



PROMONTORY

school of expeditionary learning

BOARD OF DIRECTORS MEETING

February 15, 2024

7:00PM

1051 W 2700 S

Perry, UT 84302

Trustees:

Michelle Flynn

Josie Beth Archibald

Becca Ashby--Zoom

Karen Braithwaite

Stephanie Quintero

Zach Davis

Dorothy Dobson--Zoom

Officers:

Amber Jenks

Absent:

Amy Rich

Zach Davis

Director:

Amber Edelman

Visitors:

Tammy Stutznegger

Brian Cates—Zoom

Tami Hirlleman

Holly Jenks

Susan Bennett--Zoom

Darnelle Earl--Zoom

7:03 PM – **CALL TO ORDER:** Michelle Flynn

· Welcome/Mission Statement and Pledge: Stephanie Quintero

7:06PM – **PUBLIC COMMENT:** No public comment

7:06 PM –Training--NONE

7:07 PM – **FINANCE REPORT**

· Budget Review – Brian Cates: PTIF Not a lot of change. Still in the \$6,000 range and slowly increasing. Adds to local revenue on the budget. Don't foresee any changes in the near future. Summary—as of January 31, 2024, little over halfway through fiscal year. Still good, margins and ratios at 4.3% overall. Do not see any major changes. Cash balance looks good, flattening out which is normal for this time of year. Enrollment at 445. Still looking pretty strong. Had some further discussion with expansion project funds. A lot of those funds will be reimbursed. Start to put together a budget for next year.

7:10 PM – MINUTES

- 1-18-2024 Board Meeting Minutes–Karen motions to approve. Stephanie seconds. Motion is carried.
- 1-29-2024 Emergency Board Meeting Minutes–Josie Beth motions to approve. Stephanie seconds. Motion is carried.

7:12 PM – BUSINESS ITEMS

- Spring Retreat Date–Planning on doing it in Corinne again. Thursday, April 25th 9-2pm.
- Dissemination of Information of Juvenile Offenders–Michelle wants to update and bring back to the board next month.
- Distribution of Materials–Formatting issues. Nothing is being changed, but needs to be more grammatically correct. Will need to review and vote on next month.
- Donation Gifts & Sponsorship–Codes were checked. More formatting and grammatical corrections. Update on website once corrections have been completed.

7:21 PM ACTION ITEM

- 5/6 Topaz Mountain Overnight Campout– May 6th and 7th. Interment camp. Finishing up study of WWII. Camping at Maple Grove campground. About 3 hours and 11 minutes away. Dorothy motions to approve. Stephanie seconds. Motion is carried.

7:32PM· School Land Trust: State program that gives us money. We have to report how we are using our money and report so we can prove that we are spending it how we say. We use the money to fund some of our classroom aides. We have an aide in every classroom. We voted that the board is the school land trust council. In 1st and 2nd grade–76 out of 100 children all moved up, making significant progress in their reading. $\frac{3}{4}$ is also making increases, a lot of growth in $\frac{5}{6}$. Haven't seen the numbers for $\frac{7}{8}$ yet. Still holding strong and making good progress. As the school land trust council, we need to vote that this is the report we are sending back to the state.

Josie Beth motions to approve. Stephanie seconds. Motion is carried.

7:43PM Currently have an aide in every classroom and we want to keep an aide in every classroom for next year.

Josie Beth motions to approve the use of our 2024-25 funds for the hiring of aides in classrooms. Stephanie seconds. Motion is carried.

7:45PM· Spring Bonuses–Handed out sometime before spring break. \$31,950 to be used for spring bonuses. Karen motions to approve. Stephanie seconds. Motion is carried.

7:46PM· School Fees–no updates or changes. Do not need to vote on this again.

7:54PM· Promontory Surveillance Storage Footage–Adding a security package with getting the security cameras.

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

8:00 PM **DIRECTOR'S REPORT**

- Staffing Update: 100% of the staff say they are returning next year on the intent to return forms that are coming back. That is exciting! Amanda Bradford resigned, and I was able to hire Alice Compton as the new percussion/ assistant play director/ Sped Aide.
- Enrollment: 207 students currently on the waitlist.
- Student Achievement: Etiquette Dinner
- Professional Development: RTI Training at Edith Bowen, Professional development for tomorrow for PCBL All day training, PCBL training is set for May 29-30 at Lava Hot Springs Area, PD Campout Dates set to Aug 11-13 @Pineview Reservoir
- Public Relations: Kindergarten enrollment published on our social media sites, fliers given to preschools. Signed a contract with Enrollhand for another year. Senior spotlights will be started soon. Venture, BEMS visits to our 8th graders.

8:22PM – ADJOURN–Josie Beth motions to adjourn. Stephanie seconds.

