- d. **“Hospitality gift”** means a promotional or hospitality item, including, a pen, pencil,

stationery, toy, pin, trinket, snack, nonalcoholic beverage, or appetizer. This does not include money, a meal, a ticket, admittance to an event, entertainment for which a charge is normally made, travel, or lodging (Utah Code 63G-6a-2304.5).

1. Utah Code 63G-6a-2304.5 states that the total value of all hospitality gifts given,

Page 4 of

6



Cash Disbursement Policy
11/21/2013
03/18/2021

offered, or promised to, or received or accepted by the
"procurement

participant" or "contract administrator" in relation to a particular procurement or contract must be less than \$10; the total value of all hospitality gifts given, offered or promised to, or received or accepted by, the "procurement participant" or "contract administrator" from any one person, vendor, bidder, responder, or contractor in a fiscal year must be less than \$50.

2. Any hospitality gift exceeding the \$10 and \$50 threshold is considered a gratuity, and the provisions below apply.

e. **"Gratuity"** means anything of value, including money, a loan at an interest rate below the market value or with terms that are more advantageous to the person receiving the loan than terms offered generally on the market, an award, employment, admission to an event, a meal, lodging, travel, or entertainment for which a charge is normally made (Utah Code 63G-6a 2304.5).

1. Utah Code 63G-6a-2304.5 makes it unlawful:

- a. For an "interested person" to give, offer, or promise to give a gratuity to a "procurement participant" or an individual the person knows is a family member of the procurement participant.
- b. For a "procurement participant" to ask, receive, offer to receive, accept, or ask for a promise to receive a gratuity from an "interested person."
- c. For a contractor to give a gratuity to a "contract administrator" of the contractor's contract or an individual the contractor knows is a family member of a "contract administrator" of the contractor's contract.
- d. For a "contract administrator" of a contract to ask, receive, offer to receive, accept, or ask for a promise to receive, for the "contract administrator" or a family member of a "contract administrator," a gratuity from a contractor for that contract.

2. Penalties for violating this statute are established in Utah Code 63G-6a-2304.5 and 2306. The school will adhere to these penalties and report violations to the attorney general's office as required by statute.

- a. Interested person and contractors: penalties range from a class B misdemeanor to a second degree felony.

b. Procurement participant and contract administrator: penalties range from a class B misdemeanor to a second degree felony and make employees subject to disciplinary action up to and including dismissal from employment.

f. **“Kickback”** means a gratuity given in exchange for favorable treatment in a pending procurement or the administration of a contract (Utah Code 63G-6a-2304.5). 1.

Utah Code 63G-6a-2304.5 makes it unlawful:

- a. For a person to give, offer, or promise to give a “kickback” to a “procurement participant” or to another person for the benefit of a “procurement participant.”
- b. For a “procurement participant” to ask, receive, offer to receive, accept

Page 5 of

6



Cash Disbursement Policy
11/21/2013
03/18/2021

or ask for a promise to receive a kickback for the “procurement

participant” or for another person.

- c. For a person to give a kickback to a “contract administrator,” or to another person for the benefit of a “contract administrator.”
- d. For a “contract administrator” to ask, receive, offer to receive, accept, or ask for a promise to receive a kickback for the “contract administrator” or for another person.

2. Penalties for violating this statute are established in Utah Code 63G-6a-2304.5 and 2306. The school will adhere to these penalties and report violations to the attorney general’s office, as required by statute.

- a. Person and contractors: penalties range from a class B misdemeanor to a second degree felony.
- b. Procurement participant and contract administrator: penalties range from a class B misdemeanor to a second degree felony and individuals are subject to disciplinary action up to and including dismissal from employment.

g. Position or Influence

Utah Code 63G-6a-2304.5 makes it unlawful for a “procurement participant” to use the “procurement participant’s” position or influence to obtain a personal benefit for the “procurement participant,” or for a family member of the “procurement participant,” from an “interested person.”

