

# BOARD OF DIRECTORS MEETING AGENDA

**January 15, 2026**

**7:00PM**

**1051 W 2700 S**

**Perry, UT 84302**

Join via zoom at:

<https://promontoryschool-org.zoom.us/j/9451212783?pwd=Fot0r90ZSsMm6O1vo7j7h8KaiJG4Ur.1&omn=87969399662>

**7:00 PM – CALL TO ORDER:** Becca Ashby

- Welcome/Mission Statement and Pledge: Adrianne Murray

**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

7:15PM—POP Update

7:20 PM –Training:

**7:30 PM – FINANCE REPORT**

- Budget Review – Brian Cates

**7:40 PM – MINUTES**

- 11-20-2025 Board Meeting Minutes

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

### **7:45 PM – ACTION ITEMS**

- Theater Fundraiser
- After School Program
- Family Handbook
- Registration Paperwork
- 3 /4 Fieldwork: Bear River Massacre Site & BR Hot Springs
- 7 /8 Intensive Overnights
- Administration of Medication Policy
- Cash Disbursement Policy
- Cash Receipts Policy
- Child Abuse and Neglect Reporting Policy
- Governing Board Policy
- Sexual Harassment, Abuse, and Human Trafficing Prevention Policy

### **8:15 PM --BUSINESS ITEMS**

- School Fee Schedule
- School Calendar
- Corporal Punishment Policy
- Fee Policy and Fee Waiver Policy
- Library And Computer Use Policy
- Library And Computer Use Procedures
- Key Policy
- Medical Recommendations by School Personnel to Parents

### **8:40 PM DIRECTOR’S REPORT**

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

8:50 PM CLOSED MEETING

9:00 PM – ADJOURN

\*Next scheduled Board Meeting Thursday, February 19, 2026



## **Promontory School of Expeditionary Learning**

### **Family Handbook**

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Dear Families,

On behalf of the Board of Trustees and staff, we would like to welcome you to Promontory School of Expeditionary Learning. Promontory offers a different kind of educational program for students, one that is less structured and requires children to do a great deal of independent, in-depth project work. We are delighted and honored that you have chosen our school to play a central role in educating your child.

We strongly believe that parents must make informed choices about their children's education, and we are pleased you have decided that Promontory will provide the best learning environment and instructional program for your child. We know this is a decision you have made with great care and reflection about your child's educational strengths and needs.

At Promontory we believe children learn best when schools and families work in partnership with each other. An important element of that partnership is ongoing communication. The Family Handbook will inform you of policies and procedures which contribute to the smooth operation of our school. If you have questions or comments, please feel free to speak with the Director or your child's classroom teacher.

Once again, thank you for making the decision to share your child with us. We are committed to achieving the highest academic and character standards with our students, and we look forward to working with you to ensure each child's success.

Sincerely,  
Promontory School Administration and Teachers

# Who We Are

## MISSION STATEMENT

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.*

## PURPOSE/VISION

Promontory provides a rich and active, yet fundamental, educational program to children in grades kindergarten through eight. We believe that all children can and want to learn, and we prepare our students to become knowing inquirers and participants in their own learning. In meeting our mission, we set high expectations for student achievement and provide the necessary support to enable each and every student to achieve these expectations.

Promontory School of Expeditionary Learning emphasizes active learning, literacy, character growth, and teamwork through:

- Learning Expeditions - in-depth investigations of important subjects that mirror real life challenges, and
- Studying Great Thinkers - significant experts, both living and historical.

### Learning Expeditions

At Promontory, students trade in rows of desks and fill-in-the blank worksheets for hands-on activity guided by meaningful, project-based instruction. Expeditionary Learning is a nationally recognized education reform model that emphasizes high academic achievement through active learning, character growth, and teamwork. By using in-depth investigations, fieldwork, and hands-on projects, Expeditionary Learning gives students real-world experience and takes education far beyond textbooks.



Lessons and experiences are planned so every student is an engaged, active learner. Staff will develop and implement Learning Expeditions, highly focused curriculum units that address required grade-level content and skills. These semester-long, project-based learning expeditions engage students in interdisciplinary, in-depth studies of compelling topics in groups and in their community. Social studies, science, mathematics, literacy, language arts, and fine arts are integrated through each Learning Expedition.

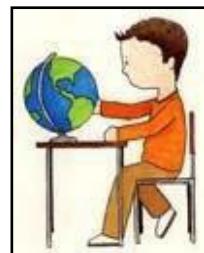
Students also learn from fieldwork, local experts, and service opportunities in addition to learning from classroom activities. Local communities are used as sites for purposeful fieldwork that is connected to academic work.

Community experts are often brought into the classroom to enhance expedition topics. These experiences maximize students' motivation to learn. High-quality projects assess student learning and provide authentic opportunities for student work to be shared with the community.

Assessment comes through a combination of standardized tests, cumulative products, public presentations, and portfolios.

### **Studying Great Thinkers**

At Promontory, we are committed to the idea that each of our students has within them the seeds of a Great Thinker. It is our goal to give them opportunities that will spark their imaginations to fantasize, meditate, create, and to expand their minds in order to communicate their ideas and knowledge. By doing this, each child will give themselves



permission to think outside the box and to become the Great Thinkers of the 21st century. Students will study significant “experts” of both today and the past in a manner which will stimulate active thinking. With this foundation, they will have a greater capacity to understand current happenings and be better prepared to evaluate and address future problems. We will engage students in an educational journey that familiarizes them with significant individuals and events, identifies patterns of change over time, assesses the relevance of evidence, and analyzes the relationships of the past to the present and future. Such engagement encourages each student to take responsibility for learning, providing students with the skills for a smooth transition into high school as well as the motivation for life-long learning and responsible citizenship.

"A great thinker includes exceptional men and women who are inventors, scientists, statesmen, poets, artists, musicians, philosophers and saints who contribute to human civilization and culture with their technology, wisdom, artistry and decency.

A great thinker is a man who is both great and good."

-- Will Durant, *The Greatest Minds and Ideas of all Time*



## **VALUES-RISE FAR**

The values that govern our board, administration, staff, students, and school community are as follows:

### **Respect:**

Respect is an awareness of another person's feelings, possessions, time, space, and rights, and an ability to adjust our own responses accordingly - in a way which protects and esteems both ourselves and others.

*Respect for ourselves guides our morals;  
respect for others guides our manners.*

*-- Laurence Sterne*

### **Integrity:**

Integrity means being true to what we know is right and good. Integrity is at the core of all our values. Without integrity, the other values can never be fully realized.

*Have the courage to say no. Have the courage to face the truth.  
Do the right thing because it is right.  
These are the magic keys to living your life with integrity.*

*--W. Clement Stone*

### **Service:**

Service means seeing beyond ourselves as we immerse ourselves in giving something of value to someone else, and is vital to the development of good leaders and citizens.

*I know of no great men except those  
who have rendered great service to the human race.*

*-- Voltaire*

**Excellence:**

We believe students and teachers should be challenged, will naturally rise to the high standards expected of them, and will then set their own high expectations.

*We are what we repeatedly do.  
Excellence, then, is not an act, but a habit.  
-- Aristotle*

**Family:**

We believe that the greatest influences in shaping a child's future are the experiences and teachings that happen in the home. As a school, we strive to help the family succeed.

*As the family goes, so goes the nation  
and so goes the whole world in which we live.  
-- Pope John Paul II*

**Adventure:**

Learning through adventure creates an environment where students are required to rise to the challenge, achieving more than they thought possible. Adventure encourages teamwork, courage, craftsmanship, imagination, creativity, perseverance, compassion and respect for nature.

*We should come from adventures, and perils,  
and discoveries every day with new experience and character.  
-- Henry David Thoreau*

**Responsibility:**

Responsibility means doing what needs to be done to take care of ourselves, our families, our friends, and the greater community. Being responsible means that others can rely on us, we follow through on our promises, and we accept the consequences of our actions.

*In the long run, we shape our lives, and we shape  
ourselves. The process never ends until we die. And the  
choices we make are ultimately our own responsibility.  
-- Eleanor Roosevelt*

# Organizational Structure

Promontory School of Expeditionary Learning was established by a volunteer Founding Board. Once the school began operation, the Founding Board transferred authority over all school matters to a Governing Board. Under the direction of the Governing Board, the school Director oversees the school.

## [Staff Directory](#)

The Parent Adviser Crew (PAC) oversees all parent volunteer activities.

## [Parent Crew Information](#)

# Admissions & Withdrawals

Promontory School will fill its student enrollment based on open enrollment and lottery selection. Students can only be enrolled in one public (district or charter) school at a time per state law.

Each child at Promontory is a valued member of our school community and we will do our best to meet their individual needs. If you feel that Promontory is not a fit for your child and you would like to transfer to another school, or if you are moving, the transfer and withdrawal policy must be followed. The form that must be filed to complete a transfer or withdrawal can be obtained at the front office.

## [Admissions Policy](#)

## [Transfer and Withdrawal Policy](#)

## [Intent to Withdraw Form](#)

# Arrival and Dismissal

- It is each parent's/guardian's responsibility to provide transportation for their children. Carpooling is encouraged; we have no school provided transportation.
- Please **no left hand turns** into the parking lot during drop-off/pick-up.
- **No parking** in the drop-off/ pick-up lanes during drop-off/ pick-up.
- **No parking on 2700 South or 1050 West during school hours.**
- Keep the parking lot entrance **open** while waiting so others can make the turn in if needed.
- When parking in the park and wait, if you arrive early and if it is safe to do so, please back into the parking stalls.
- Families living **North of Forest Street** drop off and pick up on the **West** side of the school.
- Families living **South of Forest Street** drop off and pick up on the **North** side of the school.

By following these guidelines, you can help ease the flow of traffic and speed up our drop- off/ pick-up process. We also ask that you remind your students of the importance of using the crosswalks and sidewalks provided around the school.

Thank you!  
Promontory Safety Crew

[Map of Carpool Drop Off and Pick Up](#)

# Attendance

[Promontory School Attendance Policy](#)

# Calendar

Please see the following links for the updated Promontory school calendar and important dates:

[School Year Overview Calendar](#)

# Code of Conduct

Promontory focuses on developing a caring, supportive school community in which students participate fully in solving problems, including problems of behavior. We believe that students' growth toward kindness, respect and critical problem solving depends on becoming active members of a caring community. We further believe that it is the experience with decision-making and problem solving that enables children to handle conflicts that arise.

When students become engaged in learning expeditions, behavior disruptions decrease. When they are stimulated, challenged, and held to the school community's norms of behavior, students are less likely to disturb the class. The following compact explains Promontory's code of conduct and addresses students', parents', and Promontory School's responsibilities.

[School-Student-Family Compact](#)

[Suspension and Expulsion Policy](#)

# Communications

School-home dialogue is facilitated by notes home and/or e-mails from teachers and provides parents with a regular snapshot of their child's activities at school. Newsletters, menus, student work and announcements will also be emailed home and posted on the school website. Please check your email and child's folders regularly. Families may also contact teachers and the school director through e-mail and phone calls. It is the responsibility of each parent /guardian to keep the school informed of any changes that need to be made to student information.

# Family Engagement

[School – Title 1 Parent and Family Engagement Policy](#)

[School-Student -Family Compact](#)

# Fieldwork and Extra-Curricular

# Activities

## FIELDWORK

Fieldwork is an integral part of the educational program at Promontory.

Fieldwork is carefully structured to address the learning goals of the expedition, and afford students rich opportunities to

“learn on location.” Students interview experts, examine artifacts, conduct research, make observations, and gather data through note taking, sketching, and photography. Fieldwork deepens and extends students’ understanding of the content and nurtures their skills as life- long learners. In line with our Expeditionary Learning Curriculum, during fieldwork students are challenged to work to the limits of their stamina and academic ability while collaborating with one another. Quality work is the expectation during field study activities, just as it is during in-school activities.

Most fieldwork takes place at local museums, parks, nature centers, businesses, and historic sites, and lasts from one to five hours. At times, overnight fieldwork is planned when distant resources are needed to enhance the education of our students.

### [Fieldwork and Overnight Policy](#)

## Parent Fieldwork Norms

Thank you for helping with fieldwork! As you know, these opportunities to experience life in person are essential when building meaning and purposeful learning. Your time, interest and willingness to drive and help show children that you support them and this type of learning. We have found it helpful to have you introduce yourself to your passengers and explain the norms for your car and your time together. Children will be exuberant and joyful as they head out to field work. It’s wonderful to get to share that enthusiasm with our young learners. Have a wonderful day!

- Arrive early enough to get your driver's license and proof of insurance to the office staff.
- Masks and seatbelts need to be worn by all while in the car.
- Limit stops when kids are in your cars.
  - Fill up on fuel before getting to school
  - Don't stop and buy treats
  - Notify teacher or school if your arrival will be delayed

- 7/8th graders can ride in front seat ONLY if their parent is the driver.
- All younger grade students need to be in the back seat, and if needed, in the appropriate booster seat.
- Snacks – Please ensure that any food and snacks in the car do not put students with allergies at risk.
- Appropriate audio books or G-rated movies can be used to help entertain children on longer drives.
- Avoid situations that put you one-on-one with a student who is not your own child.
- Be a good example by respecting the rules, the environment, and the individuals around you.
- Feel free to jump in and enjoy the activities, but don't steal the experience from the students.