*Next scheduled Board Meeting Thursday, March 21, 2024

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 - 82.3% (12 School Budget records)							
1510 Interest on Investments	\$56,901	\$137,673	\$50,000	\$120,000	\$170,000		81.0%
1610 Lunch Program	\$51,329	\$41,664	\$48,803	\$0	\$48,803		85.4%
1720 Yearbook Income	\$2,745	\$100		\$100	\$100		100.0%
1720 Bookfair Income	\$2,116	\$20		\$0			
1720 Uniforms		\$363	\$0	\$363	\$363		99.9%
1741 Middle School Fees	\$5,771	\$5,824	\$7,078	\$0	\$7,078		82.3%
1920 Fieldwork/Expedition Donations	\$7,704	\$6,732	\$5,000	\$1,732	\$6,732		100.0%
1920 Community Donations	\$6,493	\$3,516	\$1,000	\$2,516	\$3,516		100.0%
1921 Marketing Income (T-Shirts)	\$170		\$0	\$0	\$0		
1923 POP Income	\$8,486		\$3,000	\$0	\$3,000		
1923 Adventure			\$0	\$0	\$0		
1990 Miscellaneous/Background Checks/Fines		\$7,745	\$1,000	\$6,745	\$7,745		100.0%
TOT	\$141,714	\$203,636	\$115,881	\$131,456	\$247,337		
Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 65.2% (37 School Budget records)							
3010 Regular School Prgm K-12	\$1,561,499	\$1,132,816	\$1,655,728	\$41,910	\$1,697,638	67.0%	66.7%
3020 Professional Staff	\$88,683	\$61,529	\$85,268	\$7,025	\$92,293	67.0%	66.7%
3105 Special Education -- Add-On	\$312,840	\$255,047	\$353,131	\$29,439	\$382,570	67.0%	66.7%
3110 Special Education -- Self-Contained	\$15,277		\$0	\$0	\$0		
3120 Special Education -- Extended Year	\$3,578	\$2,506	\$3,760	-\$1	\$3,759	67.0%	66.7%
3125 Special Education -- State Programs	\$6,638	\$5,013	\$7,525	-\$5	\$7,520	67.0%	66.7%
3128 Special Education -- Stipends for ESY	\$2,300	\$3,910	\$0	\$3,910	\$3,910		100.0%
3153 Students At-Risk Add-on	\$73,494	\$57,537	\$93,304	-\$9,330	\$83,974	67.0%	68.5%
3195 Early Intervention/OEK	\$60,000		\$0	\$0	\$0		
3211 Gifted and Talented	\$4,337	\$3,107	\$3,252	\$0	\$3,252		95.5%
3230 Class Size Reduction - K-8	\$165,685	\$117,955	\$176,996	-\$63	\$176,933	67.0%	66.7%
3400 Teacher Salary Supplement	\$10,712		\$0	\$0	\$0		
3410 Flexible Allocation		\$718	\$1,051	\$26	\$1,077	67.0%	66.7%
3411 EL Software	\$980		\$1,000	-\$155	\$845		
3520 School Land Trust	\$60,495	\$64,964	\$65,400	-\$436	\$64,964	100.0%	100.0%
3566 Professional Learning	\$3,613	\$2,397	\$0	\$3,559	\$3,559	67.0%	67.4%
3579 Mental Health Grant	\$37,258		\$38,490	\$2,028	\$40,518		
3582 Beverly T. Sorenson Elem Arts	\$18,240	\$13,333	\$18,240	\$0	\$18,240	67.0%	73.1%
3596 School Safety Grant	\$4,360			\$3,000	\$3,000		
3655 Digital Teaching & Learning	\$26,799		\$25,000	\$1,319	\$26,319		
3719 Charter School Local Replacement	\$1,324,454	\$941,399	\$1,375,000	\$37,098	\$1,412,098	67.0%	66.7%
3725 Charter School Admin Costs	\$42,354	\$34,653	\$51,635	\$345	\$51,980	67.0%	66.7%
3770 School Lunch (Liquor Tax)	\$26,564	\$26,494	\$25,000	\$10,000	\$35,000		75.7%
3800 TSSA Program	\$95,650	\$73,491	\$110,236	\$0	\$110,236	67.0%	66.7%
3800 Suicide Prevention	\$1,000	\$1,000	\$1,000	\$0	\$1,000	100.0%	100.0%
3800 Educator Professional Time	\$43,664	\$49,252	\$43,697	\$5,555	\$49,252	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	\$14,461	\$21,217	-\$34	\$21,183	67.0%	68.3%
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	\$4,395	\$3,755	\$640	\$4,395	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	\$198,258	\$249,231	\$48,155	\$297,386	67.0%	66.7%
3878 Special Education- Extended Year			\$0	\$0	\$0		
3897 Early Literacy Outcomes (LETRS)	\$2,140		\$0	\$0	\$0		
TOT	\$4,307,619	\$3,068,235	\$4,512,916	\$196,565	\$4,709,481		
Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 30.6% (12 School Budget records)							
4500 ESSER III CARES	\$80,463		\$100,308	-\$5,463	\$94,845		