1. Penalties for violating this statute are established in Utah Code 63G-6a-2304.5 and 2306. The school will adhere to these penalties and report violations to the attorney general’s office, as required by statute.

- a. Interested person: penalties range from a class B misdemeanor to a second degree felony.

b. Procurement participant: penalties range from a class B misdemeanor to a second degree felony and individuals are subject to disciplinary action up to and including dismissal from employment.

Child Abuse and Neglect Reporting Policy

Promontory School of Expeditionary Learning takes seriously the legal responsibility of its personnel to protect the physical and psychological well-being of its students. We believe that the school's personnel have an important role to play in the elimination of child abuse because they are in a unique position to observe children over extended periods of time on a daily basis.

Utah law requires that whenever any person, including any school employee, contracted or temporary employee, or volunteer who has reason to believe that a child has been subjected to incest, molestation, sexual abuse, physical abuse, neglect, or human trafficking, or observes a child being subjected to conditions or circumstances which would reasonably result in sexual abuse, physical abuse, or neglect, he/she shall immediately notify the nearest police officer, law enforcement agency, or the Division of Child Family Service. The law provides serious penalties for failure to fulfill one's duty to report.

Commented [1]: <https://bonnevilleacademy.org/wp-content/uploads/2021/09/Child-Abuse-and-Neglect-Policy.pdf> Example

Commented [2]: 62A-4a-402 Child Abuse or Neglect Reporting Requirements Utah

Commented [3]: added

The Director shall establish administrative procedures that will comply with the provisions of Utah Code 62A-4a-402, et seq. Utah Child Abuse or Neglect Reporting Requirements and Utah Administrative Rules R277- 401 Child Abuse-Neglect Reporting by Education Personnel to help the school's personnel to understand and fulfill their legal responsibilities concerning child abuse.

53G-9-207

Commented [4]: R277-401 <https://www.schools.utah.gov/file/44dc8e92-da13-49e1-ba92-4065bbbd50a1> Child Abuse-Neglect Reporting by Education Personnel

Commented [5]: 53-A-6-502 Mandatory reporting of physical or sexual abuse of students 53A-13-112 Child Sexual Abuse Prevention

Commented [6]: 53G-9-207 [https://le.utah.gov/xcode/Title53G/Chapter9/53G-9-S207.html#:~:text=Child%20sexual%20abuse%20prev%20ent%20ion%20\(1\)&text=in%20accordance%20with%20Subsections%20\(4,students%20using%20age%2Dappropriate%20curriculum](https://le.utah.gov/xcode/Title53G/Chapter9/53G-9-S207.html#:~:text=Child%20sexual%20abuse%20prev%20ent%20ion%20(1)&text=in%20accordance%20with%20Subsections%20(4,students%20using%20age%2Dappropriate%20curriculum)

Commented [7]: <https://www.schools.utah.gov/prevention/childsexualabuse>



PROMONTORY

school of expeditionary learning

Written:
4/27/2023

Mental Health Policy

Mental health is defined as a person's emotional, psychological, and social well-being which can affect how a person thinks, feels, and acts including how a person handles stress, relates to others, and makes healthy choices (R277-625).

Mental health is more than the absence of illness; it is an integral component of health and well-being. Promontory School understands the role mental health plays in the school context because it is central to our students' social, emotional, and academic success. When students' mental health is supported, they are better able to learn, make decisions, build relationships, cope with life's challenges, and thrive.

Mental health exists on a continuum and is determined by a complex interplay of individual, social and structural stresses, and vulnerabilities. Promoting mental wellness and reducing mental illness for all students is a priority that can be achieved by implementing school-based mental health policies and practices. These efforts are categorized by prevention, education, identification, intervention, and recovery.

Prevention

Prevention efforts at Promontory School involve a variety of proactive strategies with the goal of increasing student well-being and reducing future mental health challenges in our school community. The goal of our prevention efforts is to decrease risk factors and increase key protective factors in students, such as resilience, feelings of safety and connectedness to school, appropriate social connections with both adults and peers, social emotional competence, and a knowledge of development. These protective factors mitigate the effects of risks

to students, build students' strengths, and promote healthy development of students.