## **EXTRA-CURRICULAR ACTIVITIES**

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

# Health and Safety

[Health and Safety Policy](#)

[Emergency Response Plan Policy](#)

[Emergency Plan](#)

[Wellness Policy](#)

# Holidays and Birthdays

We understand that children and families observe a variety of holidays and family celebrations. To be sensitive to all families and to devote more time to our learning expeditions, we do not have holiday-themed parties in our classrooms. We encourage families wishing to observe birthdays to purchase a book that can be inscribed with a note honoring their child and donated either to the classroom or to the library. When possible, we would encourage parents to come to their child's class and read the book to the other students. Please contact your child's teacher to discuss arrangements.

# Intensives

Promontory School of Expeditionary Learning dedicates time and space for intensives two times a year. During intensives, regular studies are set aside and students and teachers have the opportunity to explore a chosen topic in great depth all day, every day, for 3-10 days, as appropriate for the intensive topic and age group. Some topics are better studied in an intense, all-day manner where students can utilize tools and resources, go out in the community, and focus on larger projects, etc, without being bound by the normal daily schedule. Intensive topics may vary widely--from adventure simply for adventure's sake, to core curriculum not covered during the expeditions.

Intensives serve many purposes, including providing students opportunities to learn or do something that they would not experience if it was not for the intensive, to provide service, or to cover standards that have not been met through expeditions. Plans for intensives include a guiding question, learning targets, a scope and sequence of learning experiences (which could include fieldwork or expert speaker(s)), and a product.

Intensives are planned and designed by teachers with director oversight, are presented to the board of trustees, and should include the key elements listed above.

# Lost and Found

The school's lost and found is in the hall by the library. Parents are urged to label children's clothing, backpacks, lunch boxes and other personal belongings for easy return. Items not claimed within a month are donated to charitable organizations. Children or a parent/guardian will be asked to give a unique description or identifier for larger or more expensive items to help reduce the possibility of another student claiming personal property. If you are afraid of losing an item, please do not bring it school.

# Library & Computer Use

At Promontory School it is our desire for all of our students to have a passion for reading. Being a "Great Thinker" student at Promontory comes with "Great Responsibility" regarding our Library and computer use.

## **Library Use**

Each student is responsible for all material he/she checks out of the library, including late, lost, or damaged books. Student yearbooks may be withheld if fines or fees are not taken care of.

## **Computer Use**

Computers will be available to qualifying students at Promontory. Along with computer use also includes access to the internet. Our goal is to provide these services to students to promote "Great Thinkers" by facilitating resource sharing, innovation and communication. Students will be trained in appropriate online behavior, cyber bullying awareness and response, social networking sites, and chat rooms. The use of the computers and internet is a privilege, not a right. Improper

use of computers or violation of Computer Use Policy may result in disciplinary action. Computer damage of various degrees may have fees charged to student and parent/guardian.

Please read the Library and Computer Use Policy Completely. Students and parents/guardians are required to sign it each year.

[Internet Safety Policy](#)

[Library & Computer Use Policy](#)

[Library Procedures](#)

## Media Use

Promontory School has identified grade-level appropriateness for the use of MPAA rated videos. MPAA rated videos are assigned the appropriate grade level(s) according to the following guidelines as part of the cataloging process:

### **GRADE APPROPRIATENESS BY MPAA RATING:**

- Videos with R or NC-17 ratings may not be used with any grade.
- Elementary School (K-6): Videos with MPAA rating of G
- Middle School (7-8): Videos with MPAA rating of G. Any videos with a rating stronger than G may only be used after getting written director approval and notifying parents at least two (2) days before showing the video so that parents who wish to opt their child out from viewing the video have time to do so.
- Non-rated movie videos (videos of commercial motion pictures intended for theater distribution that were not rated because they were not submitted to the MPAA for rating or their production pre-dated MPAA ratings) may not be used unless the school director has approved the use of the video. Prior to approval, a licensed educator must review the video for applicability to the core curriculum, content, and appropriateness for student use and make a rating recommendation. The director must have written verification of the review, ratings recommendation, and approval on file at the school. If parent permission is required because of the rating, the required permissions must be on file before the video is shown.

## **STEPS REQUIRED TO SHOW A VIDEO REQUIRING PARENT PERMISSION**

- Acquire written director approval for the intended use, if required, prior to seeking parent permission.
- Notify students' parent/guardian in writing at least two (2) days prior to showing the video. Notification may be sent for individual videos or teachers may include, in their disclosure statement, a list of video titles that will be used in the class, accompanied by the approximate dates for the intended showing of each video. Teachers must indicate a parent/guardian response period of not less than two (2) days. If the teacher is not contacted by a student's parent/guardian within the designated notification period, the teacher shall determine that consent for the student to view the video has been granted.
- Keep correspondence on file from parents who respond that they do not want their child to view the identified video(s) and provide an appropriate alternative assignment for those students.

# **Progress Reports & Assessments**

## **REPORTING STUDENT PROGRESS**

As an active participant in your child's education, you want to know how your child is learning and growing both academically and socially. Many tools are used to share student academic and social performance, including, but not limited to, progress reports, portfolios, work samples, checklists, video, standardized test data, and anecdotal records. Our teachers assess student progress in a variety of ways and are able to provide you with ongoing, comprehensive information.

## **SCHOOL-HOME COMMUNICATION**

School-home dialogue is facilitated by notes home and/or e-mails from teachers and provides parents with a regular snapshot of their child's activities at school. Newsletters, menus, student work and announcements will also be sent home and/or emailed home. Please check your email and child's folders regularly. Additionally, information will be posted on the school web site and individual teacher web pages. Families may also contact teachers through e-mail and voice mail (telephone calls will be forwarded to voice mailboxes

during times of instruction, unless it is an emergency). Please contact your student's teacher to find the best way to contact them.

## **HOMEWORK**

It is our belief that homework should be meaningful and connected to the students' learning experience. To that end, teachers may send home assignments such as playing a math game, revising and completing a writing assignment, or conducting a science experiment. Additionally, families are expected to read daily with their children.

## **FORMAL ASSESSMENTS**

At Promontory, we follow all mandated State Testing Regulations. Formal state mandated exams will be administered to all students and will provide individual and collective progress data that will be used to assess the needs of the students and provide comprehensive information necessary to improve their overall learning experience.

## **PROGRESS REPORTS**

Promontory uses a grading system to describe students' progress toward a set of long-term learning targets. Grades reflect a student's current level of proficiency with skills and content rather than an average. Progress reports are completed at the end of each trimester.

## **PORTFOLIOS**

It is our belief that student growth and achievement should be measured in a variety of formats. In order to showcase this progress, each student archives and organizes their work across subject areas. Students then select specific work for their working portfolio. Students' portfolios demonstrate proficiency of content and skills over time as well as growth and proficiency regarding habits of scholarship. Portfolios include rubrics linked to learning targets for major projects and assignments. Students' portfolios include multiple drafts, self-reflections, and feedback from teachers that show how their work has improved and how they have met the learning targets. Portfolios also include a working plan where students evaluate perceived areas of strengths and weaknesses and devise an individualized plan for

improvement.

## **STUDENT LED CONFERENCES**

Two student led conferences are held during the year and provide an opportunity for students to share their progress toward both academic learning and habits of scholarship. See the school calendar for scheduled conference dates. The teacher or the parent may request additional conferences.

## **CELEBRATIONS OF LEARNING**

At Promontory, students participate in service-learning projects, produce high quality work, and often articulate what they have learned through public presentations. Such public presentations are referred to as

Celebrations of Learning and may be presented through a variety of formats that include but are not limited to oral and video presentations, art exhibitions, portfolio presentations, exhibitions of student work and discovery findings, fine arts presentations, and student-led events, activities, or forums that bring the community together for collaboration, teaching, and learning. Families, community members and school partners are invited to participate in these celebrations to learn about the work of the students and honor student learning.

## **PASSAGES**

Students in grades 2, 4, 6, and 8 will prepare for a presentation of learning, called a passage. They will present their polished portfolios to a board that may consist of parents, teachers, a member of the community, as well as a student advocate. The student portfolios will provide evidence that the student will be successful in the upcoming grade and will contain concrete proof of the important skills and habits developed throughout the previous years. The passage will showcase this learning and will be required to advance to the next grade. In passages and public exhibitions, students articulate what they have learned and why it is important. Students will be responsible to present work samples from their portfolios as well as be able to:

- Identify learning targets and their level of mastery.
- Demonstrate their level of mastery on each learning target through defense of the ideas set forth in their written pieces.
- Identify specific revisions for each piece to increase level of mastery.
- Reflect on character and themselves as learners and speak extensively to this.
- Re-teach the learning targets presented to panelists.

## Special Needs

[Special Education Policies and Procedures Manual](#)

## Student Fees & Fee Waivers

Promontory will follow all State Rules related to charging school fees as outlined in R277-407. No Fees will be charged students in grades K-6. In grades 7-9 minimal fees may be charged subject to prior board approval and State Rule limits. Fees may include lockers, towels, yearbooks, clubs, travel, extracurricular activities, certain materials and supplies, textbook rental, musical instrument rental, calculator rental, etc. Charges related to the National School Lunch Program are not considered fees.

All school fees will be set annually by the governing board in an open public meeting. Fees will be set at or below levels as approved in Utah statute. The fee schedule will be posted and distributed to all parents or guardians annually.

Students may apply for a waiver of any school fees. Fees will be waived for the following students:

- Students eligible for free school lunch.
- Students who are in state custody or foster care.
- Students whose families are receiving public assistance

through the Family Employment Program (FEP) from the Utah Department of Workforce Services.

- Students who are receiving Supplemental Security Income (SSI).
- Students whose families are financially unable to pay because of exceptional financial burdens beyond the family's control; these determinations are made on a case-by-case basis by school administrators.

[School Fee Policy](#)

[Fee Waiver Policy](#)

## Toys and Electronic Devices

Please help your child remember that toys, electronic games, and similar devices need to be left at home. Each classroom is equipped with age- appropriate games and materials for learning. Toys and electronics from home are not permitted in school. Items that are brought to school may be kept in the office and returned to the parents.

[Electronic Device Policy](#)

## Dress Code

### **SCHOOL DRESS CODE**

Students at Promontory are required to wear a school dress code. Dress codes improve classroom learning, build citizenship, instill a sense of community and create a safe learning environment. Please read the complete Uniform Policy (link below), this is a brief summary:

Tops: Must be a solid color and have a collar and be a polo or button-down, plain, with no printing or graphics.

Bottoms: Must be neutral colors (white, brown, grey, blue, black, and green). Traditional blue wash jeans, sweats, knit or sweater-like fabric, workout clothing, basketball-style or athletic pants/shorts are not allowed.

[Dress Code Policy](#)

[Dress Code Cheat Sheet](#)

## **BACKPACKS**

We respectfully request that parents NOT purchase a backpack with wheels. We have found that these backpacks pose several problems. They often don't fit in cubbies/lockers and they cause safety concerns as children drag them through hallways, communities and outdoors. Children regularly trip over one another's wheeled backpacks and frequently ram them into one another's shins. Please provide your child with a modestly sized over-the-shoulder backpack for carrying schoolwork and communications to and from school.

## **OUTDOORS YEAR ROUND!**

We believe strongly that students, just like adults, need to be outdoors. We have outdoor learning, breaks and fieldwork outdoors throughout the year. Please provide your child with climate appropriate apparel, including snow pants, boots, gloves, hats, sweaters, jackets and scarves during the winter months; sunscreen, hats, and water bottles as needed in the summer months.

# Use of Student Directory Information

[Use of Student Directory Information](#)

# Volunteers and Visitors

Promontory believes that parent involvement is vital to a successful school and optimal student achievement. Parents who enroll their children in Promontory should do so with the understanding that their involvement is crucial to the success of their child's education and of the school.

[Volunteers and Visitor Policy](#)

# Withdrawal and Transfer

See Admissions

# Terms to Know

## **PROMONTORY TERMS TO KNOW:**

**Celebration of Learning**- where students can show parent/family what they have learned about for the last expedition.

**Community**- the Crews that are the same age, i.e., the 5/6 Community. As for location, it is the area outside the classroom shared by the same grades.

**Crew**- A class. "We are not passengers, we are crew."

**Expedition**- The subject of what a class is intently studying about for the semester. There are two expeditions a year.

**Great Thinkers**- Significant "experts" of both today and the past that students study. More about this listed in Family Handbook under 'Purpose/Vision'.

**Kiva**- Room next to the lunchroom/gym, used for orchestra and music. It has the stage that Mega Crew and Celebrations of Learning are performed on.

**Mega Crew**- When more than one crew gets together to show each other what they have been learning. Somewhat like an assembly.

**Norms**- Rules that are expected for students to follow.

**PSEL**- abbreviation for Promontory School of Expeditionary Learning

**Specials**- music classes, art, PE, computerclass.

**Student Led Conferences**- Where the student shares their progress with parents and teachers. Two are held a year. More is listed in the Family Handbook under 'Student Led Conferences'.

**Values**- The values govern our board, administration, staff, students, and school community. They are listed in the Family Handbook under 'Values - Rise Far'.



Tammy Stutznegger <tstutznegger@promontoryschool.org>

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## after school program

3 messages

**Glenna Petersen** <gpetersen@promontoryschool.org>

Mon, Dec 29, 2025 at 4:05 PM

To: Board <Board@promontoryschool.org>, Amber Edelman <aedelman@promontoryschool.org>, Emily Ross <eross@promontoryschool.org>, Janni Richards <janni.richards@promontoryschool.org>, Jennifer Delaney <jdelaney@promontoryschool.org>

Dear Members of the Board,

I am writing to formally request approval to expand my current after-school program from one day per week to two days per week, beginning **the second week of January**, for the upcoming semester.