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
4500 Outdoor Rec Grant	\$10,000		\$0	\$0	\$0		
4500 SRSA (REAP) Grant		\$50,583	\$38,336	\$12,247	\$50,583	100.0%	100.0%
4522 IDEA Preschool	\$1,879		\$1,879	\$72	\$1,951		
4524 IDEA Part-B	\$79,121		\$77,189	\$5,875	\$83,064		
4571 National School Lunch Prgm	\$28,224	\$10,033	\$25,000	-\$10,000	\$15,000	67.0%	66.9%
4572 Free & Reduced Reimbursement	\$54,067	\$33,676	\$48,000	\$0	\$48,000	67.0%	70.2%
4573 National School Breakfast	\$13,932	\$10,642	\$13,000	\$2,000	\$15,000	67.0%	70.9%
4575 Supply Chain Assistance	\$18,828	\$13,076	\$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	\$118,010	\$380,498	\$4,731	\$385,229		
Promontory School of Expeditionary Learning - Expense - 100 Salaries - 66.0% (15 School Budget records)							
121 Administration	-\$162,875	-\$128,228	-\$167,000	-\$20,000	-\$187,000	67.0%	68.6%
131 Teachers	-\$1,019,485	-\$835,496	-\$1,284,700	\$30,000	-\$1,254,700	67.0%	66.6%
132 Substitute Teachers	-\$27,482	-\$31,350	-\$25,000	-\$10,000	-\$35,000		89.6%
132 PTO Cash Out	-\$8,820	-\$10,550	-\$10,000	-\$550	-\$10,550		100.0%
134 Merit Pay/Winter Bonus	-\$39,051	-\$16,471	-\$30,000	\$0	-\$30,000		54.9%
135 Stipends	-\$118,055	-\$45,328	-\$100,000	-\$50,000	-\$150,000		30.2%
140 Special Education Teachers	-\$159,874	-\$103,649	-\$201,000	\$21,000	-\$180,000	67.0%	57.6%
142 Counselor	-\$40,688	-\$32,896	-\$50,000	\$0	-\$50,000	67.0%	65.8%
152 Office Salaries	-\$104,794	-\$72,370	-\$106,900	\$0	-\$106,900	67.0%	67.7%
161 Community Aides/ Literacy Aides	-\$278,206	-\$211,408	-\$270,000	-\$10,000	-\$280,000	67.0%	75.5%
162 Special Education Aides	-\$111,121	-\$112,157	-\$120,000	-\$30,000	-\$150,000	67.0%	74.8%
163 RTI / Title I	-\$29,704	-\$22,080	-\$30,000	\$0	-\$30,000	67.0%	73.6%
164 Library Aide	-\$29,496	-\$23,172	-\$30,200	\$0	-\$30,200	67.0%	76.7%
180 Custodial/Maintenance Salaries	-\$51,064	-\$80,288	-\$106,000	-\$14,000	-\$120,000	67.0%	66.9%
190 Kitchen Salaries	-\$95,504	-\$74,709	-\$114,000	\$0	-\$114,000	67.0%	65.5%
TOT	-\$2,276,219	-\$1,800,153	-\$2,644,800	-\$83,550	-\$2,728,350		
Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 73.1% (8 School Budget records)							
220 FICA	-\$169,301	-\$134,203	-\$190,000	\$0	-\$190,000	67.0%	70.6%
230 Retirement	-\$95,547	-\$74,057	-\$103,000	\$0	-\$103,000	67.0%	71.9%
241 Health Insurance	-\$375,971	-\$296,303	-\$380,000	-\$20,000	-\$400,000	67.0%	74.1%
242 Life and Disability Insurance	-\$0	-\$3,393	-\$2,400	-\$2,600	-\$5,000		67.9%
243 HRA/Flex Spending	-\$11,889	-\$12,069	-\$14,400	-\$1,600	-\$16,000		75.4%
244 Dental Insurance	\$0	-\$17,384	-\$22,000	\$0	-\$22,000		79.0%
270 Worker's Compensation Fund	-\$5,656	-\$6,570	-\$8,500	\$0	-\$8,500		77.3%
280 Unemployment Insurance	-\$5,809	-\$3,002	-\$4,200	\$0	-\$4,200		71.5%
TOT	-\$664,172	-\$546,983	-\$724,500	-\$24,200	-\$748,700		
Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 64.6% (9 School Budget records)							
330 Expeditionary Learning Contract			\$0	\$0	\$0		
330 Professional Development	-\$15,754	-\$13,743	-\$10,000	-\$3,743	-\$13,743		100.0%
340 Legal Services	-\$320		-\$10,000	\$0	-\$10,000		
344 Professional Services	-\$5,946	-\$458	-\$7,200	\$0	-\$7,200		6.4%
350 Business Services	-\$75,816	-\$51,552	-\$77,328	\$0	-\$77,328	67.0%	66.7%
352 Audit Services	-\$23,773	-\$10,000	-\$24,500	\$0	-\$24,500		40.8%
355 Technical Services (IT)	-\$37,995	-\$42,010	-\$45,000	\$0	-\$45,000		93.4%
361 SpEd Services OT, Psych, other	-\$113,410	-\$64,712	-\$105,000	\$0	-\$105,000		61.6%
362 Speech Therapy Services	-\$73,739	-\$46,878	-\$72,000	\$0	-\$72,000		65.1%
TOT	-\$346,752	-\$229,353	-\$351,028	-\$3,743	-\$354,771		
Promontory School of Expeditionary Learning - Expense - 400 Property Services - 51.2% (6 School Budget records)							
410 Water / Sewage / Garbage	-\$10,073	-\$8,285	-\$12,500	\$0	-\$12,500		66.3%
420 Custodial Services	-\$49,992	-\$29,162	-\$50,000	\$0	-\$50,000	67.0%	58.3%
430 Repairs / Maintenance / Monitoring	-\$30,925	-\$14,320	-\$35,000	\$0	-\$35,000		40.9%
435 Lawn Care & Snow Removal	-\$14,099	-\$4,659	-\$20,000	\$0	-\$20,000		23.3%
443 Lease of Copy Machines	-\$19,315	-\$13,016	-\$21,000	\$0	-\$21,000	67.0%	62.0%
450 Construction Services (West Side)	-\$15,785	-\$16,783	-\$30,000	\$0	-\$30,000		55.9%
TOT	-\$140,189	-\$86,225	-\$168,500	\$0	-\$168,500		
Promontory School of Expeditionary Learning - Expense - 500 Other Services - 69.1% (8 School Budget records)							