In an effort to understand students', parents', school personnel's, and other stakeholders' feelings of safety and connectedness, Promontory School administers a School Climate Survey every other year in accordance with Utah Administrative Rule R277-623. The results of the school climate survey help inform the Promontory School Administration and School Board about how to improve the school environment.

Promontory School's universal, Tier 1 prevention efforts include the following policies found on the school's web page:

- Absenteeism, truancy, and dropout prevention as found in Promontory Attendance Policy
- Bullying prevention
- Child abuse and human trafficking prevention
- Gang prevention
- Substance use prevention
- Suicide prevention

Education

Promontory School commits to teaching the mental and emotional health standards as part of the Health Education Core Standards in grades K-8. Promontory School utilizes vetted resources provided by the USBE. The school actively pursues social and emotional learning as education for students in need or at risk. Funding is sought out to employ and contract with mental health professionals.

Identification

Mental Health Screening

Routine mental health screenings are a key part of understanding youth mental health. Mental health screenings in schools, with active, written consent from parents, allow staff to identify potential mental health conditions early and connect students with appropriate help.

Promontory School may provide mental health screenings for students within the school setting for the purpose of identifying if a student is experiencing, or is at risk of experiencing, issues related to the student's mental health. Mental health screenings are NOT a diagnostic tool or process but rather, a system or process used by a student's teacher to observe behavior for the purpose of targeted learning interventions.

According to Utah Administrative Rule R277-625, mental health screenings may only screen for depression, anxiety, and suicidal ideation. At this time, no other mental health conditions may be screened. While behavioral screenings are not equivalent to mental health screenings, a screener that includes questions regarding depression, anxiety, or suicidal ideation does fall under the mental health screening program and must adhere to the same policies. USBE approved mental health screening tools are utilized by school professionals (53F-2-522 and R277-625).

Intervention

Promontory School utilizes a tiered system of support to structure and deliver mental health interventions to students. Universal, school-wide programs which include mental health literacy and efforts to reduce stigma surrounding mental health issues are provided within Promontory School. Additionally, Promontory School provides targeted and individualized interventions to students who have been identified as needing additional support through identification and assessment efforts. Targeted and individualized mental health interventions include individual and/or group counseling and/or therapy provided by Promontory School professionals working within the scope of practice of their licensure. Intervention may also be provided through contracted services from community mental health professionals, such as the Bear River Mental Health Department.

Promontory School only provides these services to students upon written parental consent in accordance with state code 53E-9-203. Parental consent is not required when Promontory School staff believes a student is at-risk of attempting suicide, physical self-harm, or harming others. Promontory School

staff may intervene to ask the student questions about the student's suicidal thoughts, physically self-harming behavior, or thoughts of harming others for the purposes of referring the student to appropriate prevention services. The student's parents are to be immediately informed as referenced in Promontory School Medical Recommendation Policy.

Recovery

Return to Learn

Students may need to leave school temporarily to access more intensive mental health support. Promontory School supports students returning to school by partnering with community providers, parents, the student, and legal counsel if necessary to develop a transition plan.

Student Return to Learn Safety Plan

Student Name:	Grade:
---------------	--------

What warning signs can you spot? (*Places, emotions, thoughts, behaviors, physical signs*)

What ways of coping have you used in the past that could help you now?

Who will you reach out to for help and support?

Counselor or Trusted School Adult:

Friend:

Family Member:

Health Professional:

SafeUT App:

Other:

What is the best way for these people to support you?