While I cannot attribute all academic growth solely to my after-school efforts, I can confidently say that student achievement improved significantly during the time the program was in place. Growth varied based on students' starting levels. For example, one student who entered the program already performing at a higher reading level showed a **2% increase**, which is expected given her initial proficiency. (why I would like to separate math and reading) At the other end of the spectrum, the most substantial growth reflected a **221% increase**, demonstrating the potential impact of targeted intervention when students receive consistent support.

It is also important to note that many participating students were receiving additional instruction through WIN Time, and credit for their progress should be shared. However, I strongly believe that the small-group, after-school instruction—combined with consistent parental support—made a meaningful difference. The focused setting allowed students to receive targeted instruction, practice skills with confidence, and build stronger academic habits.

For the upcoming semester, I respectfully request the opportunity to run this program again with added support. The proposed structure would be intentional and targeted: **one after-school day dedicated solely to increasing Math proficiency and one after-school day dedicated solely to increasing Reading proficiency**. This focus would allow students to receive deeper, more effective instruction in each subject area.

My academic goals are to move:

- **12 students into the blue range in Math, and**
- **16 students into the blue range in Reading by end-of-year testing.**

I am confident these goals are attainable if the program is approved to operate two days per week and if group sizes remain small. Ideally, each group would consist of **six students or fewer**, allowing for individualized instruction and meaningful feedback without compromising instructional quality.

Expanding the program to two days per week, beginning the second week of January, would provide the necessary time and structure to deepen instruction, reinforce skills, and better meet diverse student needs. I am committed to maintaining high expectations, clear communication with families, and alignment with school and district goals.

Thank you for your time and thoughtful consideration. I have provided additional data, and I'm willing to answer questions, or discuss this proposal further.

<https://docs.google.com/spreadsheets/d/12Xz5BG9sytH84SrIVgpegfrDwXI1Zt5rc9zvm3litN0/edit?gid=0#gid=0>

Sincerely,

Ms. Glenna Petersen  
3-4 Promontory School Teacher  
Licensed and Certified ELED/SPED

*“Develop a passion for learning. If you do, you will never cease to grow.”*

Anthony J. D'Angelo

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**Janni Richards** <janni.richards@promontoryschool.org>  
To: Glenna Petersen <gpetersen@promontoryschool.org>  
Cc: Board <Board@promontoryschool.org>, Amber Edelman <aedelman@promontoryschool.org>, Emily Ross <eross@promontoryschool.org>, Jennifer Delaney <jdelaney@promontoryschool.org>

Mon, Jan 5, 2026 at 6:30 AM

Glenna,  
This is so exciting. We will need to make sure we have an adult in the building on the days that you have your tutoring. Someone besides the teacher running the afterschool program has to stay after for safety purposes. When you figure out the days and times, let us know so we can take it to our admin meeting and discuss who would be able to cover on our end. Thanks for putting in all the extra effort with your students!

[Quoted text hidden]

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**Emily Ross** <eross@promontoryschool.org>  
To: Janni Richards <janni.richards@promontoryschool.org>  
Cc: Glenna Petersen <gpetersen@promontoryschool.org>, Board <Board@promontoryschool.org>, Amber Edelman <aedelman@promontoryschool.org>, Jennifer Delaney <jdelaney@promontoryschool.org>

Tue, Jan 6, 2026 at 9:52 AM

Thank you for sharing your thoughtful ideas, Glenna. We appreciate the thought and effort you've put into this!

Amber has been coordinating with Glenna about this possibility, and we're looking forward to continuing those conversations with the school Leadership Team. Once the details are figured out on how this could best fit the school's needs, Admin will formally present the proposal to the board. We look forward to your consideration--we're glad to have such thoughtful educators at Promontory!

[Quoted text hidden]

## **Registration Forms**

<https://www.promontoryschool.org/registration-papers>



## SCHOOL FEES

### FEE POLICY AND FEE WAIVER POLICY

Promontory will follow all state rules related to charging school fees as outlined in R277-407. No fees will be charged for students in grades K-6. In grades 7-8, minimal fees may be charged, subject to prior board approval and state rule limits. Fees may include lockers, towels, yearbooks, clubs, travel, extracurricular activities, certain materials and supplies, musical instrument rental, calculator rental, etc. Charges related to the National School Lunch Program are not considered fees.

All school fees will be set annually by the governing board in an open public meeting. Fees will be set at or below levels as approved in Utah statute. The fee schedule will be posted and distributed to all parents or guardians annually.

Students may apply for a waiver of any school fees. Fees will be waived for the following students:

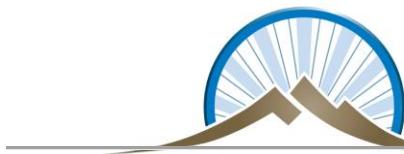
- Students eligible for free school lunch.
- Students who are in state custody or foster care.
- Students whose families are receiving public assistance through the Family Employment Program (FEP) from the Utah Department of Workforce Services.
- Students who are receiving Supplemental Security Income (SSI).
- Students whose families are financially unable to pay because of exceptional financial burdens beyond the family's control; these determinations are made on a case-by-case basis by school administrators.
- Student who qualifies for McKinney-Vento

The fee schedule for the 2025-2026 school year will follow the policy above. At the beginning of the school year, fee waiver applications and Declaration of Household Income forms will be made available through Aspire.

Parents or guardians may request a fee waiver by submitting a completed application form to the school office prior to the applicable fee due date. Promontory is committed to ensuring that the process is clearly communicated, accessible to all families, and supported by staff assistance as needed.

The fee waiver process is administered fairly, objectively, and without delay. It is structured to prevent stigma or undue burden on families and includes safeguards to ensure applicants are

School Fee Policy & Fee Waiver Policy	Created: 03/29/2010	Last Updated: 06/19/2025 04/17/2025 02/16/2023
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not overtly identified. Students are not involved in the collection of fees or in any aspect of the waiver process.

All applicants will receive a written decision. In the event of a denial, the notice will include the reason, a standard appeal form, and instructions for submitting an appeal. While an appeal is under review, the requirement to pay the fee is suspended, and no penalties or restrictions will be imposed on the student.

## **7<sup>th</sup> and 8<sup>th</sup> Grade Fees**

**(2025-2026)**

Class fees \$ 97.00

**Total \$ 97.00**

- Any mandatory payment for student participation in any class, program, or activity is a fee and is subject to the fee waiver requirement.
- All fees listed are the maximum amounts charged per pupil for each activity or class. Donations are permissible, but all such requests must clearly state that donations are voluntary. A student may not be excluded from a regular school activity or program because they did not make a donation.
- All students are responsible to pay for any loss, breakage or damage they cause to school property.
- Loss, breakage or damage is not subject to the waiver requirement.



## MEDICAL RECOMMENDATIONS BY SCHOOL PERSONNEL TO PARENTS

### DEFINITIONS

- A. "Health care professional" means a physician, physician assistant, nurse, dentist, or mental health therapist.
- B. "School personnel" means any school district/charter school employee, including licensed, part-time, contract and non-licensed employees.
- C. "Mental health professional" (under this statute) means clinical and certified social worker; marriage and family therapist; professional counselor; substance abuse counselor; physician, surgeon or osteopathic physician engaged in the practice of mental health therapy; advanced practice registered nurse specializing in psychiatric mental health nursing; psychologist qualified in mental health therapy.
- D. "Mental health professional licensed by the State Board of Education" means school psychologists.
- E. "Parent" means legal guardian.

### PURPOSE

The purpose of this policy is to clarify for school personnel and parents the recommendations or directions that school personnel may make or give to parents about seeking health care professionals or using specific medications for their children. Promontory School of Expeditionary Learning recognizes that the decision for a student to see a healthcare professional or use medication is a parental decision. In working with students, school personnel may be in a position to make or give recommendations to parents which impact their children's education. This policy is consistent with Utah State Code 53G-9-203.

### POLICY

#### A. School personnel MAY:

1. provide information and observations to parents/guardians about their children. Such information or reports may include observations and concerns about in the following:
  - a. progress;
  - b. health and wellness;
  - c. social interactions;
  - d. behavior; and
  - e. topics consistent with Utah code 53E-9-203(6).
2. communicate information and observations between school personnel about a child.
3. refer a student to appropriate school personnel and agents, in accordance with Promontory School guidelines and procedures, including referrals and communication



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with a school counselor or mental health professionals working within the school system.

4. consult or use appropriate health care professionals in the event of an emergency while the student is at school, consistent with student emergency information provided at student enrollment.
5. exercise their authority relating to the placement within or readmission of a student who may be or has been suspended or expelled.
6. complete a behavioral health evaluation form if requested by the student's parent to provide information to a licensed physician or physician assistant.

B. School personnel SHALL:

1. report suspected child abuse consistent with section 62A-4a-403 of Utah State Code;
2. comply with state and local health department laws, rules and policies;
3. conduct student evaluations/assessments consistent with IDEA

C. Except as provided in Subsection (A), Subsection (E), and Section 53G-9-604, school personnel MAY NOT:

1. recommend to a parent/guardian that a child take or continue to take psychotropic medication;
2. require that a student take or continue to take a psychotropic medication as a condition for attending school;
3. recommend that parent/guardian seek or use a psychiatric/psychological treatment for a child;
4. conduct a psychiatric/ behavioral health evaluation or mental health screening, test, evaluation, assessment of a child except where specifically required by IDEA;
5. make a child abuse or neglect report to authorities, including the Division of Child and Family Services, solely or primarily on the basis that a parent refuses to consent to:
  - a. a psychiatric, psychological, or behavioral treatment for a child, including the administration of a psychotropic medication to a child; or
  - b. a psychiatric or behavioral health evaluation of a child.

D. Notwithstanding Subsection (C)(5), school personnel may make a report that would otherwise be prohibited under Subsection (C)(5) if failure to take the action described under Subsection (C)(5) would present a serious, imminent risk to the child's safety or the safety of others.

E. Notwithstanding Subsection (C), a school counselor or other mental health professional acting in accordance with Title 58, Chapter 60, Mental Health Professional Practice Act, or licensed by the State Board of Education, working within the school system MAY:

1. recommend, but not require, psychiatric/behavioral health evaluation or treatment of a

Medical Recommendations by School Personnel	Created: 10/10/2013	Last Updated: 01/19/2023 10/21/2021 10/10/2021
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child;

2. recommend, but not require, psychological or behavioral treatment of a child;
3. conduct a child psychiatric/behavioral health evaluation or mental health screening, test, evaluation, assessment consistent with 53E-9-203 ;
4. provide to a parent, upon specific request of the parent, a list of three or more health care professionals or providers, including licensed physicians, physician assistants, psychologists, or other health specialists.

F. Local school boards or charter schools shall adopt a policy:

1. providing for training of appropriate school personnel on the provisions of this section; and
2. indicating that an intentional violation of this section is cause for disciplinary action consistent with local school board or charter school policy and under Section 53G-11-513.

G. Nothing in this policy shall be interpreted as discouraging general communication not prohibited by this policy between school personnel and a student's parent.

## TRAINING

Appropriate school personnel shall receive training from their supervisor on the provisions of this policy.

## PENALTIES FOR VIOLATION

Intentional violation of this policy may subject school personnel to discipline consistent with state law under section 53G-11-513, the Ethics policy, and the Employee Handbook.

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## LIBRARY & COMPUTER USE PROCEDURES

At Promontory School, it is our desire for all of our students to have a passion for reading. Being a “Great Thinker” student at Promontory comes with “Great Responsibility” regarding our library and computer use. Please read through our policy, sign and date the back, and return to the school office. Thank you for your cooperation.

### LIBRARY USE

1. All students have the opportunity to visit the library once a week and participate in a prepared, grade-specific program with their crew, including but not limited to: fiction and/or nonfiction read-alouds, library skills lessons, author studies, novel studies, and general informational discussions.
2. In addition to this weekly time, the library is open and available to all students during lunch periods and for 15 minutes after school ends. Students visiting the library after school should do so only if they have parental permission and are not causing a delay in carpools.
3. Each student is responsible for all material he/she checks out of the library. Books may not leave the library without being properly checked out through the library computer system by a member of the library staff.
4. Books are checked out for two-week periods, and late notices are emailed to parents every week. Books may be renewed up to three times, so long as another student has not placed a reservation on the book. To avoid late notices, students are encouraged to renew their books. Students do not need to have the book with them in order to renew it.
5. Students may NOT check out books under another student’s name. Students may only check out books under a teacher’s name if the teacher has provided written consent.
6. If a book is returned damaged and unrepairable, a replacement fee will be assessed to the student. Damage to books includes, but is not limited to: water damage; crayon, pen, or marker damage; broken binding or cover; and ripped pages.
7. If a book is lost, a replacement fee will be assessed to the student. This fee will be refunded to the student if the book is later found and returned to the library.
8. Students also have the option of purchasing a (new) replacement copy of a lost or damaged book and donating it to the library in lieu of fee payment.
9. If a book is overdue for 1 month, a replacement fee will be assessed AND the student’s library privileges will be restricted until the fee is paid or the book is returned/replaced.
10. Library check-out privileges are as follows:
  - a. Kindergarten students may check out one book at a time.
  - b. First, second, third, and fourth grade students may check out two books at a time.
  - c. Fifth, sixth, seventh, and eighth grade students may check out three books at a time.
  - d. Teachers may check out as many books as needed.
11. If the school year ends and a book has not been returned, the book will be considered lost and a replacement fee will be assessed to the student. The student’s library privileges will be restricted in the coming school year until the book is returned/replaced or the fee paid.