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
520 Liability, Property, D&O Insurance	-\$25,682	-\$34,357	-\$35,000	-\$10,000	-\$45,000		76.3%
531 Telephone	-\$5,807	-\$6,536	-\$6,000	-\$1,000	-\$7,000		93.4%
540 Marketing	-\$15,856	-\$18,061	-\$15,000	-\$3,061	-\$18,061		100.0%
580 Travel	-\$4,518	-\$2,348	-\$8,000	\$0	-\$8,000		29.4%
581 Board Expenses	-\$1,654	-\$2,881	-\$2,200	-\$800	-\$3,000		96.0%
582 Board EL Attendance / Travel			-\$2,000	\$0	-\$2,000		
590 Field Work Travel / Entrance Fees	-\$2,882	-\$5,042	-\$18,000	\$0	-\$18,000		28.0%
590 Adventure	-\$9,181	-\$5,762	-\$7,500	\$0	-\$7,500		76.8%
TOT	-\$65,580	-\$74,987	-\$93,700	-\$14,861	-\$108,561		
Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 74.3% (15 School Budget records)							
611 Classroom / Expedition	-\$81,731	-\$73,628	-\$90,000	\$0	-\$90,000		81.8%
611 Adventure Supplies	-\$3,388	-\$1,229	-\$4,500	\$0	-\$4,500		27.3%
611 Special Education Materials	-\$738	-\$890	-\$4,500	\$0	-\$4,500		19.8%
612 Office Supplies	-\$19,613	-\$21,172	-\$22,000	-\$8,000	-\$30,000		70.6%
613 Professional Development Supplies	-\$4,641	-\$636	-\$5,000	\$0	-\$5,000		12.7%
614 POP Expenses	-\$2,440	-\$6,105	-\$2,500	-\$7,500	-\$10,000		61.1%
620 Energy Supplies	-\$44,535	-\$32,826	-\$44,000	\$0	-\$44,000		74.6%
630 Food and Kitchen	-\$85,004	-\$72,415	-\$90,000	\$0	-\$90,000		80.5%
641 Textbooks & Curriculum	-\$5,300	-\$10,220	-\$6,000	-\$4,220	-\$10,220		100.0%
644 Library	-\$6,674	-\$4,511	-\$7,000	\$0	-\$7,000		64.4%
644 Yearbooks	-\$5,980		-\$3,754	\$0	-\$3,754		
644 Book Fair	-\$1,768	-\$87	-\$2,000	\$0	-\$2,000		4.3%
650 Tech-Related Supplies	-\$194	-\$5,557	-\$500	-\$5,500	-\$6,000		92.6%
670 Software	-\$21,106	-\$38,234	-\$22,000	-\$23,000	-\$45,000		85.0%
680 Maintenance & Cleaning Supplies	-\$31,836	-\$23,708	-\$25,000	-\$15,000	-\$40,000		59.3%
TOT	-\$314,947	-\$291,218	-\$328,754	-\$63,220	-\$391,974		
Promontory School of Expeditionary Learning - Expense - 700 Property - 97.3% (4 School Budget records)							
710 Land & Site Improvement	-\$37,595	-\$55,662	\$0	-\$55,662	-\$55,662		100.0%
733 Furniture and Fixtures	-\$5,837	-\$67,725	-\$10,000	-\$57,725	-\$67,725		100.0%
734 Technology-Related Hardware	-\$60,446	-\$57,429	-\$40,000	-\$17,429	-\$57,429		100.0%
739 Equipment			-\$5,000	\$0	-\$5,000		
TOT	-\$103,877	-\$180,817	-\$55,000	-\$130,816	-\$185,816		
Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 30.6% (5 School Budget records)							
810 Dues and Fees	-\$3,336	-\$2,273	-\$4,200	\$0	-\$4,200		54.1%
810 Background Checks	-\$1,311	-\$1,716	-\$2,300	\$0	-\$2,300		74.6%
811 Charter School Association Dues	-\$2,034	-\$3,616	-\$3,520	-\$96	-\$3,616		100.0%
820 Facility Mortgage Payment	-\$377,518	-\$128,500	-\$434,000	\$0	-\$434,000		29.6%
890 Misc. Expenditures	-\$32	-\$39	-\$1,000	\$0	-\$1,000		3.9%
TOT	-\$384,232	-\$136,144	-\$445,020	-\$96	-\$445,116		
TOT	\$518,323	\$44,001	\$197,993	\$12,266	\$210,259		

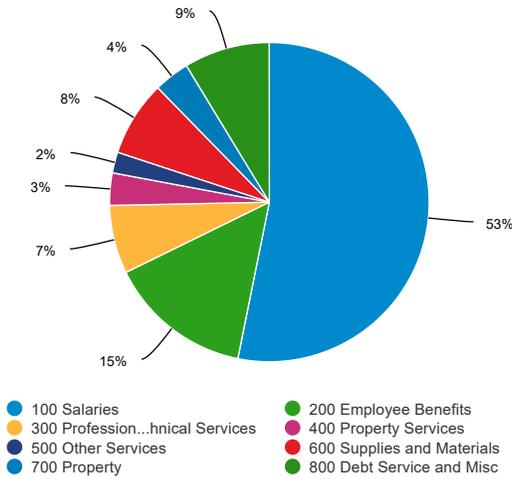
Financial Summary

Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
Revenue (3 School Category records)					
1000 Local Revenue	\$203,636	\$115,881	\$247,337	0.0%	82.3%
3000 State Revenue	\$3,068,235	\$4,512,916	\$4,709,481	64.7%	65.2%
4000 Federal Revenue	\$118,010	\$380,498	\$385,229	26.7%	30.6%
TOT	\$3,389,881	\$5,009,295	\$5,342,047		
Expense (8 School Category records)					
100 Salaries	-\$1,800,153	-\$2,644,800	-\$2,728,350	61.5%	66.0%
200 Employee Benefits	-\$546,983	-\$724,500	-\$748,700	62.0%	73.1%
300 Professional and Technical Services	-\$229,353	-\$351,028	-\$354,771	14.6%	64.6%
400 Property Services	-\$86,225	-\$168,500	-\$168,500	28.2%	51.2%
500 Other Services	-\$74,987	-\$93,700	-\$108,561	-0.0%	69.1%
600 Supplies and Materials	-\$291,218	-\$328,754	-\$391,974	-0.0%	74.3%
700 Property	-\$180,817	-\$55,000	-\$185,816	-0.0%	97.3%
800 Debt Service and Misc	-\$136,144	-\$445,020	-\$445,116	-0.0%	30.6%
TOT	-\$3,345,880	-\$4,811,302	-\$5,131,788		
TOT	\$44,001	\$197,993	\$210,259		

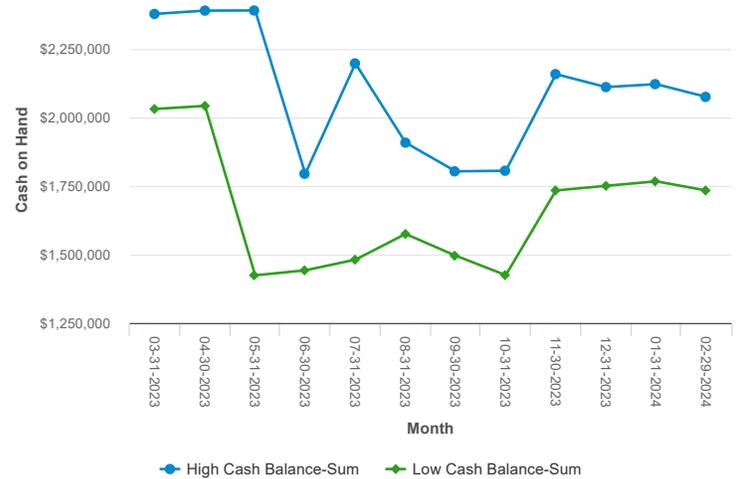
Financial Metrics

Financial Metric	Covenant	Target	Forecast
Operating Margin		4.0	3.94
Debt Service Ratio	1.15	1.30	1.48
% Building Unrestricted Days Cash	40	<16	8.1
		100	-78