<p>Where is a safe place for you to go at school?</p> <p>Who do you need to check in with before you go there?</p>
<p>What would you say to a friend who was feeling this way?</p>
<p>Additional Information:</p>

Useful Supports	Online Supports
<p>SafeUT App: Find in App Store or Google Play</p> <ul style="list-style-type: none"> • <i>Free access to professionals 24/7 for intervention or emotional support</i> <p>Safe Fam: 1-(833) 723-3326</p> <ul style="list-style-type: none"> • <i>For anyone, with any problem, at any time</i> <p>National Suicide Lifeline: 1 (800) 273-8255</p> <ul style="list-style-type: none"> • <i>Available 24/7</i> <p>Bear River Mental Health Crisis: (435) 752-0750</p> <ul style="list-style-type: none"> • <i>Locally available 24/7</i> 	<p>National Alliance on Mental Illness https://www.nami.org/</p> <ul style="list-style-type: none"> • <i>Crisis Assistance, Education, and Information</i> <p>Suicide Prevention Lifeline https://suicidepreventionlifeline.org/</p> <ul style="list-style-type: none"> • 988 • <i>Crisis Assistance, Education, and Information</i> <p>The Trevor Project / LGBTQ https://www.thetrevorproject.org</p> <ul style="list-style-type: none"> • <i>24/7 Crisis Line 1-866-488-7386</i>

Student Signature:	Date:
Parent Signature	
School Representative Signature	

A copy of this plan was given to the school and parents: **YES** **NO**

Student was given the option to take a picture of this Safety Plan.

ADA Compliant December 2022

ADA Compliant December 2022

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 October 31, 2023

Summary

Beginning Balance	\$ 1,155,742.40	Average Daily Balance	\$ 1,248,915.60
Deposits	\$ 272,482.11	Interest Earned	\$ 22,482.11
Withdrawals	\$ 0.00	360 Day Rate	5.2687
Ending Balance	\$ 1,428,224.51	365 Day Rate	5.3419

Date	Activity	Deposits	Withdrawals	Balance
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
10/31/2023	REINVESTMENT	\$ 6,560.52	\$ 0.00	\$ 1,428,224.51
10/31/2023	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,428,224.51

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



2/12/2017
5/25/2017
6/15/2023

Promontory School Wellness Policy

Rationale

The link between nutrition, physical activity and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well being. Healthy eating and physical activity are essential to reduce risk for many chronic diseases. Schools have a responsibility to help students learn, establish and maintain lifelong healthy eating and activity patterns. Well planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

Goal

All students in Promontory School shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in Promontory School are encouraged to model healthy eating and physical activity as a valuable part of daily life.

To meet this goal, the Promontory School adopts this school wellness policy with the following commitments to nutrition education, physical activity, nutrition guidelines, other school based activities and implementations. This policy is designed to effectively utilize school and community resources to equitably serve the needs and interest of all students and staff, taking into consideration differences in culture. Evidence based or best practice recommendations also influence the policy/goals. A committee of multiple positions within the community and school shall oversee compliance of the wellness policy. Committee membership is available to all.

Nutrition Education Goals

- The school cafeteria or eating area serves as a learning laboratory to support nutrition education with a goal of three nutritional learning activities per year.
 - Utilizing the food service area as a learning laboratory to support classroom instruction through menu offerings and information supporting healthy eating.
- The school will provide education for students to help them learn skills

needed to practice lifelong healthy eating based on school meal nutrition standards and Smart Snacks standards. Information on these standards can be found at

<https://www.schools.utah.gov/curr/health?mid=908&tid=1>,
<https://www.fns.usda.gov/tn/guide-smart-snacks-school> and
<https://www.schools.utah.gov/cnp/NSLP?mid=1201&tid=0>.

What are the Smart Snacks Standards for foods?

To qualify as a Smart Snack, a snack or entrée must first meet the general nutrition standards:

- Be a grain product that contains 50 percent or more whole grains by weight (have a whole grain as the first ingredient); or
- Have as the first ingredient a fruit, a vegetable, a dairy food, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable (for example, ¼ cup of raisins with enriched pretzels); and
- The food must meet the nutrient standards for calories, sodium, fats, and total sugars."