## COMPUTER USE

Computers will be available to students at Promontory. Computer use also includes access to the internet. Our goal is to provide these services to students to promote “Great Thinkers” by facilitating resource sharing, innovation and communication. Students will be trained in appropriate online behavior, cyber bullying awareness and response, social networking sites, and chat rooms.

1. Student use of the computers must be in support of education and research and must be consistent with educational objectives of Promontory. Internet access at Promontory is filtered and monitored on an ongoing basis.
2. Personal contact information may not be shared on internet sites open to public access. This includes student’s addresses, phone numbers and personal email addresses. Disclosing any personal contact information, whether their own or other students, is strictly prohibited.
3. Students may use school internet access only for teacher-directed educational activities and only when authorized and supervised.
4. Students who publish school related information on the internet must first inform a teacher, have appropriate permission, teacher supervision and approval by Promontory.
5. Students are strictly prohibited to:
  - a. Access or create files or materials without authorization
  - b. Bring in their own digital devices without approval or gain access to the school’s WiFi system without prior approval
  - c. Modify, change or reconnect computers, network devices, laptops or other Information technology related equipment
  - d. Access or create offensive, profane, or pornographic files
  - e. Use internet games, MUDs (Multi-user domains), MMOs (Massively Multiplayer Online games), IRCs, Instant Messaging, Web Mail, or web chats
  - f. Plagiarize works or violate copyrights or trademarks
  - g. Attempt to bypass computer security, proxy sites, pay for surf sites, hacking tools or other unapproved software, malware, viruses, root kits, etc.
  - h. Have food or drinks near computers
6. There will not be an expectation of privacy in files, disks, documents, internet history, etc., which have been used or created with Promontory equipment.
7. Security is a high priority because of multiple users. Students are prohibited to use account or login information other than his/her own at any time. Each student is provided their own unique username and password for the computer systems. Any security concerns must be reported to the principal, teacher/supervisor or system administrator.
8. Vandalism will result in appropriate disciplinary action. Vandalism includes, but is not limited to: abusive overloading of data on the server, uploading or downloading or creation of computer viruses, any malicious attempt to harm or destroy the property.
9. The use of the computers and internet is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. **Students who misuse and/or damage Promontory’s computer equipment and systems will be responsible to pay the costs associated with repairs including system down-time, labor and parts. Any horseplay, “goofing off” or other activity that results in the damage of computer equipment will be the responsibility of the individual or individuals involved. Students are instructed to carry laptops with the lids closed and with**



**both hands.** The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time.

## LIBRARY & COMPUTER USE AGREEMENT

I understand the rules of conduct as described in the Library and Computer Use Procedures for Promontory (attached below) and that the rules of conduct apply anytime the library and computers are in use. I understand that violations of the provisions will result in the loss of my library and computer privileges and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities.

I understand that if books have not been returned at the end of the year, the book will be considered lost and a replacement fee will be assessed to the student. The student's library privileges will be restricted in the coming year until the book is returned/ replaced or the fee paid.

I understand that any horseplay, "goofing off" or other activity that results in the damage of computer equipment will be the responsibility of the individual or individuals involved. Students are instructed to carry laptops with the lids closed and with both hands. Any computer down time and/or damage caused by me to computer equipment shall be my responsibility and I agree to pay the costs of associated repairs including labor and parts.

Misuse of the computers comes in many forms, but can be viewed as any messages, information or graphics sent or received that include or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement. I agree to report any misuse of the computers to my teacher or other school administrator.

Also, should I choose to "publish" on the Internet, I will work under the guidance of a supervising teacher.

I have read and understand the information included and referenced on the Library and Computer Use Procedures. I understand the terms and conditions. I hereby agree and comply with the above described conditions of acceptable use. Furthermore, I accept responsibility for failure to comply with the above policies. If I disagree with any of the above, a written notice of my particular disagreement will be submitted to the director.

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Signature of Parent/Guardian

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Date

My student understands and agrees to the terms and conditions of the Library and Computer Use Procedures. He/She hereby agrees and complies with the above described conditions of acceptable use.

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Signature of Student

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Date



## LIBRARY & COMPUTER USE POLICY

At Promontory School it is our desire for all of our students to have a passion for reading. Along with being a "Great Thinker" at Promontory School comes a great responsibility for our students regarding our Library and computer use. Please read through our policy, sign and date the back, and return to the office. Thank you for your cooperation.

### Library Use

1. Each patron is responsible for all material he/she checks out of the library.
2. All books must be checked out before leaving the library. Books are checked out for a period of 2 weeks and may be renewed to avoid late notices. Parents will receive a late notice after a book has not been returned or renewed.
3. If a book is returned damaged, the patron will pay the replacement cost. Damage to books includes, but is not limited to, water damage, crayon damage and ripped pages.
4. If a book is lost, a replacement fee will be assessed to the patron.
5. If the book is overdue for 2 months, a replacement fee will be assessed. Replacement fees may include a cataloging fee.
6. The number of books allowed to be checked out will vary with grade level.
7. If the school year ends and books have not been returned or replacement fees have not been paid, the student's yearbook will be held.

### Computer Use

Computers will be available to qualifying students at Promontory. Along with computer use also includes access to the internet. Our goal is to provide these services to students to promote "Great Thinkers" by facilitating resource sharing, innovation and communication. Students will be trained in appropriate online behavior, cyber bullying awareness and response, social networking sites, and chat rooms.

1. Student use of computers must be in support of education and research and must be consistent with educational objectives of Promontory. Internet access at Promontory is filtered and monitored on an ongoing basis.
2. Personal contact information may not be shared on Internet sites open to public access. This includes student's addresses, phone numbers and personal email addresses. Disclosing any personal contact information, whether their own or other students, is strictly prohibited.
3. Students may use school Internet access, including Instant Messaging, Web Mail, or web chats, only for teacher-directed educational activities and only when authorized and supervised.
4. Students who publish school related information on the Internet must first inform a

teacher, have appropriate permission, teacher supervision and approval by Promontory.

5. Students are strictly prohibited to:
  - a. Access or create files or materials without authorization
  - b. Bring in their own digital devices without approval or gain access to the school's WiFi system without prior approval
  - c. Access or create offensive, profane, or pornographic files
  - d. Use internet games, MUDs (Multi-user domains), MMOs (Massively Multiplayer Online games), IRCs, Social Media Platforms (ex. SnapChat, Facebook, Twitter, TikTok, ect.)
  - e. Plagiarize works or violate copyrights or trademarks
  - f. Attempt to bypass computer security, proxy sites, pay for surf sites, hacking tools or other unapproved software, malware, viruses, root kits, etc.
  - g. Have food or drinks near computers
6. There will not be an expectation of privacy in files, disks, documents, internet history, etc., which have been used or created with Promontory equipment.
7. Security is a high priority because of multiple users. Students are prohibited to use another individual's account or login information other than his/her own at any time. Any security concerns must be reported to the director, teacher/supervisor or system administrator.
8. Vandalism will result in appropriate disciplinary action. Vandalism includes, but is not limited to: abusive overloading of data on the server, uploading or downloading or creation of computer viruses, any malicious attempt to harm or destroy the property.
9. The use of the computers and internet is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. **Students who misuse and/or damage Promontory's computer equipment and systems will be responsible to pay the costs associated with repairs including system down-time, labor and parts. Any horseplay, "goofing off" or other activity that results in the damage of computer equipment will be the responsibility of the individual or individuals involved. Students are instructed to carry laptops with the lids closed and with both hands.** The director, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time.



## KEY POLICY

### PURPOSE

To outline policy and procedures for issuance and control of door and cabinet keys for Promontory School administrators, staff, teachers, and non-employee authorized activity supervisors.

The establishment of a safe environment is the shared responsibility of the school administrators, teachers, and staff. Administrators, teachers, and staff receive keys to the school and are entrusted with keys to the school to carry out the educational objectives of the school. Because possession of a school key gives authorized persons unfettered access to the school, the students, and sensitive records, all parties in possession of a key must keep the goals of confidentiality and safety in mind at all times and must sign a key use agreement.

### DEFINITIONS

- Master Key - A key that activates all door locks in a building.
- Multiple-door Key - A key that activates the locks in more than one, but not all doors to spaces assigned to a specific community.
- Building Entrance Key - A key, or key fob, that activates the lock only on one or more outside entrance doors to the building.
- Room Key - A key that activates the lock only to the door to a single room and its attached closets.
- Cabinet Key - A key that activates the locks to storage cabinets.
- Approving Officers – Board Chair for Board of Trustees (the Trustees), Director of the school (the Director) for employees and Building Facility Manager (the Facility Coordinator) for building maintenance.
- Facility Coordinator-- Schedules the building, issues keys, maintains key issuance record, and approves building maintenance.
- Designee – A board member or school employee appointed by an Approving Officer or Facility Coordinator to act in his/her behalf.
- Authorized User - A person who has been granted authorization from an Approving Officer and signed the key use agreement in order to be issued a key for long or short-term use.

### POLICY

#### Building Security

- The school is generally open from 8:00 am to 3:30 pm, Monday through Friday. Certain rooms and offices are open at other times to meet particular needs.
- It is the responsibility of all personnel using buildings before or after regular hours to ensure that outside doors remain locked when there are no school activities in session.
- It is the responsibility of all personnel using buildings after regular hours to see that lights are turned off in the rooms they are vacating, and that office doors and outside doors are secured. Personnel must communicate with other users as they vacate the building. The final user of the evening is responsible to ensure that all lights are off, and all doors are locked.
- It is the responsibility of all personnel to ensure that no outside doors are propped open during



or after regular hours.

- Key holders agree to refrain from compromising the security of the building. Key holders are required to report to the Director any doors that are unsecured or in violation of the school's policies.
- Violation of these requirements may result in the loss of key privileges and may result in discipline up to and including termination.

### Key Issuance

- Keys shall be authorized by Approving Officers (see table below for more authorization detail) and issued and controlled by the Facility Coordinator, or Board Chair in the case of Trustees.
- Duplication of keys other than by the Facility Coordinator (or Designee) is prohibited. Any person who knowingly makes or duplicates a key in any matter not authorized by this policy is subject to disciplinary action.
- Persons to whom keys are issued shall use the keys only in accordance with this policy.
- Only authorized persons are allowed to be in possession of a key to the school. Authorized persons are only those persons with documentation of authority to possess or control a key. Authorization is specific to each key issued.
- No person may give his or her key to an unauthorized user for any period of time. Any key(s) found to be in the possession of an unauthorized person will be confiscated and any person found to have provided a key or a copy of a key to an unauthorized user may be disciplined up to and including termination.
- School personnel may receive authorization to check out a key from the office for School related use. Approval must be obtained from the Director and the key issued via the Facility Coordinator or Designee.
- In some instances, an approved non-employee activity supervisor may receive authorization to be issued a key for facility use when school staff is not present. The named supervisor shall read and adhere to the school's key policy and submit an Application for Key Form. Upon approval, the key will be checked out through the Facility Coordinator. The approved supervisor is responsible to unlock and secure the facility being used. Keys may not be loaned to others and must be returned to the school office immediately following contracted use. The named supervisor shall be held responsible for any damages or losses sustained to the building, school facilities or equipment while in possession of keys.
- Lost or stolen keys must be reported to the Director and Facility Coordinator immediately. A lost key may require one or more door and/or cabinets to be rekeyed. This process may cost a substantial amount of money. Where permitted by applicable laws, the school may withhold the cost of rekeying the building(s) from a teacher's or administrator's check or final paycheck if a violation of this policy resulted in the lost or stolen key.



Type of Key	Eligibility to Carry	Eligibility to Access On-Site or Short Term	Authorization Responsibility	Issuance Responsibility
<b>Master Key</b> (Activates all door locks in building)	Full-time Secretary Facility Coordinator	Board of Trustees Janitor	Two approving officers	Facility Coordinator (to carry) Facility Coordinator or designee (short term)
<b>Multiple Door Key</b> (Activates locks in more than one door but not all doors in an assigned community)	Employees (as needed to perform their duties) Board of Trustees	Employees (as needed to perform their duties) Approved non-employee supervisors Maintenance Contractors	Director (for employees) Director <b>AND</b> Board Chair (for supervisors) Facility Coordinator (for contractors)	Facility Coordinator (to carry) Facility Coordinator or designee (short term)

### Key Return

When an individual's need for a key no longer exists, whether as a result of termination of employment, resignation, layoff, or other reasons, it is the responsibility of the Facility Coordinator to collect the unneeded key(s).

### Exceptions

Exceptions to the policy on issuance of keys may be authorized in writing by three Approving Officers.

## PROCEDURES

### Key Issuance

- Individuals wishing to have a key or keys issued to them shall complete an Application for Keys form.
- The form must be signed by the applicant and the Approving Officer.
- Upon approval, the applicant and the key issuer must sign the Key Holder Agreement before the key can be issued.
- Upon key return, the Facility Coordinator (or Designee) and applicant will sign the key return section of the Key Holder Agreement.
- No deposit is required.

### Key Replacement

- To replace a lost or broken key, an Application for Keys form must be completed in the same manner as for issuance of an original key.
- A broken key to be replaced must be returned with the application form to the Facility



Coordinator.