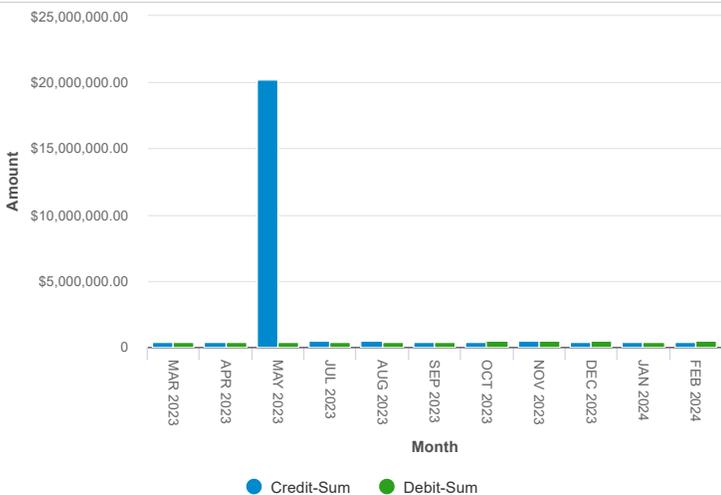
Expense Distribution



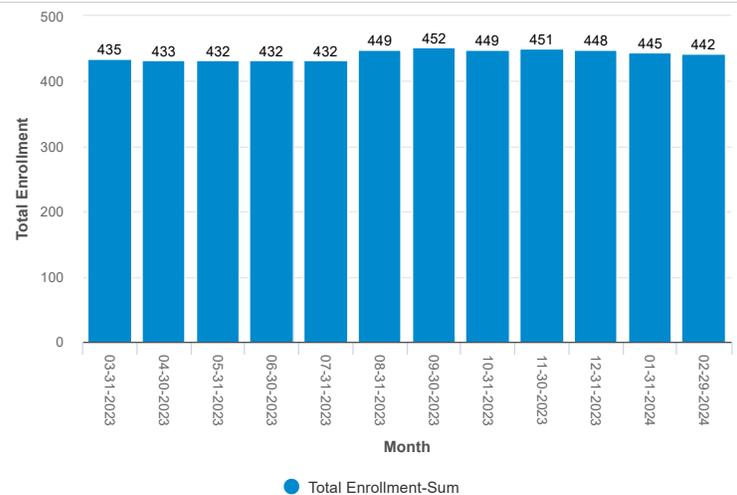
Cash Balance



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

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PROMONTORY SCH OF EXPEDITIONARY

BRIAN CATES

1051 WEST 2700 SOUTH

PERRY, UTAH 84302

Account**Account Period****8282**

July 01, 2023 through February 29, 2024

Summary

Beginning Balance	\$ 1,155,742.40	Average Daily Balance	\$ 1,342,675.92
Deposits	\$ 298,612.28	Interest Earned	\$ 48,612.28
Withdrawals	\$ 0.00	360 Day Rate	5.3418
Ending Balance	\$ 1,454,354.68	365 Day Rate	5.4160

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
11/30/2023	REINVESTMENT	\$ 6,441.60	\$ 0.00	\$ 1,434,666.11
12/31/2023	REINVESTMENT	\$ 6,672.53	\$ 0.00	\$ 1,441,338.64
01/31/2024	REINVESTMENT	\$ 6,710.40	\$ 0.00	\$ 1,448,049.04
02/29/2024	REINVESTMENT	\$ 6,305.64	\$ 0.00	\$ 1,454,354.68
02/29/2024	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,454,354.68

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

{Effective: 01/31/2024} The GASB Fair Value factor at December 31, 2023 is 1.00152190

Dissemination of Information About Juvenile Offenders

The dissemination of any information about Promontory School of Expeditionary Learning students between agencies and other schools shall be consistent with FERPA and GRAMA, including applicable time periods and protection of private information.

The Director shall establish procedures by which certain staff members have authority to receive private information about students, depending upon the offense and the circumstances. This policy shall be approved by the Board of Trustees and made available to parents and students upon request.

A dispute regarding the dissemination of information shall be decided in favor of a student's rights to privacy except in the event of apparent imminent danger to persons or property.

Dress Code Policy

DRESS CODE

Dress codes at Promontory School of Expeditionary Learning are mandatory. Dress and grooming standards are part of the dress code policy.

The purpose of the dress code policy is to help create a safe environment, improve the classroom-learning atmosphere, and promote the concept of crew. Promontory School believes that dress codes will promote a sense of school unity and ensure that every child comes dressed to learn, while instilling responsibility and respect for themselves and their peers.

It is expected that students will adhere to the following dress code policy guidelines and that parents will support their students and the school in enforcing the dress code policy.

STUDENT PRESENTATION & GROOMING

Students must present a modest, clean, and neat appearance at all times.

- ❖ All clothing must be clean, appropriately sized, and worn correctly. Pants/shorts/skirts must be worn at the waist. Shoes must be tied or fastened. Clothing shall not be excessively worn or have holes.
- ❖ Hair must be clean and have a combed appearance and be appropriate for school. Hairstyles and colors should not be extreme and should be appropriate for school.