Nutrient	Snack	Entrée
Calories	200 calories or less	350 calories or less
Sodium	200 mg or less	480 mg or less
Total Fat	35% of calories or less	35% of calories or less
Saturated Fat	Less than 10% of calories	Less than 10% of calories
Trans Fat	0 g	0 g
Total Sugars	35% by weight or less	35% by weight or less

Are there healthy exemptions to certain nutrient requirements?

The Smart Snacks Standards reflect practical and flexible solutions for healthy eating. A few foods or combinations of foods are exempt from certain nutrient standards. Refer to the table below for examples of these exemptions.

Food	Smart Snacks Standards Exemptions
Fresh and frozen fruits and vegetables, with no added ingredients except water Canned fruits packed in 100% juice or light syrup, with no added ingredients except water Canned vegetables (no salt added/low sodium), with no added fats	Exempt from all nutrient standards
Reduced-fat cheese (including part-skim mozzarella) Nuts, seeds, or nut/seed butters Apples with reduced-fat cheese* Celery with peanut butter (and unsweetened raisins)* Whole eggs with no added fat	Exempt from the total fat and saturated fat standards, but must meet all other nutrient standards
Seafood with no added fat (e.g., canned tuna packed in water)	Exempt from the total fat standard, but must meet all other nutrient standards
Dried fruits with no added sugars Dried cranberries, tart cherries, or blueberries, sweetened only for processing and/or palatability, with no added fats	Exempt from the sugar standards, but must meet all other nutrient standards
Trail mix of only dried fruits and nuts and/or seeds, with no added sugars or fats	Exempt from the total fat, saturated fat, and sugar standards, but must meet all other nutrient standards

*Paired exemptions are always required to meet the calorie and sodium limits for Smart Snacks.

Promotion of Healthy Eating and Nutrition Guidelines

- Encourage the increased consumption of a variety of healthy foods, including fruits, vegetables, whole grain and low fat dairy products.
- Offer food and beverages outside the lunch and breakfast meal service which are a good source of nutrients, moderate in sodium, moderate or low in fat, and moderate in sugar that is not naturally occurring in

the food, moderate in calories and are in compliance with smart snacks guidelines and regulations.

- Strive to improve student nutrition behaviors on the school campus; include an increase of healthier meal choices by students to include fruits, vegetables, whole grains, and low fat dairy products.
 - Serve school meals which meet the USDA nutrition standards (<https://www.fns.usda.gov/school-meals>) for all meals. Provide sufficient choices, including new foods and food prepared in new ways to meet the taste preference of the students.
- Designated lunch periods for all students offer sufficient time to enjoy eating healthy foods. Lunch periods will be scheduled near the middle of the school day when possible.
- Students shall be encouraged to test healthy food items with which they are not familiar to promote behavior change and healthy school meal consumption,

Promotion of Healthy Eating and Nutrition Guidelines

- Food and beverages are not used as reward or punishment. Refer to the Wellness Policy Procedures and Guidelines for a list of alternative ways to reward children.
- Classroom celebrations that involve food will be allowed at the Administration's discretion. Such celebrations shall comply with the following:
 - a. All foods made available will comply with state and local food safety and sanitation regulations.
 - b. Healthy snack choices and/or options will be offered to students, faculty and staff as part of the celebration. See smart snack table above for suggestions as well as guidance from the Director for any additional clarification.
 - c. Faculty, staff, and parents will make healthy and fun activities the focus being on the celebration rather than food.
- In some classrooms a snack time may be implemented at the Administration's discretion in order to combat fatigue, particularly for those who have an earlier lunch period. Or Teachers may request from Administration that a snack time be implemented in order to combat fatigue, particularly for those who have an earlier lunch period.
- Distribution of food-based birthday treats in the classroom will not be allowed and parents will be encouraged to bring non-food items as birthday treats.
- Advertisement of foods not in compliance with smart snacks regulations is not allowed. Meaning, foods sold in competition with the school lunch program. (Ex. fundraisers) during school hours shall not be advertised.

Commented [1]: Do teachers have this list available? Should we list examples here?

Commented [2]: I dont think we should do a list, you run the risk of limiting someone just because we didnt think of it here. I do like the idea of saying something about see director for clarification.