- If a key has been lost, available details must be provided, and a report filed.
- If a lost key is later found, it must be returned to the Facility Coordinator.

### Record Keeping

The Facility Coordinator shall maintain a comprehensive listing of all door and cabinet keys issued by name of individual.

### Access to Building by Outside Contractors

- The Facility Coordinator in conjunction with the Director is responsible for making arrangements with outside contractors requiring building access. All lock work will be managed through the Facility Coordinator.
- Keys will not be issued to contractors working at the school except as specifically pre authorized by the Facility Coordinator. The Facility Coordinator will notify the Director of these authorizations in writing.

### Lock Repair and Replacement

Locks may not be installed, repaired, or replaced on any doors without the specific approval of three Approving Officers, with the exception of equipment locks (i.e., lockers, filing cabinets).



## CORPORAL PUNISHMENT POLICY

In compliance with the provisions of Utah State Code 53G-8-302,

1. A school employee may not inflict or cause the infliction of corporal punishment upon a student.
2. A school employee may, when acting within the scope of employment, use reasonable and necessary physical restraint in self-defense or when otherwise appropriate under the following circumstances:
  - a. To protect a student or another individual from physical injury,
  - b. To obtain possession of a weapon or other dangerous object in the possession or under the control of a student,
  - c. To restrain or remove a student from a situation when the student is violent or disruptive, or is a danger to him/herself or others, or
  - d. To protect property from being damaged, when physical safety is at risk.
3. Nothing in this section prohibits a school employee from using less intrusive means, including a physical escort, to address circumstances described in Subsection (2).
4. Any rule, ordinance, policy, practice, or directive which purports to direct or permit the commission of an act prohibited by this part is void and unenforceable.
5. An employee may not be subjected to any sanction for failure or refusal to commit an act prohibited under this part.
6. When an employee exercises physical restraint on a student, the employee shall write a report outlining the incident and the reasons for the use of physical restraint within three (3) days following the incident. This report shall be filed with the Director, who then is responsible for sending a copy of the report to the Board. The original of the report shall be kept in the employee's file.

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## ORGANIZATIONAL STRUCTURE OF GOVERNING BODY

Promontory School of Expeditionary Learning is a non-profit corporation located in Northern Utah. A Volunteer board of trustees will govern Promontory School of Expeditionary Learning.

### BOARD OF TRUSTEES

A volunteer board of trustees will govern Promontory School of Expeditionary Learning. The initial number of the board is 5 but shall be no less than 5 and no more than 9, with an expectation of 7 as the desired usual. At least two of the voting members of the board must be a parent of a child currently attending Promontory School of Expeditionary Learning.

### BOARD MEMBERS

The voting board members will elect the board offices of Chair, Vice-Chair, Treasurer and Secretary.

#### **Election and Tenure**

Board members shall be elected or reelected by a majority of the existing Board of Trustees at each June annual meeting. Board terms shall end on June 30<sup>th</sup> of the respective term.

The initial developmental board members (Those who joined the Board in the first year of the development of the school) may stay on the Board indefinitely as long as they desire, unless removed by a majority board vote, in order to maintain the original vision of Promontory School of Expeditionary Learning.

New board members shall not serve on the board for more than 2 three-year terms. After which, they may be re-elected to the Board only after at least a one year sabbatical.

At least two of the board members must be a parent of a child currently attending the school.

#### **Removal of Board Members**

Any trustee who has 2 or more unexcused absences at board meetings and/or does NOT complete assignments regularly to the satisfaction of the Board, having been given due notice, shall be subject to removal if the remaining Board so deems by a majority vote. Regardless of the foregoing, any Trustee

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may be removed by a majority vote of the Board of Trustees whenever in its judgment the best interests of the corporation will be served thereby, but such removal shall be without prejudice, if any, of the person so removed.

### **Requirements**

In order to understand the mission of the school and make decisions in the interest of the school, each new voting member shall be required to review the Structures Policy thoroughly for complete understanding and attend/participate in other board directed training as applicable.

### **Vacancies**

Any trustee may resign at any time by giving written notice, either paper or electronic, to the chair of Promontory School of Expeditionary Learning. Such resignation shall take effect at the time specified therein, and unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective. The Board shall publicly announce the number of vacancies and consider nominations from parents and community at large.

Vacancies shall be filled by the affirmative vote of a majority of trustees then in office.

## **EXECUTIVE OFFICERS OF THE BOARD**

### **Chair**

The chair shall, subject to the direction and supervision of the board of trustees:

1. preside at all meetings of the board of trustees;
2. see that all orders and resolutions of the board of trustees are carried into effect; and
3. perform the duties of the chair and when so acting shall have all the powers of and be subject to all the restrictions upon the chair.

### **Vice-Chair**

The vice-chair shall assist the chair and shall perform such duties as may be assigned by the chair or by the board of trustees. The vice-chair shall, at the request of the chair, or in his absence or inability to act, perform the duties of the chair and when so acting shall have all the powers of and be subject to all the restrictions upon the chair.

### **Treasurer**

The treasurer shall:

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1. be the principal financial officer of the corporation and have the care and custody of all its funds, securities, evidences of indebtedness and other personal property and deposit the same in accordance with the instructions of the Board of Trustees;
2. receive and give receipts and a quittance for moneys paid on account of the corporation, and pay out of the funds on hand all bills, payrolls and other just debts of Promontory Academy of whatever nature upon maturity;
3. unless there is a controller, be the principle accounting officer of the corporation and as such prescribe and maintain the methods and systems of accounting to be followed, keep complete books and records of account, prepare and file all local, state and federal tax returns and related documents, prescribe and maintain an adequate system of internal audit, and prepare and furnish to the chair and the board of trustees statements of accounts showing the financial position of Promontory School of Expeditionary Learning and the results of its operations;
4. upon request of the board, make such reports to it as may be required at any time; and
5. perform all other duties incident to the office of treasurer and other such duties as from time to time may be assigned to him/her by the chair of the board of trustees.

Assistant treasurers, if any, shall have the same powers and duties, subject to supervision by the treasurer.

### **Secretary**

The secretary shall:

1. keep the minutes of the proceedings of the board of trustees and any committees of the board;
2. see that all notices are duly given in accordance with the provisions of these bylaws or as required by law;
3. be custodian of the corporate records and of the seal of the corporation; and
4. In general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the chair or by the board of trustees.

Assistant secretaries, if any, shall have the same duties and powers, subject to supervision by the secretary.

### **ADVISORY BOARD**

Promontory School of Expeditionary Learning shall have an advisory board. The advisory board shall be made up of parents, and experts in fields such as budget, education, law, etc. Advisory Board members shall be elected or re-elected by a majority of the voting Board Members at each annual June meeting or as otherwise determined by the Board.



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Advisory Board members shall serve an indefinite term and shall make an effort to attend as many board meetings as they are able. Advisory Board members may be removed at any time by a majority of Voting Board Members.



### Board Crews

The Board shall have power to set up special committees (called crews) that shall answer directly to the Board. These crews will generally be made up of Founding Members (those who will make a significant contribution to the development of the school) and be a crucial part of the implementation plan during the planning year before the school opens. These crews may include Procurement, Special Education, Technology, Marketing, Grants, Donations, Partnerships, etc.

### Parent Crews/ Parent Advisory Crew

A parent advisory crew will be made up of 3-5 parent volunteers who will oversee the forming of and the operating of parent crews. They will make sure each parent of the school has the opportunity to be assigned to a parent crew. Parent crews will assist the Board and school administration in overseeing such things as playground equipment, transportation, records, newsletters, fine arts, exhibition night, fundraising, grants etc.

### Parent Liaison

From the parent advisory crew, a single parent will be nominated (by the parent advisory crew) each school year to be the Parent Liaison. [At the invitation of the Board Chair](#), this person will become a non-voting member of the Governing Board, and will attend Board meetings as a representative of parents of Promontory School of Expeditionary Learning students. The Parent Liaison will have the dual role of communicating to parent crews the needs and desires of the Governing Board, as well as being available to work with parents who wish their own concerns to be heard at Board meetings. He or she will bring any concerns, requests, and comments from parents and parent crews to the board. While all parents are invited to attend open Board meetings, it can be helpful to parents to have an advocate sitting on the Board as well.

### Teacher Liaison

The teacher liaison is a non-voting representative selected annually from the full-time licensed faculty. To apply, interested teachers must submit their names to the Executive Committee at the beginning of the school year. Once selected by the Committee, the Board Chair will officially invite the Liaison to participate in Board meetings. This position is voluntary and is not eligible for additional compensation.

The Liaison serves as a vital bridge between the Governing Board and the school staff. They are responsible for communicating Board objectives to the faculty and bringing staff feedback or concerns directly to the Board's attention.



### BOARD MEETINGS

#### Regular Meetings

Regular meetings of the board shall be held at least 10 times each year. Notice for these meetings shall be given at least one week in advance to board members and at least 24 hours public notice to the public. Notices will be posted on our school website and submitted to the Utah Public Meetings website. An annual meeting will be held each year in June.

Board meetings will remain open to the public unless a closed session is convened by a majority vote of members present and shall only be for reasons allowable by State Statute. Closed sessions will be subject to the requirements of Utah State Open Meetings Laws.

Board members will review Utah Open Meetings laws on an annual basis.

#### Special Meetings

Special Meetings of the Board of Trustees may be called by or at the request of the chair or any two trustees. The person or persons authorized to call special meetings of the board of trustees will provide proper notice and may fix any place, date and time for holding any special meeting of the board called by them; which special meeting will follow normal open meeting requirements as outlined by the State of Utah.



## 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.~~

Promontory School of Expeditionary Learning takes seriously its legal and ethical responsibility to protect the physical and psychological well-being of students. School personnel are in a unique position to observe students over extended periods of time and play a critical role in the prevention and reporting of child abuse and neglect.

Utah law requires that ~~whenever~~ any person, including ~~any~~ **ALL** school employees, 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 report such information to the law enforcement or the Division of Child and Family Services (DCFS), in accordance with Utah law. 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.~~

This reporting obligation is **individual and non-delegable**. Internal notification does not replace the legal requirement to report directly to appropriate authorities. Failure to report may result in criminal penalties, employment discipline, and licensure action.

The Director shall establish administrative procedures consistent with Utah Code §80-2-602, §53G-9-207, and Utah Administrative Rule R277-401 to ensure annual training, compliance, documentation, and protection from retaliation for individuals reporting in good faith.

~~The Director shall establish administrative procedures that will comply with the provisions of Utah Code 80-2-602 Utah Child Abuse or Neglect Reporting Requirements, 53G-9-207 Child Sexual Abuse Prevention, 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.~~



#### **A. PURPOSE**

To establish Promontory School of Expeditionary Learning policy for the handling receipt, safeguarding, deposit and reconciliation of all public funds including currency, coin, checks, ACH transactions, and credit card transactions, in compliance with Utah law.

#### **B. SCOPE**

This policy applies to all Promontory School administration, licensed educators, staff, students, organizations, volunteers 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 to staffing limitations, documented compensating controls, such as management review, secondary verification, and periodic independent reconciliation, shall be implemented and maintained.

#### **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

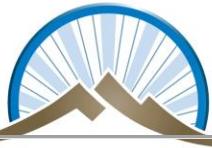


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or functions. Please refer to the Fundraising Policy.

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 schools ~~business~~ [office](#) 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](#). [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

### PURPOSE

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

### 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.

**All disbursements represent the exercise of fiduciary responsibility over public funds.**

### 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, **documented** compensating controls such as management supervision and review of cash disbursement records by independent parties should be implemented.

### 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 \$5,000 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).

### 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:
    - i. Date received or dates that the quoted price is valid, delivery date
    - ii. Company name, address
    - iii. Each item, description or specifications, unit, total price, and quantity listed
    - iv. 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.

### **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 \$5,000. 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 \$5,001 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 \$5,001 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:
  - i. 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)).
  - ii. 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).

- iii. 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.
  - i. 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.
  - ii. 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.
  - iii. 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:



- i. Administering, conducting, or making decisions regarding a standard procurement process.
- ii. Making a recommendation regarding award of a contract or regarding a decision to obtain a procurement item for a particular person.
- iii. Evaluating a quote, bid, or response.
- iv. 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).

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

- i. Utah Code 63G-6a-2304.5 makes it unlawful:
  1. 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.
  2. For a "procurement participant" to ask, receive, offer to receive, accept, or ask for a promise to receive a gratuity from an "interested person."
  3. 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.
  4. 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.
- ii. 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.

1. Interested person and contractors: penalties range from a class B misdemeanor to a second degree felony.
2. 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).

- i. Utah Code 63G-6a-2304.5 makes it unlawful:
  1. 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."
  2. For a "procurement participant" to ask, receive, offer to receive, accept or ask for a promise to receive a kickback for the "procurement participant" or for another person.
  3. For a person to give a kickback to a "contract administrator," or to another person for the benefit of a "contract administrator."
  4. 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.
- ii. 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.
  1. Person and contractors: penalties range from a class B misdemeanor to a second degree felony.
  2. 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**

- i. 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.



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- 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.



## SEXUAL HARASSMENT, ABUSE & HUMAN TRAFFICKING PREVENTION

### BOARD POLICY—

It is the policy of the Promontory School Board to provide an educational environment free from sexual harassment and discrimination on the basis of sex. It shall be a violation of this policy for any student to sexually harass any other student. Promontory School encourages all victims of sexual harassment and persons with knowledge of sexual harassment to make a written report of any harassment immediately. All complainants have the right to be free from retaliation of any kind. Promontory School will promptly investigate all formal, informal, verbal, and written complaints of sexual harassment, and take prompt corrective action to end the harassment in accordance with our Grievance Policy.