TOPS



- ❖ Tops must be a solid color.
 - ❖ Tops must have a collar and be a polo or button-down, plain, with no printing or graphics (small brand name logo, no larger than 1.5” square, is acceptable).
 - ❖ Dresses are considered a top and need to follow those color guidelines.
 - ❖ Tops must:
 - Be long enough to tuck.
 - Have sleeves that cover the shoulders and under the arm.
 - Not be sheer or otherwise revealing.
 - Not be torn or purposely frayed.
 - Not be denim.
 - Not have embellishments (i.e., lace), unless the same color as top.
 - Be clean.
 - ❖ A shirt worn underneath the collared top must be a solid color consistent with dress code policy colors and plain with no visible printing or graphics (small brand name logo, no larger than 1.5” square, is acceptable).
 - ❖ Any sweaters, vests, hoodies, or jackets worn inside the classroom must be a solid

color consistent with dress code policy colors and requirements, plain, with no printing or graphics (small brand name logo, no larger than 1.5” square, is acceptable). Hoods may not be worn inside the building. Any size Promontory School logo is acceptable.

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BOTTOMS



- ❖ Bottoms must be a solid neutral color (**White** or of any shade **Blue**, **Brown**, **Gray**, **Green** and **black**).
- ❖ Bottoms are considered skirts, jumpers, overalls, skorts, shorts, capris, or pants and may be no shorter than 2 inches above the kneecap. Clothing must be worn under skirts to cover undergarments, i.e., tights, leggings, and shorts. Leggings and tights must be an opaque (not sheer) solid color consistent with dress code policy colors and are not allowed unless worn under a skirt/skort/dress which is still no shorter than 2 inches above the kneecap.

❖ Bottoms must:

- Be no shorter than 2 inches above the kneecap.
- Be worn around the waist.
- Have no holes (patches matching color and hidden).
- Be clean.

❖ No traditional wash blue jeans, sweats, knit or sweat-like fabric, workout clothing, basketball-style or athletic pants/shorts are allowed except for camping (see below).

❖ Flexible Fridays - Free choice of modest, clean and in good repair (no holes) clothing may be worn. No offensive graphics are allowed.

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5/20/2022

DRESSES



❖ Dresses must be a solid color.

❖ Dresses may be worn that have a collar or collared shirt underneath and are no more than 2 inches above the kneecap.

❖ Leggings and tights must be an opaque (not sheer) solid color consistent with dress code policy colors and are not allowed unless worn under a knee length skirt/skort/dress which is still no shorter than 2 inches above the kneecap.

❖ Dresses must:

- Have sleeves that cover the shoulders and under the arm.

- Not be sheer or otherwise revealing.
- Not be torn or purposely frayed.
- Not be denim.
- Not have embellishments (i.e., lace), unless the same color as dress.
- Be clean.

ACCESSORIES

- ❖ Any makeup, jewelry, or hair accessories worn should be appropriate for school and not distract from learning environment.
- ❖ Body piercing will be limited to earrings that do not draw undue attention or present a danger to the person wearing them.
- ❖ No hats of any kind (including baseball caps) or sunglasses may be worn in the building.
- ❖ Belts and ties, if worn, should not be distracting.

FOOTWEAR

- ❖ Footwear must be appropriate for P.E. and outdoor activities. Footwear may have open toes but must have a strap or some kind of back on the shoe so that it doesn't slip off the feet.

- ❖ Shoes and socks should be conservative in style and not distracting. No wheelies are permitted.
- ❖ Students will need a pair of sturdy hiking or walking shoes for outside excursions. It is possible that a specific type of shoe will be needed for a specific activity (i.e. rock climbing, back packing, water activities, etc.). If so, notification will be given in advance.

OUTERWEAR

- ❖ Winter coats, jackets, gloves, hats, and other outerwear are not considered dress code items and should not be worn inside the classroom. Any items worn inside the classroom must be consistent with the school dress code
- ❖ policy colors and requirements.
- ❖ A rain jacket is not required for regular classroom use but is encouraged as it is likely to be used on outdoor fieldwork.

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5/20/2022

FIELDWORK DRESS CODE



Unless notified differently, students should wear any shade **BLUE COLLARED SHIRT** and any dress code bottoms on fieldwork. This is not a “dress down” activity. When students leave the building for fieldwork, they represent Promontory School. This fieldwork dress code will also help chaperones more quickly identify Promontory students.

- ❖ Some fieldwork activities do call for a “dress down” dress code, and teachers will notify parents to specify in advance when activities call for dressing down. An official **PROMONTORY FIELDWORK T-SHIRT** or solid **BLUE T-SHIRT** and **BLUE JEANS**, or bottoms appropriate for the activity, may be worn on teacher-specified “dress down” fieldwork. All other dress codes rules apply.

- ❖ An official Promontory fieldwork t-shirt is available to purchase through the school as an option.
- ❖ Spirit t-shirts, i.e., school fundraiser t-shirts, race shirts, etc. are not to be worn on fieldwork.

CAMPING DRESS CODE

We recognize camping is a different learning environment. Students should be prepared to get dirty and remember the modesty standards from the dress code policy. The daily school dress code is appropriate on campouts, and additional dress code options are as follows:

TOPS

- ❖ For camping, shirts may include any solid color t-shirt, with no printing or graphics (small brand name logo, no larger than 1.5” square, is acceptable).
- ❖ An **Official Promontory Fieldwork T-shirt** will be made available for purchase through the school as an option for such camping activities.
- ❖ Spirit t-shirts (school fundraiser t-shirts, race t-shirts, etc.) may be worn camping.

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5/20/2022

BOTTOMS

- ❖ Jeans are allowed; however, they must meet standard dress code policies: no shorter than 2 inches above the kneecap, no holes, tears, or writing. They also need to be worn at the waist.

STUDENT-LED CONFERENCE & CELEBRATION OF LEARNING DRESS CODE POLICY

Students are expected to be in school dress code unless notified differently by their teacher.

PASSAGE PRESENTATIONS DRESS CODE POLICY

Students are expected to wear school dress code or best dress, while adhering to modesty standards, for their Passage

OTHER ATTIRE

Students may choose other attire such as backpacks, purses, etc. that are not offensive and are appropriate to our learning environment.