Commented [3]: Maybe we take the whole section out and say:
Food and beverages should not be used as a primary source for reward and never for punishment. For a list of alternative ways to reward children you can reference the Wellness Policy Procedures and Guidelines. If you wish to use food or beverages in the class room see suggestions below as well as guidance from the Director for any additional resources.

Commented [4]: Teachers are asking for a possible list of examples.
I put the guidelines from the smart snack website in the policy so no one has to go look for them.

Commented [5]: _Marked as resolved_

Commented [6]: _Re-opened_

Commented [7]: see my addition does that help?

Commented [8]: how do you feel about this add?

Commented [9]: I changed this

- Provide student's opportunities to practice healthy habits – they can choose from an array of healthy food options, eat in relaxed and comfortable surroundings and enjoy daily physical activity.

Physical Activity

- Schools should ensure that every student from kindergarten through twelfth grade receives regular, age appropriate, quality physical education and follow the state core curriculum guidelines found at <http://www.uen.org/core/pe/>.
- Ensure students receive at least 1 hour per week of PE for Elementary school and 2 hours per week for Middle School.
 - Provide within the school environment a safe enjoyable activity for all students including those who are not athletically gifted.
 - Provide, through physical education, safe and satisfying physical activity for all students, including those with special needs.
 - Provide for fitness education and assessment to help students understand and improve or maintain their physical well-being.
 - Promote the benefits of doing regular amounts of physical activity now and through life.
 - Schools should ensure that physical activity facilities on school grounds are kept safe and well-maintained.

Commented [10]: Does this need to be adjusted now that students don't have PE every semester?

Commented [11]: @aedelman@promontoryschool.org what is the standard we follow for PE? Even if the students don't have PE do we ensure they are having some sort of physical activity regularly that equals 2 hours per week in middle school? We can add wording like, "during their semester of study or enrollment in the class" for PE. Or change PE to Physical Activity but I know we do have to provide PE so maybe it needs to be mentioned?

Goals for Physical Education

- Our students can demonstrate willingness to try new activities and skills with a positive attitude.
- Our students can demonstrate good sportsmanship toward themselves and peers.
- Middle school students show progress during fitness tests.
- Elementary school students show progress in timed challenges such as jumping rope.

Goals for Other School Based Activities

- The after school environment promotes healthy eating and physical activity where appropriate.
 - Schools should provide information to parents to help them promote and incorporate physical activity and healthy eating into their children's lives.

- Schools should provide services to ensure that students with nutrition related health problems are referred to appropriate services for counseling or medical treatment.
- Dining room supervisory staff (teachers, aids, etc.) shall receive appropriate training in how to maintain a safe, orderly, and pleasant eating environment.
 - Provide leadership opportunities for student led health, wellness and nutritional promotions in the form of a health and wellness group.

Staff as Role Models

- Train the staff who supervise student dining areas to encourage healthy eating patterns through a positive daily experience. Annual training is required of all nutritional staff in accordance with state professional standards.
- Offer opportunities and encouragement for staff to model healthy eating habits.
 - Develop strategies for teachers, school administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active.

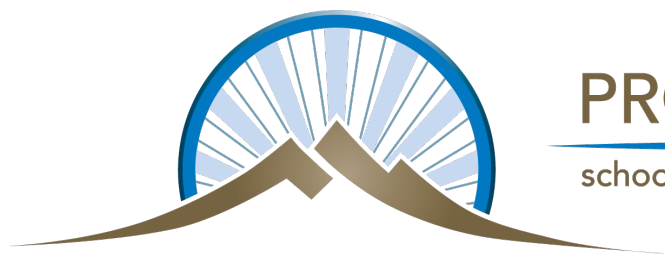
Food Safety/Food Security

- All foods made available will comply with state and local food safety and sanitation regulations.
- Implement Hazard Analysis and Critical Control Point (HACCP) plans and guidelines to prevent food illness in school.
- All food service equipment and facilities must meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation and workplace safety.
 - All food and nutrition labels and or manufacture information are available upon request and will be obtained to the best of ability.

Measuring Implementation:

- The Nutrition Director with the help of supporters will conduct a review of the progress toward school wellness policy goals each year and identify areas for improvement. The progress report shall be available to the public posted on the schools website.
- Prepare and submit a yearly report to the school's administrators regarding the progress toward implementation of the school wellness policy and recommendations for any revisions to the policy as necessary. This report shall be available to the public upon request.

- Assess how well the policy is being managed and enforced periodically, not going more than 3 years without assessment.



PROMONTORY

school of expeditionary learning

BOARD OF DIRECTORS RETREAT AGENDA

November 2, 2023
9:00AM
2830 N 4800 W
Corinne, UT 84307

Trustees

Michelle Flynn
Josie Beth Archibald
Stephanie Quintero
Zach Davis
Dorothy Dobson
Becca Ashby
Stephanie Quintero
Karen Braithwaite

Director

Amber Edelman

Visitors

Tammy Stutznegger

Officers

Amy Rich

9:07AM Call to Order: Michelle Flynn

9:07AM Welcome, Pledge, and Mission Statement: Dorothy Dobson

9:17AM October 19, 2023 Minutes–Josie Beth motions to approve. Dorothy seconds. Motion is carried.

9:20 Public Comment–NONE

9:20AM **Open Meeting Act Training:** Michelle Flynn.

Anytime you have a quorum of board members discussing the school it needs to have been noticed or you should separate. Example: Hallways at school, group emails, online collaboration, social gatherings. Posting a Meeting–notice needs to be posted 24 hours on the website. Agenda must have reasonable specificity of items to be discussed and must include date, time and place of meeting. Post annual board meetings on PMN website at the beginning of the school year. Must have a quorum present in order to vote. You can only vote on noticed action items. Discussion should be held in a committee on items before a proposal is brought to the board. Closed Public Meeting–character, competence or mental or physical health of an individual, litigation, purchase, lease or sale of real estate. 2/3rd of members must be present to go into a closed session. NOT to interview a candidate, review contracts. A motion must be made to open closed meeting. Stop and restart the recorder as you enter closed

session. Minutes—include, date, time and place, members present and absent. Posted within 3 days after being approved. If a mistake is made in posting, reschedule the meeting. Limit emergency notices.

9:40AM—Business Items:

- Holiday Dinner: Possibly at Maddox. Thursday, December 14, 2023. Bring spouses. Wear ugly sweaters.
- Director Search—Took original listing from when we hired our previous director. Needs to take out EL language. Want it on action items for next meeting. Set a date to post listing. Thinking about posting Dec 15-Jan 15th.
- Memorial—Jen Dabb had an idea about building a grove on the east side of the building by the 1/ 2 community playground. Plant trees, etc. Aspens were Jennifer's favorite but aren't very hardy. Thinking about birch trees and seating for kids to have a place to go to read and have an outside classroom.
- Wellness Policy: Discussed the section for rewards that motivate students—not food. Michelle will discuss it with her committee and come back with something at the next meeting.
- Safety Plan: Guns—Emergency plan. We need a school specialist. Just hired Tami Hirleman who will act as the incident commander.

11:20AM Team Building Activity

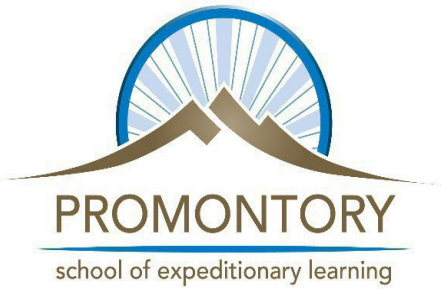
11:45 AM Lunch Break

12:25PM Action Items

- Sexual Harassment Policy—Need to specify that it is for the students not employees. Maybe have one policy with sections for students and one for employees. Cleaner if we do it together. Dorothy will edit it.
12:47PM Zach Motions to approve Sexual Harassment Policy as currently written. Karen seconds. Motion is carried.
- 12:53PM Mental Health Policy— Stephanie motions to approve. Zach seconds. Motion is carried.
- 12:54PM Suicide Ideation Policy—Karen motions to approve. Dorothy seconds. Motion is carried.
- 12:55PM Blues for Books Fundraiser—Kids pay \$1.00 to wear Jeans. November 21st. Stephanie motions to approve. Zach seconds. Motion is carried.

1:12 Karen motions to adjourn. Dorothy seconds. Motion is carried.

Next scheduled board meeting is on November 16, 2023.



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 21st century.

BOARD OF DIRECTORS MEETING AGENDA

Thursday, November 16, 2023

7:00PM

1051 W 2700 S
Perry, UT 84302

Join via zoom at:

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

7:00 PM – **CALL TO ORDER:** Michelle Flynn

- Welcome/Mission Statement and Pledge: Becca Ashby

7:10PM – **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

7:15 PM – Training

7:30 PM – **FINANCE REPORT**

- Budget Review – Brian Cates

7:40 PM – **MINUTES**

- 11-2-2023 Board Retreat Meeting Minutes

7:45 PM – **BUSINESS ITEMS**

- Intensives Update
- Child Abuse and Neglect Reporting Policy
- Cash Disbursement Policy
- Cash Receipt Policy

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

8:30 PM ACTION ITEM

- Director
- Wellness Policy
- Bullying
- Winter Bonuses
- Communication Plan with 5/6 & 7/8 High School
- Spring 7/8 Intensive Overnights
- Spring Expeditions

8:40 PM DIRECTOR'S REPORT

- Staffing Update
- Enrollment
- Student Achievement
- Professional Development
- Public Relations
- Lottery

8:50PM CLOSED MEETING

9:00 PM – ADJOURN

*Next scheduled Board Meeting Retreat Thursday, January 18, 2024

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.

- 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.

H. Additional Notes

Bullying Vs Conflict and what “Bullying” is not:

Conflict is a struggle between two or more people who appear to have different goals or desires. Conflict occurs naturally as we interact with one another. It is a normal part of life that we will not always agree with other people about the things we want, what we think, or what we want to do. Most conflicts arise in the moment, because people of the same relative amount of power see the same situation from two different points of view. Here are a few examples:

Two students are on a committee together and they don't agree on how to decorate for a banquet.

Two boys get into a fight after a rough play in a football game.

Students disagree over who should do clean-up after a group project.

Two girls get into an argument when they realize they've worn the same outfit to a party.

Two students who used to be friends bash each other online daily.

A girl wanted to attend another girl's birthday party, but she wasn't invited.

Two boys argue over who could win in a fight between Batman and Superman.

Girls on a drill team disagree over what routine they will do for a pep rally.

A student athlete believes he/she should start and the coach doesn't.

Students begin spreading bad rumors about each other, because they disagree on which band director is the best . . . last years or this years.

Think of some of the ways we describe people in conflict – “they were butting heads,” “she gave as good as she got,” “they were going back and forth at each other,” “it was he said she said.” Both people are equally “telling their side of the story.” In conflict, the incident is usually “two sided” – each student is being aggressive toward the other one. In bullying, it tends to be one sided. In a conflict people may get frustrated and angry. Chances are the amount of emotion each person feels will be relatively equal, because both are trying to get what they want. In the heat of the moment, one or both people's emotions can escalate into a heated conflict. We've all been involved in conflicts where we lost control and said something we later regret. People engaged in a conflict want the issue to be resolved. The “back and forth” that occurs is each person trying to make the case for what she/he wants. When one or both people have the skills to resolve the dispute so both sets of needs are met, the same conflict between the same two

people most likely will not be repeated. If not, conflict might possibly continue for a long time. In bullying, there's usually not a conflict or disagreement. One person or a group of people, are targeting another individual because they can. As we said earlier, it's about arrogance, power, and control.