### NO PREFERENTIAL RIGHTS—

Nothing in this policy shall be construed to give any right, claim or action beyond the specific processes provided in this policy.

### KEY TERMS—

1. "Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, and any other gender-based harassment, when:
  - a. Submission to or rejection of the conduct affects the student's academic performance, participation in school-sponsored activities, or any other aspect of the student's education; or
  - b. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive education environment.
2. Complaints received will be thoroughly investigated to determine whether the totality of the behavior and circumstances meet any of the elements of the definitions and should be treated as sexual harassment. Unacceptable conduct may or may not constitute sexual harassment. Normally, unacceptable behavior must be severe or pervasive to be considered sexual harassment.
3. School related conduct that Promontory School considers unacceptable and often a part of sexual harassment includes, but is not limited to, the following:



- a. Rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender based activity of a criminal nature as defined under the Utah Criminal Code.
- b. Sexual invitations or requests for sexual activity in exchange for grades, preferences, favors, selection for extracurricular activities, homework, etc.;
- c. Offensive public sexual display of affection, including groping, fondling, petting or inappropriate touching of oneself or others;
- d. Any offensive communication that is sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual gestures; public conversations about sexual activities or exploits; sexual rumors and "ratings list," howling, catcalls, and whistles; sexually graphic computer messages or games, etc.;
- e. Offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions;
- f. Unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating such as the unwelcome touching of another's body parts, spanking, pinching, stalking, frontal-body hugs, etc.;
- g. Offensive physical pranks or touching of an individual's clothing, such as hazing and initiation, "streaking," "mooning," "snuggies," or "wedgies," bra-snapping, skirt "flip-ups," "spiking" (pulling down someone's pants or swimming suit); pinching; placing hands inside an individual's pants, shirt, blouse, or dress, etc.;
- h. Gestures that are sexually suggestive, sexually degrading or imply sexual motives or intentions;
- i. Clothing with sexually obscene or sexually explicit slogans or messages;
- j. Written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, etc.

### **PROTECTION FROM REPRISALS—**

Students filing complaints shall be free from bias, collusion, intimidation, or reprisal.

Students subjected to sexual harassment are first encouraged to confront the harasser and tell the harasser to stop the conduct because it is unwelcome. Complainants should document the incident(s) of harassment, and any conversations they have with the harasser, noting such information as time, date, place, what was said or done, and other relevant circumstances surrounding the event(s).



If the complainant's concerns are not resolved satisfactorily through a discussion with the harasser, or if the complainant feels he/she cannot discuss the concerns with the harasser, the complainant should directly inform school staff of the complaint and should clearly indicate what action he/she wants taken to resolve the complaint. Whenever reasonable, the complainant should file a written complaint.

Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint to the director, and then shall immediately notify the director.

Complainants who contact school staff with a complaint are encouraged to submit the complaint in writing. However, complaints may be filed verbally. Alternate methods of filing complaints shall be made available to individuals with disabilities who need accommodation.

### **CONFIDENTIALITY—**

It is Promontory School policy to respect the privacy and anonymity of all parties and witnesses to complaints brought under this policy. However, because an individual's right to confidentiality must be balanced with the School's obligations to cooperate with police investigations or legal proceedings, or to investigate and take necessary action to resolve a complaint, the Promontory School retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances.

Where a complaint involves allegations of child abuse, the complaint shall be immediately reported to appropriate law enforcement authorities and the anonymity of both the complainant and school officials involved in the investigation will be strictly protected as required by Utah Code Ann. § 62A-4a-412 and Utah Administrative Rules R277- 401.

#### **1. Initial Investigative Procedures.**

- a.** The school administrator has the responsibility to conduct a preliminary review when he/she receives a verbal or written complaint of sexual harassment, or if he/she observes sexual harassment. The administrator should take the following steps:
  - i.** Interview the complainant and document the conversation. Instruct the complainant to have no contact or communication regarding the complaint with the alleged harasser. Ask the complainant specifically what action he/she wants taken in order to resolve the complaint. Notify the complainant of his/her right to have someone of the same gender conduct or be present during the investigation. The



Complainant should be urged to make a written statement where feasible under the circumstances.

- ii. Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation.
- iii. Instruct the alleged harasser to have no contact or communication regarding the complaint with the complainant and to not take any retaliatory action against the complainant.
- iv. If the alleged harasser admits all or part of the allegations, issue a written warning/reprimand to the harasser and place a copy in the student's cumulative education record/file. If the harasser is an employee, submit a copy of the written warning/ reprimand to the Promontory School Executive Committee for inclusion in the harasser's personnel file. In certain cases expulsion may be warranted for a first offense if the conduct is egregious. Repeated offenses may warrant suspension and expulsion. In addition, promptly contact Perry Police Dept. and/or DCFS in situations involving repeated violations or severe infractions such as criminal touching, quid pro quo (e.g., offering educational rewards or punishments as an inducement for sexual favors), or acts which shock the conscience of a reasonable person.
- v. If the alleged harasser denies the allegations, promptly conduct a further investigation including interviewing witnesses, if any.
- vi. Submit a copy of all investigation and interview documentation to the Promontory School Board Trustees if the complaint involves a Promontory School employee.
- vii. Report back to the complainant, notifying him/her in person and in writing regarding the action taken to the complaint. Instruct the complainant to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him/her.
- viii. Notify the complainant that if he/she desires further investigation and action, the complaint will be forwarded for a local law enforcement agency investigation.

### **DIRECTOR'S RECOMMENDATION—**

The director must consider the severity or pervasiveness of the conduct and exercise discretion in determining whether a Board of Directors level investigation is necessary



regardless of the complainant's desires. If a blatant violation occurs involving criminal touching, quid pro quo (e.g., offering an academic reward or punishment as an inducement for sexual favors), or acts which shock the conscience of a reasonable person, the complaint should be referred promptly to the Board of Directors. In addition, where the director has reasonable suspicion that the alleged harassment involves criminal activity, he/she should immediately contact appropriate law enforcement authorities.

Whenever a sexual harassment complaint is made, the director must take action to investigate the complaint or to refer the complaint for investigation even if the student does not request any action or withdraws the complaint.

Investigations should commence as soon as possible.

If the initial investigation results in a determination that sexual harassment did occur, and the harasser repeats the wrongful behavior or retaliates against the complainant, the director will take prompt disciplinary action and will notify the Board of Directors.

### **BOARD OF DIRECTORS LEVEL INVESTIGATION—**

Complainants who are not satisfied with the outcome of the initial investigation may request a Board of Directors level investigation by submitting the written complaint to the Board Chair.

The Board of Directors level investigation should commence as soon as possible.

In conducting the Board of Directors level investigation, the Board may choose to use an investigative team that has received training in sexual harassment investigation or that has previous experience investigating sexual harassment complaints.

If this investigation results in a determination that sexual harassment did occur, prompt corrective action may be taken including suspension, expulsion, change of placement, or loss of extracurricular activities.

Following the Board of Directors investigation and determination, the Board will notify the complainant in writing of the action taken.

The Board of Directors level review exhausts all processes and remedies provided under this policy.

### **RETALIATION PROHIBITED—**



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Any act of reprisal against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and therefore subject to disciplinary action. Likewise, reprisal against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited and therefore subject to disciplinary action.

### **DISCIPLINE—**

Any individual who violates this policy will be subject to appropriate disciplinary action under applicable school discipline policies.

Depending on the severity or persistence of the harassment, an individual who violates this policy may be subject to suspension, exclusion, probation, termination, or alternate placement. In addition, students who violate this policy may lose the privilege of participating in extracurricular activities.

If school administrators have reasonable suspicion that the harassment involves sexual assault, rape, or any other activity of a criminal nature, Promontory School shall notify appropriate law enforcement authorities and immediately initiate proceedings to remove the accused party from the situation.

If the accused is a student with a disability whose education involves services under the Individuals with Disabilities Education Act (IDEA) or accommodations under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, no disciplinary action, change of placement, or other steps shall be taken without convening a multi-disciplinary team to determine the extent to which the harassing behavior is a manifestation of the student's disability.

### **FALSE COMPLAINTS—**

False, malicious or frivolous complaints of sexual harassment shall result in corrective or disciplinary action taken against the complainant.

### **RECORDS—**

Separate confidential records of all sexual harassment complaints and initial investigations shall be maintained in the director's office. Records of School Board level investigations shall be maintained in the office of the director:

1. Records of initial complaints and investigations shall be retained for at least one (1) year.



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2. Records of School Board level investigations shall be retained for at least three (3) years.
3. Records of complaints and investigations of blatant violations involving criminal touching, quid pro quo, other criminal acts, or acts which shock the conscience of a reasonable person shall be retained permanently.

### **CHILD SEXUAL ABUSE PREVENTION—**

Utah State Code 53-9-207 mandates that Promontory School will provide the following in pursuit of child sex abuse prevention.

1. (1) "School personnel" means a Promontory School employee, including a licensed, part-time, contract, or unlicensed employee as defined in Utah State Code 53G-9-203.
2. (2) The state board shall approve, in partnership with the Department of Human Services, age appropriate instructional materials for the training and instruction described in Subsections (3) (a) and (4).
3.
  - a. Promontory School shall provide, every other year, training and instruction on child sexual abuse and human trafficking prevention and awareness to:
    - i. school personnel in elementary and secondary schools on:
      1. (A) responding to a disclosure of child sexual abuse in a supportive, appropriate manner;
      2. (B) identifying children who are victims or may be at risk of becoming victims of human trafficking or commercial sexual exploitation; and
      3. (C) the mandatory reporting requirements described in Sections 53E-6-701 and 80-2-602; and
    - ii. parents of elementary school students on:
      1. (A) recognizing warning signs of a child who is being sexually abused or who is a victim or may be at risk of becoming a victim of human trafficking or commercial sexual exploitation; and
      2. (B) effective, age-appropriate methods for discussing the topic of child sexual abuse with a child.



- b. Promontory School shall use the instructional materials approved by the state board under Subsection (2) to provide the training and instruction to school personnel and parents under Subsection (3)(a).
4.
  - a. In accordance with Subsections (4)(b) and (5), Promontory School may provide instruction on child sexual abuse and human trafficking prevention and awareness to elementary school students using age-appropriate curriculum.
  - b. If Promontory School provides the instruction described in Subsection (4) (a) shall use the instructional materials approved by the state board under Subsection (2) to provide the instruction.
5.
  - a. An elementary school student may not be given the instruction described in Subsection (4) unless the parent of the student is:
    - i. notified in advance of the:
      1. (A) instruction and the content of the instruction; and
      2. (B) parent's right to have the student excused from the instruction;
    - ii. given an opportunity to review the instructional materials before the instruction occurs; and
    - iii. allowed to be present when the instruction is delivered.
  - b. Upon the written request of the parent of an elementary school student, the student shall be excused from the instruction described in Subsection (4).
  - c. Participation of a student requires compliance with Sections 53E-9-202 and 53E-9-203.
6. Promontory School may determine the mode of delivery for the training and instruction described in Subsections (3) and (4).
7. Upon request of the state board, Promontory School shall provide evidence of compliance with this section.



## ADMINISTRATION OF MEDICATION POLICY

### PURPOSE

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

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

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

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

**Additionally, Promontory will comply with statutory provisions regarding other emergency medications, including seizure rescue medications, adrenal crisis medications, and medical cannabis, in accordance with Utah Code Ann. §§ 53G-9-609 through 53G-9-611.**

### POLICY

#### Administration of Medication by School Personnel

Promontory will comply with applicable state and federal laws, including, but not limited to Utah Code Ann. § 53A-11-601, regarding the administration of medication to students by school personnel.

Accordingly, pursuant to this policy, authorized Promontory personnel may provide assistance in the administration of medication to students at the school during periods when the student is under the school's control.

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

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



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"qualified adult" under that provision.

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

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

### **Administration of Medication Procedures**

The student's parent or guardian must complete the parent/guardian section of the Student Medication Form requesting that medication be administered to the student during regular school hours. Parents are responsible for updating the Student Medication Form, as necessary.

Authorization forms must be renewed annually to remain valid.

#### *Self-Administration of Medication by Students*

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

Self-administration shall be consistent with the provisions of Utah Code Ann. § 53G-9-609 through § 53G-9-611 and requires both a health care provider's statement and a parent/guardian authorization. Such authorization must be renewed annually.

#### *Medical Recommendations by School Personnel*

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

## **ADMINISTRATIVE PROCEDURES**

### **Administration of Medication Procedures**

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



## Administration of Medication by School Personnel

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

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



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inhalers and glucagon must not be stored in a locked area, so that they are available when needed.

12. Authorization for administration of medication by Promontory personnel may be withdrawn by the school at any time following written or verbal notice to the student's parent or guardian, as long as this action does not conflict with federal laws such as IDEA and/or section 504 of the Rehabilitation Act. The director may withdraw authorization for administration of medication in cases of noncompliance or lack of cooperation by parents or students unless the student's right to receive medication at school is protected by laws such as IDEA or section 504.

#### *Self-Administration of Medication by Students*

Students may possess and self-administer prescription medication if:

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

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



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## AUTHORIZATION OF SCHOOL PERSONNEL TO ADMINISTER MEDICATIONS

**Name of Student:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**School/Teacher:** \_\_\_\_\_

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

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### **Licensed Health Care Provider's Statement:**

1. Name/Type of medication: \_\_\_\_\_

2. Dosage/Amount to be given: \_\_\_\_\_

3. Frequency/Times to be administered: \_\_\_\_\_

4. Duration (week, month, indefinite, etc.): \_\_\_\_\_

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

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*Signature of Licensed Health Care Provider*

*Date*

### **Parent/Guardian Request/Approval:**

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

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

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*Signature of Parent/Guardian*

*Date*

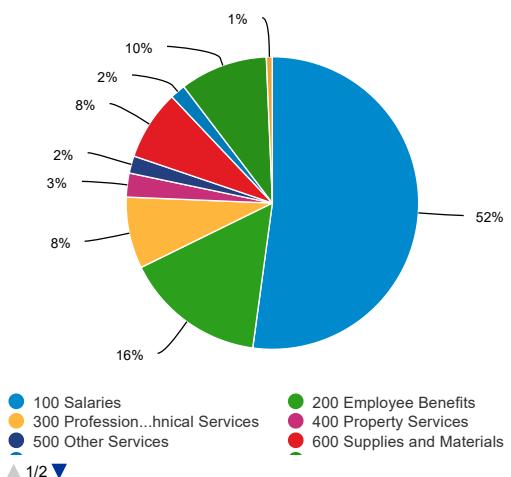
### Financial Summary

	Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
<b>Revenue (3 School Category records)</b>						
1000 Local Revenue		\$88,914	\$189,000	\$189,000	29.1%	47.0%
3000 State Revenue		\$2,763,942	\$5,721,545	\$5,661,876	47.8%	48.8%
4000 Federal Revenue		\$97,023	\$390,718	\$395,813	14.1%	24.5%
<b>TOT</b>		<b>\$2,949,879</b>	<b>\$6,301,263</b>	<b>\$6,246,689</b>		
<b>Expense (9 School Category records)</b>						
100 Salaries		-\$1,589,453	-\$3,147,500	-\$3,204,750	44.1%	49.6%
200 Employee Benefits		-\$435,589	-\$958,300	-\$958,300	47.2%	45.5%
300 Professional and Technical Services		-\$198,308	-\$464,300	-\$486,263	8.4%	40.8%
400 Property Services		-\$85,441	-\$175,000	-\$163,000	-0.0%	52.4%
500 Other Services		-\$59,605	-\$104,500	-\$116,808	-0.0%	51.0%
600 Supplies and Materials		-\$281,814	-\$465,100	-\$475,452	-0.0%	59.3%
700 Property		-\$92,480	-\$65,000	-\$104,469	-0.0%	88.5%
800 Debt Service and Misc		-\$223,736	-\$566,289	-\$596,421	-0.0%	37.5%
900 CapEx & Extra Ordinary		-\$21,772	-\$310,000	-\$40,000	-0.0%	54.4%
<b>TOT</b>		<b>-\$2,988,196</b>	<b>-\$6,255,989</b>	<b>-\$6,145,463</b>		
<b>TOT</b>		<b>-\$38,317</b>	<b>\$45,274</b>	<b>\$101,226</b>		

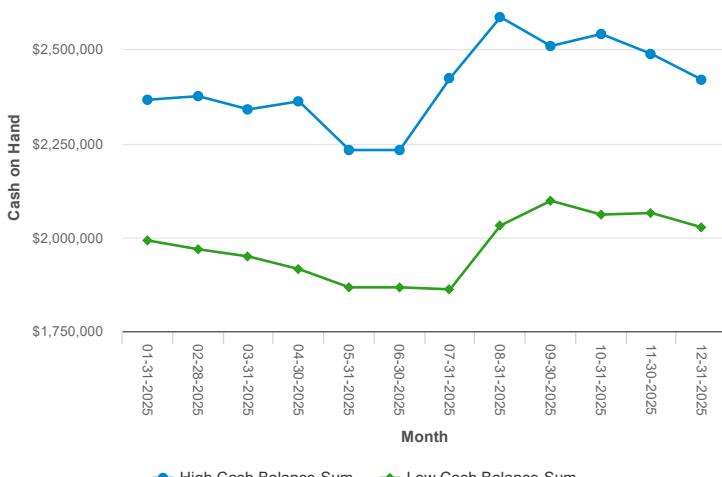
### Financial Metrics

	Financial Metric	Covenant	Target	Forecast
Operating Margin			4.0	2.26
Debt Service Ratio	1.15	1.30	1.25	
% Building	<16		8.9	
Unrestricted Days Cash	40	100	140	

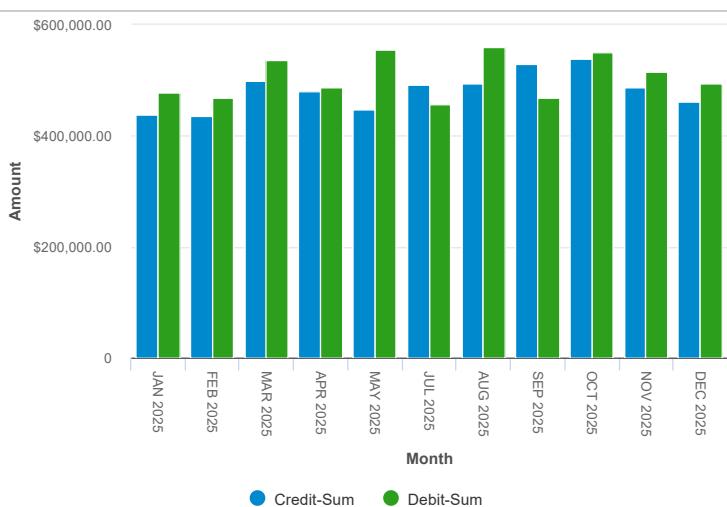
### Expense Distribution



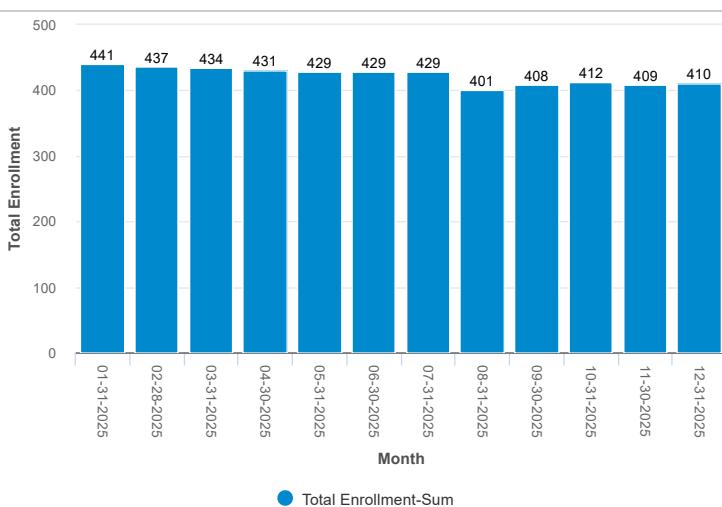
### Cash Balance



### Revenue vs Expenses



### Enrollment Trend



Finance Manager : School Budget | **Current Yr Budget**

## Current Yr Budget

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
<b>Promontory School of Expeditionary Learning - Revenue - 1000 Local Revenue - 47.0% (12 School Budget records)</b>							
1510 Interest on Investments	\$54,591	\$54,344	\$110,000	\$0	\$110,000	50.0%	49.4%
1610 Lunch Program	\$34,200	\$27,625	\$56,000	\$0	\$56,000		49.3%
1720 Yearbook Income	\$2,359	\$20	\$0	\$0	\$0		
1720 Bookfair Income	\$1,402	\$889	\$0	\$0	\$0		
1720 Uniforms	\$10	\$165	\$0	\$0	\$0		
1741 Middle School Fees	\$1,898	\$3,808	\$5,000	\$0	\$5,000		76.2%
1920 Fieldwork/Expedition Donations	\$5,257	\$824	\$6,000	\$0	\$6,000		13.7%
1920 Community Donations	\$9,370	\$63	\$3,000	\$0	\$3,000		2.1%
1923 POP Income	\$2,585		\$3,000	\$0	\$3,000		
1923 Adventure			\$0	\$0	\$0		
1923 Corporate Donations	\$4,475	\$1,032	\$3,000	\$0	\$3,000		34.4%
1990 Miscellaneous/Background Checks/Fines	\$1,558	\$144	\$3,000	\$0	\$3,000		4.8%
<b>TOT</b>	<b>\$117,705</b>	<b>\$88,914</b>	<b>\$189,000</b>	<b>\$0</b>	<b>\$189,000</b>		
<b>Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 48.8% (36 School Budget records)</b>							
3010 Regular School Prgm K-12	\$747,001	\$929,182	\$1,826,562	\$25,694	\$1,852,256	50.0%	50.2%
3020 Professional Staff	\$44,016		\$0	\$0	\$0		
3105 Special Education -- Add-On	\$164,391	\$240,254	\$454,696	\$25,813	\$480,509	50.0%	50.0%
3110 Special Education -- Self-Contained	\$4,952	\$7,777	\$15,554	\$0	\$15,554	50.0%	50.0%
3120 Special Education -- Extended Year	\$1,654	\$2,030	\$4,061	\$0	\$4,061	50.0%	50.0%
3125 Special Education -- State Programs	\$3,583	\$4,863	\$9,726	\$0	\$9,726	50.0%	50.0%
3128 Special Education -- Stipends for ESY		\$1,808	\$0	\$1,808	\$1,808	100.0%	100.0%
3153 Students At-Risk Add-on	\$54,377	\$57,496	\$135,733	-\$41,482	\$94,251	50.0%	61.0%
3211 Gifted and Talented	\$3,846		\$0	\$0	\$0		
3230 Class Size Reduction - K-8	\$77,704	\$95,605	\$191,465	-\$637	\$190,828	50.0%	50.1%
3410 Flexible Allocation	\$551	\$85,565	\$170,856	\$275	\$171,131	50.0%	50.0%
3520 School Land Trust		\$69,051	\$69,051	\$0	\$69,051	100.0%	100.0%
3566 Professional Learning	\$2,010		\$0	\$0	\$0		
3579 Mental Health Grant			\$37,137	\$0	\$37,137		
3582 Beverly T. Sorenson Elem Arts	\$33,000	\$17,500	\$36,000	-\$1,000	\$35,000	50.0%	50.0%
3596 School Safety Grant			\$200,000	\$0	\$200,000		
3655 Digital Teaching & Learning	\$22,537		\$26,000	\$0	\$26,000		
3719 Charter School Local Replacement	\$615,027	\$771,857	\$1,607,204	-\$126,980	\$1,480,224	50.0%	52.1%
3725 Charter School Admin Costs	\$41,357	\$42,500	\$85,000	\$0	\$85,000	50.0%	50.0%
3770 School Lunch (Liquor Tax)	\$14,924	\$10,669	\$27,000	\$0	\$27,000		39.5%
3800 TSSA Program	\$60,136	\$71,651	\$143,301	\$0	\$143,301	50.0%	50.0%
3800 Suicide Prevention		\$1,000	\$1,000	\$0	\$1,000	100.0%	100.0%
3800 Educator Professional Time		\$63,275	\$58,193	\$5,082	\$63,275	100.0%	100.0%
3800 CSI Grant			\$49,988	\$0	\$49,988		
3800 Salary Supplement for Highly-Needed Educators		\$9,637	\$19,273	\$0	\$19,273	50.0%	50.0%
3800 School-Based Education Support Professionals Stipends		\$59,670	\$62,493	-\$2,823	\$59,670	100.0%	100.0%
3800 Schools Fees PEESRA		\$3,805	\$0	\$3,805	\$3,805	100.0%	100.0%
3813 Stipends For Future Educators		\$6,500	\$0	\$6,500	\$6,500	100.0%	100.0%
3814 Master Pilot Grant			\$40,235	\$0	\$40,235		
3818 K-3 Reading Software				\$11,052	\$11,052		
3846 Innovation Grant			\$0	\$0	\$0		
3868 Teacher Materials and Supplies		\$11,254	\$11,935	-\$681	\$11,254	100.0%	100.0%
3870 PCBL Competency Based Learning			\$65,000	\$10,000	\$75,000		
3872 Substance Prevention		\$4,000	\$4,000	\$0	\$4,000	100.0%	100.0%
3876 Educator Salary Adjustment	\$160,677	\$196,993	\$370,082	\$23,905	\$393,987	50.0%	50.0%
3878 Special Education- Extended Year			\$0	\$0	\$0		
<b>TOT</b>	<b>\$2,051,744</b>	<b>\$2,763,942</b>	<b>\$5,721,545</b>	<b>-\$59,669</b>	<b>\$5,661,876</b>		
<b>Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 24.5% (10 School Budget records)</b>							
4500 SRSA (REAP) Grant		\$55,678	\$50,583	\$5,095	\$55,678	100.0%	100.0%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast	
4522 IDEA Preschool			\$1,951	\$0	\$1,951			
4524 IDEA Part-B			\$83,214	\$0	\$83,214			
4571 National School Lunch Prgm	\$10,148	\$7,539	\$18,000	\$0	\$18,000		41.9%	
4572 Free & Reduced Reimbursement	\$37,168	\$24,390	\$68,000	\$0	\$68,000		35.9%	
4573 National School Breakfast	\$12,107	\$9,416	\$22,000	\$0	\$22,000		42.8%	
4801 Title IA			\$79,086	\$0	\$79,086			
4860 Title IIA	\$8,530		\$7,884	\$0	\$7,884			
4890 Title IVA			\$10,000	\$0	\$10,000			
4893 Stronger Connections Grant	\$46,517		\$50,000	\$0	\$50,000			
<b>TOT</b>	<b>\$114,470</b>	<b>\$97,023</b>	<b>\$390,718</b>	<b>\$5,095</b>	<b>\$395,813</b>			
<b>Promontory School of Expeditionary Learning - Expense - 100 Salaries - 49.6% (15 School Budget records)</b>								
121.24 Administration	-\$92,509	-\$151,128	-\$282,000	\$0	-\$282,000	50.0%	53.6%	
131.1 Teachers	-\$581,953	-\$742,726	-\$1,343,000	\$0	-\$1,343,000	50.0%	55.3%	
131.1 Merit Pay/Winter Bonus	-\$30,602	-\$2,000	-\$43,000	\$0	-\$43,000		4.7%	
131.1 Special Education Teachers	-\$104,071	-\$147,418	-\$235,000	-\$55,000	-\$290,000	50.0%	50.8%	
131.1 Stipends	-\$36,990	-\$30,559	-\$150,000	\$0	-\$150,000		20.4%	
132.1 Substitute Teachers	-\$23,050	-\$19,450	-\$51,000	\$0	-\$51,000		38.1%	
132.1 PTO Cash Out		-\$12,250	-\$10,000	-\$2,250	-\$12,250		100.0%	
142.21 Counselor	-\$27,129	-\$25,863	-\$56,500	\$0	-\$56,500	50.0%	45.8%	
152.24 Office Salaries	-\$57,823	-\$83,655	-\$170,000	\$0	-\$170,000	50.0%	49.2%	
161.1 Community Aides/ Literacy Aides	-\$157,717	-\$153,432	-\$316,000	\$0	-\$316,000	50.0%	48.6%	
161.1 Special Education Aides	-\$72,768	-\$81,012	-\$120,000	\$0	-\$120,000	50.0%	67.5%	
161.1 RTI / Title 1	-\$50,786	-\$19,234	-\$121,000	\$0	-\$121,000		15.9%	
162.22 Library Aide	-\$22,296	-\$21,475	-\$40,000	\$0	-\$40,000	50.0%	53.7%	
182.26 Custodial/Maintenance Salaries	-\$52,439	-\$41,986	-\$94,000	\$0	-\$94,000	50.0%	44.7%	
191.31 Kitchen Salaries	-\$55,745	-\$57,265	-\$116,000	\$0	-\$116,000	50.0%	49.4%	
<b>TOT</b>	<b>-\$1,365,878</b>	<b>-\$1,589,453</b>	<b>-\$3,147,500</b>	<b>-\$57,250</b>	<b>-\$3,204,750</b>			
<b>Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 45.5% (8 School Budget records)</b>								
220 FICA	-\$101,883	-\$116,626	-\$230,000	\$0	-\$230,000	50.0%	50.7%	
230 Retirement	-\$52,777	-\$60,861	-\$130,000	\$0	-\$130,000	50.0%	46.8%	
241 Health Insurance	-\$255,692	-\$248,308	-\$545,000	\$0	-\$545,000	50.0%	45.6%	
242 Life and Disability Insurance	-\$1,780	\$2,036	-\$5,300	\$0	-\$5,300		38.4%	
243 HRA/Flex Spending	-\$6,403	-\$4,939	-\$17,000	\$0	-\$17,000		29.1%	
244 Dental Insurance	\$1,815	-\$341	-\$10,000	\$0	-\$10,000		3.4%	
270 Worker's Compensation Fund	-\$5,499	-\$5,285	-\$16,000	\$0	-\$16,000		33.0%	
280 Unemployment Insurance	-\$2,964	-\$1,266	-\$5,000	\$0	-\$5,000		25.3%	
<b>TOT</b>	<b>-\$425,183</b>	<b>-\$435,589</b>	<b>-\$958,300</b>	<b>\$0</b>	<b>-\$958,300</b>			
<b>Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 40.8% (9 School Budget records)</b>								
323.21 SpEd Services OT, Psych, other	-\$78,817	-\$53,485	-\$190,000	\$0	-\$190,000		28.1%	
330.22 Expeditionary Learning Contract			\$0	\$0	\$0			
331.22 Professional Development	-\$700	-\$14,899	-\$14,000	-\$899	-\$14,899		100.0%	
345.23 Audit Services	-\$7,624	-\$11,550	-\$18,300	\$0	-\$18,300		63.1%	
345.25 Business Services	-\$39,822	-\$41,016	-\$82,000	\$0	-\$82,000	50.0%	50.0%	
345.25 Professional Services	-\$12,689	-\$16,064	-\$5,000	-\$11,064	-\$16,064		100.0%	
347.21 Speech Therapy Services	-\$55,940	-\$34,059	-\$103,000	\$0	-\$103,000		33.1%	
349.23 Legal Services			-\$10,000	-\$10,000	-\$20,000			
350.25 Technical Services (IT)	-\$15,521	-\$27,235	-\$42,000	\$0	-\$42,000		64.8%	
<b>TOT</b>	<b>-\$211,113</b>	<b>-\$198,308</b>	<b>-\$464,300</b>	<b>-\$21,963</b>	<b>-\$486,263</b>			
<b>Promontory School of Expeditionary Learning - Expense - 400 Property Services - 52.4% (6 School Budget records)</b>								
412.26 Water / Sewage / Garbage	-\$5,226	-\$7,555	-\$16,000	\$0	-\$16,000		47.2%	
422.26 Lawn Care & Snow Removal	-\$2,825		-\$20,000	\$0	-\$20,000			
423.26 Custodial Services	-\$24,996	-\$17,290	-\$52,000	\$17,000	-\$35,000		49.4%	
430.26 Repairs / Maintenance / Monitoring	-\$5,595	-\$51,001	-\$35,000	-\$20,000	-\$55,000		92.7%	
443.25 Lease of Copy Machines	-\$10,616	-\$9,596	-\$22,000	\$0	-\$22,000		43.6%	
450.46 Construction Services (West Side)	-\$16,459		-\$30,000	\$15,000	-\$15,000			
<b>TOT</b>	<b>-\$65,718</b>	<b>-\$85,441</b>	<b>-\$175,000</b>	<b>\$12,000</b>	<b>-\$163,000</b>			
<b>Promontory School of Expeditionary Learning - Expense - 500 Other Services - 51.0% (7 School Budget records)</b>								
518.21 Field Work Travel / Entrance Fees	-\$3,355	-\$2,549	-\$23,000	\$0	-\$23,000		11.1%	
518.21 Adventure	-\$9,198	-\$967	-\$13,000	\$0	-\$13,000		7.4%	

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
520.23 Liability, Property, D&O Insurance	-\$16,083	-\$20,037	-\$36,000	\$0	-\$36,000		55.7%
530.24 Telephone	-\$3,043	-\$3,041	-\$6,500	\$0	-\$6,500		46.8%
540.23 Marketing	-\$2,109	-\$32,308	-\$20,000	-\$12,308	-\$32,308		100.0%
580.22 Travel	-\$5,026	-\$701	-\$6,000	\$0	-\$6,000		11.7%
581 Board Expenses			\$0	\$0	\$0		
<b>TOT</b>	<b>-\$38,813</b>	<b>-\$59,605</b>	<b>-\$104,500</b>	<b>-\$12,308</b>	<b>-\$116,808</b>		
<b>Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 59.3% (17 School Budget records)</b>							
610.1 Classroom / Expedition	-\$11,735	-\$76,579	-\$95,000	\$0	-\$95,000		80.6%
610.1 Adventure Supplies	\$188	\$2,032	-\$4,500	\$0	-\$4,500		45.2%
610.1 Special Education Materials	-\$947	-\$1,991	-\$3,800	\$0	-\$3,800		52.4%
610.1 Student Activity Supplies		-\$1,148	-\$1,000	-\$1,000	-\$2,000		57.4%
610.22 Professional Development Supplies	-\$8,257	-\$7,159	-\$12,000	\$0	-\$12,000		59.7%
610.22 Yearbooks	-\$3,446		-\$3,500	\$0	-\$3,500		
610.23 Board Expenses	-\$468	-\$2,269	-\$2,000	-\$269	-\$2,269		100.0%
610.24 Office Supplies	-\$8,167	-\$20,679	-\$33,000	\$0	-\$33,000		62.7%
610.33 POP Expenses	-\$2,809	-\$4,666	-\$5,000	\$0	-\$5,000		93.3%
622.26 Energy Supplies	-\$23,125	-\$26,363	-\$61,000	\$0	-\$61,000		43.2%
630.31 Food and Kitchen	-\$53,011	-\$53,558	-\$118,000	\$0	-\$118,000		45.4%
641.1 Textbooks & Curriculum	-\$1,885	-\$30,702	-\$40,000	\$0	-\$40,000		76.8%
644.22 Library	-\$3,232	-\$3,516	-\$8,000	\$0	-\$8,000		43.9%
644.22 Book Fair	-\$1,400	-\$874	-\$2,300	\$0	-\$2,300		38.0%
650.21 Tech-Related Supplies	-\$813	-\$300	-\$5,000	\$0	-\$5,000		6.0%
670.1 Software	-\$8,651	-\$27,277	-\$40,000	-\$9,083	-\$49,083		55.6%
680.26 Maintenance & Cleaning Supplies	-\$14,127	-\$22,703	-\$31,000	\$0	-\$31,000		73.2%
<b>TOT</b>	<b>-\$141,885</b>	<b>-\$281,814</b>	<b>-\$465,100</b>	<b>-\$10,352</b>	<b>-\$475,452</b>		
<b>Promontory School of Expeditionary Learning - Expense - 700 Property - 88.5% (4 School Budget records)</b>							
733.1 Furniture and Fixtures	-\$718	-\$3,010	-\$10,000	\$0	-\$10,000		30.1%
734.1 Technology-Related Hardware	-\$38,890	-\$89,469	-\$50,000	-\$39,469	-\$89,469		100.0%
739.26 Maintenance Equipment			-\$3,000	\$0	-\$3,000		
739.31 Kitchen Equipment			-\$2,000	\$0	-\$2,000		
<b>TOT</b>	<b>-\$39,608</b>	<b>-\$92,480</b>	<b>-\$65,000</b>	<b>-\$39,469</b>	<b>-\$104,469</b>		
<b>Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 37.5% (5 School Budget records)</b>							
810.24 Dues and Fees	-\$1,552	-\$1,981	-\$3,500	\$0	-\$3,500		56.6%
810.24 Charter School Association Dues		-\$3,264	-\$3,700	\$0	-\$3,700		88.2%
810.25 Background Checks	-\$127	-\$2,080	-\$2,100	\$0	-\$2,100		99.0%
830 Facility Mortgage Payment	-\$218,631	-\$216,308	-\$554,989	\$0	-\$554,989		39.0%
890.21 Misc. Expenditures	-\$6,946	-\$103	-\$2,000	-\$30,132	-\$32,132		0.3%
<b>TOT</b>	<b>-\$227,256</b>	<b>-\$223,736</b>	<b>-\$566,289</b>	<b>-\$30,132</b>	<b>-\$596,421</b>		
<b>Promontory School of Expeditionary Learning - Expense - 900 CapEx &amp; Extra Ordinary - 54.4% (1 School Budget)</b>							
720.26 Land & Site Improvement	-\$23,744	-\$21,772	-\$310,000	\$270,000	-\$40,000		54.4%
<b>TOT</b>	<b>-\$23,744</b>	<b>-\$21,772</b>	<b>-\$310,000</b>	<b>\$270,000</b>	<b>-\$40,000</b>		
<b>TOT</b>	<b>-\$255,279</b>	<b>-\$38,317</b>	<b>\$45,274</b>	<b>\$55,952</b>	<b>\$101,226</b>		

## STATEMENT OF ACCOUNT

## P T I F

## UTAH PUBLIC TREASURERS' INVESTMENT FUND

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

PROMONTORY SCH OF EXPEDITIONARY

BRIAN CATES  
 1051 WEST 2700 SOUTH  
 PERRY, UTAH 84302

Account	Account Period		
<b>8282</b>	July 01, 2025 through December 31, 2025		
<b>Summary</b>			
Beginning Balance	\$ 1,656,950.41	Average Daily Balance	\$ 1,746,181.64
Deposits	\$ 137,723.54	Interest Earned	\$ 37,723.54
Withdrawals	\$ 0.00	360 Day Rate	4.2268
Ending Balance	\$ 1,794,673.95	365 Day Rate	4.2855
Date	Activity	Deposits	Withdrawals
07/01/2025	FORWARD BALANCE	\$ 0.00	\$ 0.00
07/31/2025	REINVESTMENT	\$ 6,289.41	\$ 0.00
08/19/2025	CONTRIBUTION	\$ 100,000.00	\$ 0.00
08/31/2025	REINVESTMENT	\$ 6,467.54	\$ 0.00
09/30/2025	REINVESTMENT	\$ 6,375.75	\$ 0.00
10/31/2025	REINVESTMENT	\$ 6,441.74	\$ 0.00
11/30/2025	REINVESTMENT	\$ 6,055.24	\$ 0.00
12/31/2025	REINVESTMENT	\$ 6,093.86	\$ 0.00
12/31/2025	ENDING BALANCE	\$ 0.00	\$ 0.00
			\$ 1,794,673.95

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{Effective: 07/31/2025} The GASB Fair Value factor at June 30, 2025 is 1.00198542