Dress code items not specifically covered but considered inappropriate or contrary to the purpose of the Dress Code Policy are subject to review by the Administrators in charge of executing the Dress Code Policy.

EXEMPTION

Dress code compliance is mandatory with no opt-out policy other than stated below.

Dress code policy exemption will be granted by the director based on:

- ❖ Religious beliefs

- ❖ Extenuating circumstances.

The administration will develop ways of assisting economically disadvantaged students who are unable to meet the dress code policy requirements because of economic circumstances.

General Policy Considerations

This Policy is intended to create a framework to meet the purpose described above. As styles change and questions arise, the school administration, as the Board of Directors' designee, has the authority to determine if a student's attire or appearance conforms to the provisions contained in this Policy. If a student violates the dress code policy, the discipline procedures outlined by the Director should be followed.

Promontory Educational Equity Policy

In accordance with Utah state rule R277-328 and the Utah Constitution Article X section 3, Promontory School shall provide standards for educators regarding professional learning and guidelines and requirements for curriculum, and classroom instruction on educational equity.

Definitions:

- (1) “Classroom instruction” means any course material, unit, class, lesson, activity, or presentation that, as the focus of the discussion, provides instruction or information to a student.
- (2) “Curriculum” means primary instructional materials that have been approved pursuant to R277-468 and 53E-4-202.
- (3) “Educational equity” means acknowledging that all students are capable of learning and distributing resources to provide equal opportunities based upon the needs of each individual student. Equitable resources include funding, programs, policies, initiatives and supports that recognize each student’s unique background and school context to guarantee that all students have access to high-quality education.
- (4) “Educational equity” means believing that all students are capable of learning. In order for all to have an equal opportunity to succeed at PSEL, we commit to the distribution of resources based upon the needs of each individual student. Such resources may include funding, programs, policies, initiatives, accommodations, and supports that recognize each student’s unique background. Due to the equity provided through such resources, all PSEL students will have the opportunity to experience the galvanizing satisfaction of success that has been achieved through perseverance and determination.
- (5) “Inclusion” means
 - a) the practice of ensuring students feel a sense of belonging and support; and b)
 - to the maximum extent appropriate, for students with disabilities, providing access to general curriculum and engagement in regular education classes with peers without disabilities.

Educational Equity Professional Learning:

- (1) Promontory School will provide professional learning opportunities to teachers and staff regarding educational equity.
- (2) The professional learning described in Subsection (1) shall include instruction in:
 - (a) fostering a learning environment and workplace that are safe and respectful of all students and educators.
 - (b) aligning teaching practices with the Utah Professional Learning Standards described in Section 53G-11-303, the Board's Resolution No. 2021-01 Denouncing Racism and Embracing Equity in Utah Schools, and the Board's Portrait of a Graduate.
 - (c) remain committed to continuous improvement, individual and collective responsibility, and identifying underperforming students in need of supports.
 - (d) acknowledging differences by looking for the good in everyone, including oneself, and showing due regard for feelings, rights, cultures, and traditions.
 - (e) collaborating with diverse community members to understand, recognize and appreciate what we all have in common as humans, including acknowledging diverse cultures, languages, traditions, values, needs, and lived experiences.
 - (f) implementing principles and strategies of inclusion, as they pertain to students and educators with diverse abilities and backgrounds
 - (g) demonstrating role model responsibilities through the examination of various counterpoints to a topic in an impartial manner.
 - (h) creating opportunities to recognize personal responsibility in contributing to conditions that preserve the rights of all individuals and to avoid the repetition of past harmful actions by individuals and groups.
 - (i) defending intellectual honesty including freedom of inquiry, speech, and association; and
 - (j) cultivating supportive conditions that focus on learning and remove barriers to allow students to have accessible pathways to resources and opportunities.
- (3) The professional learning provided at Promontory School may not include instruction that promotes or endorses that:
 - (a) a student or educator's sex, race, religion, sexual orientation, gender identity or membership in any other protected class is inherently superior or inferior to another sex, race, religion, sexual orientation, gender identity or any other protected class.
 - (b) a student or educator's sex, race, religion, sexual orientation, gender identity or membership in any other protected class determines the content of the student or educator's character including the student or educator's values, morals, or personal ethics.
 - (c) a student or educator bears responsibility for the past actions of individuals from the same sex, race, religion, sexual orientation, gender identity or any other protected class as the student or educator; and

- (d) a student or educator should be discriminated against or receive adverse treatment because of the student or educator's sex, race, religion, sexual orientation, gender identity or membership in any other protected class.

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- (4) The professional learning provided by Promontory School shall be done in accordance with all state and federal laws.
- (5) The content of professional learning provided by Promontory School shall be made freely available by Promontory School to parents with a student in the school within a reasonable amount of time before or after the training is offered upon request and include:
 - (a) a copy of this rule; and
 - (b) a compliance rubric showing how the professional learning and materials adhere to the requirements of this rule.
- (6) The professional learning referred to in Subsection (5) does not include coaching or remediation sessions for a specific educator.

Educational Equity Curriculum and Classroom Instruction

- (1) Promontory School may only provide curriculum and classroom instruction that includes concepts as described in Section R277-328-3(3):
 - (a) in accordance with state and federal law.
 - (b) in alignment with the Utah Standards approved by the Board; and (c) that contains age appropriate content for the developmental age of the student.
- (2) If Promontory School provides curriculum that includes concepts as described in Section R277-328-3(3), the curriculum shall:
 - (a) be approved in an open and regular public meeting of Promontory School's Governing Board as described in R277-468.
 - (b) as applicable, contain content in accordance with the professional learning guidelines and requirements established in Section R277-328-3.
- (3) Classroom instruction that includes concepts as described in Section R277- 328-3(3), shall be in accordance with the professional learning guidelines and requirements established in Section R277- 328-3(2), (3), and (4).
- (4) Promontory School shall ensure a formal complaint process is in place pursuant to R277- 113.

R277-328-5. Rule Interpretation.

- (1) No part of this rule shall be construed by any staff or board member to:
 - (a) prohibit or ban discussions of events, ideas, attitudes, beliefs, or concepts, including those described in this rule, from the general sharing and participation in the marketplace of ideas fostered in a learning environment; and
 - (b) promote one ideology over another regarding a topic, including those described in this rule.
- (2) The director may turn to the Promontory School Board for technical assistance regarding the implementation of this rule.
- (3) The administration of Promontory School shall establish, in cooperation with the Promontory School Board, a model for professional learning that complies with the requirements of this rule including approval of the model in an open and public meeting of the Board and making the model available on the Utah State Board of Education's website.
- (4) The requirement for approval described in Subsection (3) applies only to the professional learning model referenced in this rule and does not apply to other professional learning with embedded components of educational equity offered by the director or board as long as the professional learning does not contain concepts described in Subsection R277-328-3(3).

Electronic Device Policy

Purpose

Promontory School of Expeditionary Learning (the "School") recognizes that various forms of electronic devices have become a common means of communication and information access. The School seeks to ensure that the use of electronic devices, both privately-owned devices and devices owned by the School, does not cause harm or otherwise interfere with the learning, safety, or security of students or employees. The following policy has therefore been established by Promontory School regarding the use of electronic devices on School premises and at School-sponsored activities and is in compliance with Utah Administrative Rule R277-495 and other applicable laws.

I. Definitions

"Electronic device" means electronic media, communication devices, transmitters, receivers or players, including but not limited to mobile phones (with or without video or picture-taking capability), smart watches, electronic music or video players, iPods, tablets, iPads, and electronic gaming devices. Devices also include any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing.

"School day" means the hours that make up the School day according to the School's schedule.

"School-sponsored activities" means fieldwork, curricular and extracurricular activities, and extended School-sponsored trips or activities, including School-provided transportation to and from such activities.

II. Student Use of Electronic Devices

Possession & Use: Electronic devices may only be possessed and used by students during the School day and during School sponsored activities in accordance with the following standards:



Electronic Device Policy
3/24/2016

1. Students may carry and possess privately-owned electronic devices to and from school.
2. Privately-owned electronic devices must be turned off and kept in backpacks or lockers during school hours except under the supervision of the teacher in the classroom.
3. At no time may electronic devices be used on the playground, in the lunchroom, or in the field for playing games, watching video streaming sites, taking photos or videos, updating social media or live streaming via social media except at the discretion of the teacher.

Prohibitions:

1. Electronic devices may not be used to threaten, bully, humiliate, harass, and intimidate, students, employees, volunteers, visitors, or guests.
2. Electronic devices may not be used to violate local, state or federal law.
3. Electronic devices may not be used to view, access, download, store, or transmit pornography or other obscene or inappropriate material.
4. Electronic devices may not be used during quizzes, tests, or standardized assessments unless specifically allowed by law, student Individual Education Plan, or assessment directions, or in connection with other legitimate circumstances determined by the director.

Other Uses:

With prior approval of the director the following uses may be acceptable.

1. The use is specifically required to implement a student's current and valid IEP.
2. The use is determined by the director to be necessary for other special circumstances, health-related reasons, or emergency.

Electronic Device Policy
3/24/2016

Disciplinary Action: If a student violates this policy, the electronic device may be confiscated by an employee. When an employee confiscates a privately-owned electronic device, reasonable measures will be taken by him/her to label and secure the device and turn it over to a school administrator as soon as the employee's duties permit. A confiscated, privately-owned electronic device will be released/returned to the student on the first confiscation. On subsequent confiscations, electronic devices will be released/returned to the student's parents/guardians after the student has complied with any other disciplinary consequence that is imposed.

The School may contact law enforcement if School employees believe that a student has used an electronic device in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic devices.

III. Other Provisions

Picture taking or sound or video recording by students is prohibited in School unless authorized by a teacher or the director. Picture taking or sound or video recording by students is prohibited in private areas of the School such as washrooms, counseling sessions, and dressing areas.

Students shall be personally and solely responsible for the security of electronic devices brought to school. The School shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Parents, guests and visitors to the School may use electronic

devices at School and at School-sponsored activities only in accordance with rules established by the director. Such individuals who use the School's electronic resources may not use such resources to access inappropriate material or information.

Mr. Anderson/Andreasen
Adventure Leadership intensive
May 22nd-23rd

Departure Time 22nd:3:15pm

Return Time 23rd:10:00am

Location: Box Elder Campground

Students will explore what it takes to be a leader rather than just a participant on outdoor adventures. They will work to develop trip plans, assess risks, and discover their own leadership styles. Ultimately, students will plan and carry out their own overnight trip as a group to Box Elder Campground in Mantua (with teacher support).

All overnight policies will be observed.

Cost from adventure budget and Mr. Andersons
group site =\$98

Fundraiser Request for Approval

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

Fundraiser Description (Please attach additional fundraiser details as needed.)

Estimated volunteer time: N/A

Estimated faculty time: 2 hours

Start Date: April 8, 2024 End Date: April 26, 2024

Fundraiser Goals

Purpose of Funds: The library has some beloved pictures books that are paperback. We would love to have a hardback copy of these books. It is hard to justify buying this many books when we own another copy of them. The week of April 7th is National Library week. We thought it would be a fun way for the Promontory community to show love for our library by donating a new hardback version of these well-loved books.

Revenue: Target: We do not have a target. We will be happy with any books donated.

Cost: N/A

Profit: There is no profit. We are just asking for book donations.

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

Fundraiser Request for Approval

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

Reading is important! The Promontory library likes to offer great books for our students and also show them that reading can be fun. When students and their families donate books to the library they feel apart of our library, which can create a desire to read more along with sense of community.

Fundraiser Approval

Director Signature:

Date:

Board Approval Date:

Board Chair Signature:

Date: