



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

BOARD OF DIRECTORS MEETING

AGENDA

March 19, 2026

7:00PM

1051 W 2700 S

Perry, UT 84302

Join via zoom at: <https://promontoryschool-org.zoom.us/j/9451212783?pwd=Fot0r90ZSsMm601vo7j7h8KaiJG4Ur.1&omn=88338526363>

7:00 PM – CALL TO ORDER:

- Welcome/Mission Statement and Pledge: Hilary Gerhardt

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

- 2-19-2026 Board Meeting Minutes

7:45 PM – ACTION ITEMS

- School Land Trust-Upcoming year plan
- POP Spring Fundraiser

- Overnight Fieldwork
- LEA Licences
- Innovative Curriculum Grant Proposal
- School Fees Policy
- Administration of Medication Policy
- Corporal Punishment Policy
- Digital Surveillance Policy
- Dissemination of Juvenile Offender Policy
- Donations/ Gifts and Sponsorships Policy
- Key Policy
- Library and computer use Policy
- Material Distribution Policy
- Sexual Harassment Policy
- Public Attendance & Participation Governing Board Mtgs
- Library Fundraiser Request - National Library Month
- Purple Star Policy
- Purple Star Governing Board Proclamation

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

- LEA Hotline Policy
- Assigned Policies:
 - Gang Prevention-Safety Committee
 - Accounting Manual-Finance Committee
 - Travel Policy- Policy Committee

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 April 16, 2026

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 giving at least three working days notice. "This institution is an equal opportunity provider and employer.



PROMONTORY

school of expeditionary learning

BOARD OF DIRECTORS MEETING

February 19, 2026

7:00PM

1051 W 2700 S

Perry, UT 84302

Trustees:

Becca Ashby
Hilary Gerhardt
Barbie Molgard-Wright
Amber Jenks-Zoom
Adrienne Murray

Director:

Emily Ross-Zoom
Amber Edelman

Officers:

Stephanie Nielsen
Michelle Wilson
Wendy Jurgens
Jessica Flinn

Visitor:

Brian Cates-Zoom
Darcy Young
Amanda Lucherini
Tammy Stutznegger
Cory Wilson-Zoom
Abby Davidson-Zoom

Absent:

Maigan Sorensen
Stephanie Quintero

7:02 PM – **CALL TO ORDER:** Becca Ashby

· Welcome/Mission Statement and Pledge: Barbie Molgard-Wright–Discussed book “An Ethic of Excellence” by Ron Berger. What does crew look like when adults disagree? Growth mindset. What does service look like at the governance level? What does high quality work look like in board decisions? What do we feel like we have lost in our culture at Promontory?

7:18PM – **PUBLIC COMMENT- No public comment**

7:20PM—**POP Update**—Shiree was not able to come tonight. Darcy talked about the carnival. Not quite as profitable. Kids had a lot of fun. Thank you to our volunteers. Amber has been talking to Shiree about getting parent square up and running. Keely Homer has been figuring out the ins and outs of parent square. Planning on having her come to teach the staff about parent square.

7:21 PM –**Training**-Zeke Lucherini- representing student government. Proposes to have a

hand sanitizer station in the lunchroom to reduce the amount of illness spreading throughout the school. Makes school difficult when there are less students in class. Hand sanitizer stations in the lunchroom will help reduce the rate of students getting ill and allow more success at school.

7:30 PM – **FINANCE REPORT**

- Budget Review – Brian Cates. 4 percent increase to WPU and 4.5% to LRF About the same as last year about half as much as last year. Waiting to get legislative estimates. PTIF balance continues to increase. Daily rate is at a good point. Liquidity remains strong. Finance meeting mentioned that we need to watch our cash position and our operating account. Made a small transfer just to make sure we had enough at end of the month. Continue to watch it on a monthly basis. Monthly revenue isn't quite where it was expected to be due to our lack of enrollment. Overall our cash and liquidity is strong. Budget summary is kind of a tough year. Operating margin reflects—at 1.5%, We are expecting a positive net income by year end. Need to be disciplined in our spending until year end. Cash balance is strong, enrollment is at 405 as of end of January. Continue to watch our expenses. Build on current forecasting net income.

7:36 PM – **MINUTES**

- 1-15-2026 Board Meeting Minutes—Adrienne motions to approve. Hilary seconds. Motion is carried.

7:37 PM – **ACTION ITEMS**

- **7:40PM LEA Licenses**-In talking to Janni—all of our educators are fully qualified. Three need an LEA for type that she put into the system. Carissa Dominy-helping with digital literacy. Jennifer Delaney helps in SPED, listed as a SPED mentor. Rob Stewart-has taught for a number of years, but not as a K-12 educator. More of a formality to correct how it was entered into the system. Barbie motions to approve. Adrienne seconds. Motion is carried.

- **7:41PM Trustee Appointment**- Stephanie Nielsen moved as a trustee. Hilary motions to approve. Barbie seconds. Motion is carried.

- **7:46PM After School Program**-Glenna Petersen and Lisa Wells. Offered to support after school programs. Lisa—science help for those who have fallen behind a little. 7/ 8 team. Adrienne motions to approve. Stephanie Nielsen seconds. Motion is carried.

- **7:47PM 7/ 8 Dance**-March 20th 6-8pm. Theme: A Night in New York City. Stephanie Nielsen motions to approve. Adrienne seconds. Motion is carried.

- **7:55PM School Calendar**- Got feedback from parents and staff. Ultimately the majority of staff and parents chose the first options. Start regular time and get out before Memorial Day. Majority didn't care if we aligned with Box Elder. Four day weekends were important. Start Aug 19th, end of May 27th. Added Jan 4th as a professional development day for teachers. Fair would be excused absences under state law. Maybe think of solutions for students who are involved with the fair. Adrienne motions to approve. Stephanie Nielsen seconds. Motion is carried.

- **School Fee Schedule**-Law has changed as to what we can charge. Have to list it for two months. Amber proposes that we do not charge any school fees for our middle school. Change that a lot of schools are going to. Went from \$97 to no fee. Will discuss more at next months finance meeting. Table until March. Barbie motions to table. Hilary seconds. Motion is carried.

- **8:04PM Administration of Medication Policy**- Needed to update it. Amber Jenks looked to

see what was required by the CDC. Waiting to have a medical professional look through it. Hilary offered to have her dad look at it. Amber Jenks has offered to take it to the health dept. Need to have codes updated within the policy. Table until March. Barbie motions to table. Adrienne seconds. Motion is tabled.

- **8:05PM Corporal Punishment Policy**–Amber Edelman stated that the laws have changed. Table so we can make sure our LRBI and Corporal punishment policies can be combined. Stephanie motions to table so it can be combined. Barbie seconds. Motion is tabled.

- **Fee Policy and Fee Waiver Policy**–Amber Edelman asked to table. Adrienne motions to table. Stephanie Nielsen seconds. Motion is tabled.

- **Library And Computer Use Policy**–Hilary motions to table. Barbie seconds. Motion is tabled.

- **8:09PM Medical Recommendations by School Personnel to Parents**-Amber Jenks stated that it is one that needed to be reviewed. Code needs to be updated. Barbie motions to approve. Stephanie Nielsen seconds. Motion is carried.

- **8:16PM Grievance Policy/Grievance Form**- Barbie motions to approve. Adrienne seconds. Motion is carried.

- **8:20PM Civility Policy**-Came from conference. Keeps things in check. Highly suggested by USBE. Policy states what the expectation is. Stephanie Nielsen motions to approve. Hilary seconds. Motion is carried.

- **8:24 PM Public Attendance and Participation at Governing Board Meetings**- Stephanie Quintero had a lot of concerns. Becca wants legal counsel to look at it. Adrienne motions to table. Stephanie Nielsen seconds. Motion is tabled.

- **8:29 PM Employee Discipline Policy**–Most of it is from our employee handbook. Actual school policy. Procedure will be in the handbook. Titled the Employee Corrective Action, Discipline, and Separation Policy. Barbie motions to approve. Stephanie Nielsen seconds. Motion is carried.

- **8:34 PM Social Media Policy**-Stephanie Nielsen motions to approve. Hilary seconds. Motion is carried.

8:35 PM --**BUSINESS ITEMS**

- **Purple Star School Program**–Amber and Darcy have been working on it. We need to reapply every year. Our Veteran’s Day program allows us to be a Purple Star School.

- **Spring Retreat Schedule and Plan**: Apr 23, 2026. The school has life flight coming that day. Change to Tuesday April 21st. Vote on it in March.

- **UAPCS conference**- June 10-11

- **Expedition Committee**–Amber Edelman: Share responsibilities of expeditions with admin and the board. Wanting to start a committee to keep an eye out to make sure we are hitting the needs of what our school needs. Teachers will also be included in the committee. Needs it own committee. Want to get it organized. Amber Jenks, Barbie, Adrienne, Wendy, Jessica, Dorothy,

Admin.

8:55 PM **DIRECTOR'S REPORT**

- **Staffing Update**-We filled the SPED Aide position, Classroom aide positions have been filled, We have a couple staff members starting to return from Maternity leave.
- **Enrollment/Lottery**-Enrollment is at 405. 62 on the waitlist for kindergarten for next school year.
- **Student Achievement**-Kinder Celebration of Learning, 8th grade student received a leader award from GYC, Discovery Gateway visited 5/6, Darrin Parry visited 3/4, 7/8 held their bi-annual auction, 3/4 Bear River Massacre, 5/6 created living structures after their book 96 miles, Kinder/ Treehouse Museum, Amber Leone spoke from the Navajo Tribe, 7/8 crew visited the news station at KUTV, Creativity Unbound Arts Students at USU, Kinder created a Carpool safety video, 7/8 students helped create a lockdown video, Kinder 100 Day Celebration.
- **Social Media Update**-Regular Staff Spotlights, Highlighting student activities and achievements, 39 new Facebook followers. 109,000 views in the last 28 days, UAPCS shared 2 of our posts
- **Public Relations:** Box Elder News Journal did an article on the 3/4 Crews at the Bear River Massacre, Mental Health Night hosted by BRHD, Mr. Rob was interviewed on KUTV on the 7/8 Radon project, Charter Day on the Hill, Creativity Unbound at USU Arts , BEMS Chamber Choir Visit, Winter Carnival, School Choice Award, Heather Williams received a spotlight from NAFME, We hosted 26 tours this month.
- **School Improvement Plan. Instructional Support**–
Math Focus: Math CFAs are aligned directly to the Utah RISE assessment to ensure rigor and alignment. Sonya developed and administered math CFAs with fidelity, ensuring consistency and reliability of data. Math CFA results will be reported at a future board meeting as part of ongoing progress monitoring. Four RISE practice tests were required of all teachers to strengthen instructional alignment and assessment readiness. WIN Time is supporting math growth, with teachers intentionally moving students from Green to Blue through targeted instruction.
Instruction: The third round of instructional coaching cycles is underway. Celebrations of Learning were completed for grades 7–8 on the night of the last board meeting. Mid-year RISE testing was to be completed by the first week of February. Started our 2nd Phase of WIN Time, and it continues to show impact, with increased focus and student movement between performance bands. Blind Mule provided training for the Aides on the steps of behaviors. The instructional team is refining essential ELA learning targets to strengthen Tier 1 instruction and clarity.

9:09 PM – **ADJOURN**-Adrienne motions to adjourn. Amber Jenks seconds. Motion is carried.

*Next scheduled Board Meeting Thursday, March 19, 2026

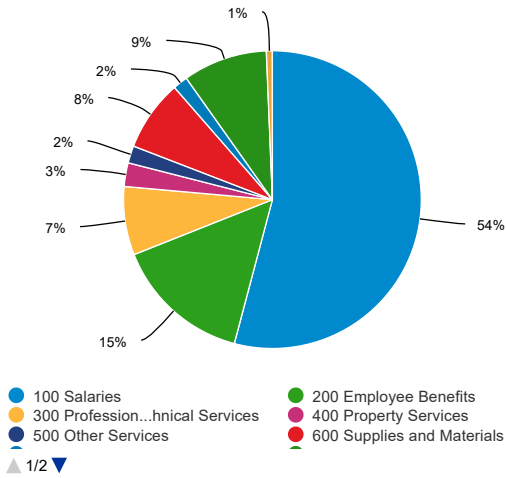
Financial Summary

Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
Revenue (3 School Category records)					
1000 Local Revenue	\$119,181	\$189,000	\$184,331	38.2%	64.7%
3000 State Revenue	\$3,583,747	\$5,721,545	\$5,661,876	62.8%	63.3%
4000 Federal Revenue	\$117,988	\$390,718	\$395,813	14.1%	29.8%
TOT	\$3,820,916	\$6,301,263	\$6,242,020		
Expense (9 School Category records)					
100 Salaries	-\$2,184,114	-\$3,147,500	-\$3,341,444	60.2%	65.4%
200 Employee Benefits	-\$603,444	-\$958,300	-\$918,300	63.1%	65.7%
300 Professional and Technical Services	-\$305,434	-\$464,300	-\$458,341	12.0%	66.6%
400 Property Services	-\$103,237	-\$175,000	-\$158,000	-0.0%	65.3%
500 Other Services	-\$63,037	-\$104,500	-\$116,808	-0.0%	54.0%
600 Supplies and Materials	-\$340,824	-\$465,100	-\$475,773	-0.0%	71.6%
700 Property	-\$90,457	-\$65,000	-\$99,469	-0.0%	90.9%
800 Debt Service and Misc	-\$296,199	-\$566,289	-\$565,853	-0.0%	52.3%
900 CapEx & Extra Ordinary	-\$21,772	-\$310,000	-\$40,000	-0.0%	54.4%
TOT	-\$4,008,518	-\$6,255,989	-\$6,173,988		
TOT	-\$187,602	\$45,274	\$68,032		

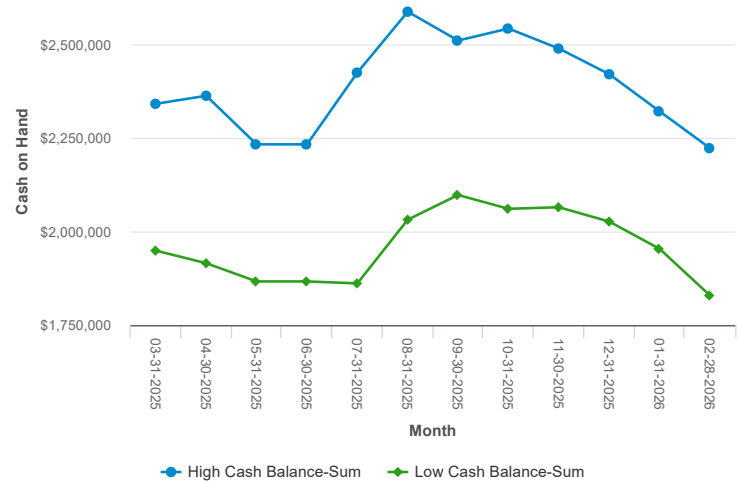
Financial Metrics

Financial Metric	Covenant	Target	Forecast
Operating Margin		4.0	1.73
Debt Service Ratio	1.15	1.30	1.19
% Building		<16	8.9
Unrestricted Days Cash	40	100	138

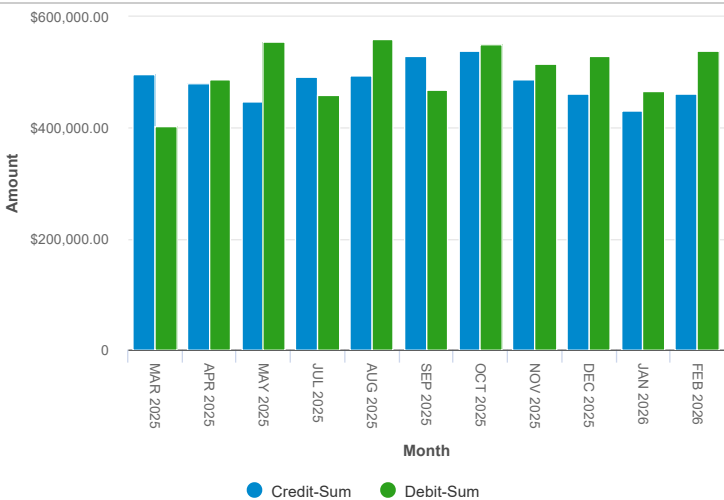
Expense Distribution



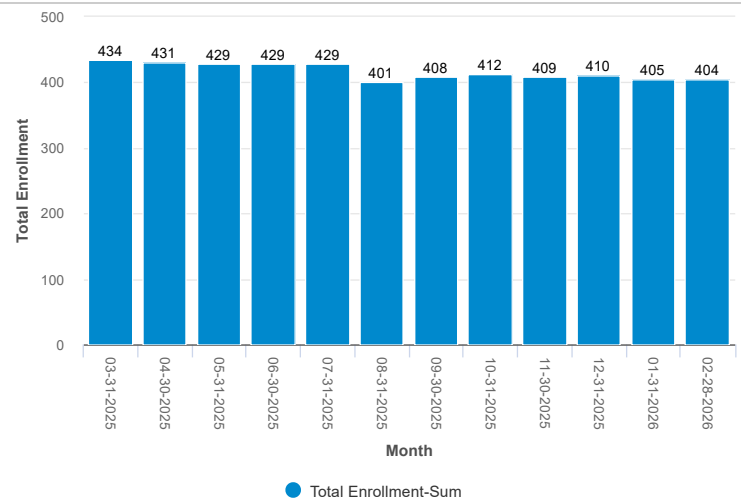
Cash Balance



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
Promontory School of Expeditionary Learning - Revenue - 1000 Local Revenue - 64.7% (12 School Budget records)							
1510 Interest on Investments	\$28,352	\$70,047	\$110,000	-\$5,000	\$105,000	67.0%	66.7%
1610 Lunch Program	\$22,059	\$38,782	\$56,000	\$0	\$56,000		69.3%
1720 Yearbook Income	\$2,212	\$20	\$0	\$0	\$0		
1720 Bookfair Income	\$1,402	\$889	\$0	\$0	\$0		
1720 Uniforms		\$165	\$0	\$0	\$0		
1741 Middle School Fees	\$879	\$3,998	\$5,000	\$0	\$5,000		80.0%
1920 Fieldwork/Expedition Donations		\$824	\$6,000	\$0	\$6,000		13.7%
1920 Community Donations	\$7,914	\$834	\$3,000	\$0	\$3,000		27.8%
1923 POP Income	\$600		\$3,000	\$0	\$3,000		
1923 Adventure			\$0	\$0	\$0		
1923 Corporate Donations	\$3,595	\$3,331	\$3,000	\$331	\$3,331		100.0%
1990 Miscellaneous/Background Checks/Fines	\$368	\$291	\$3,000	\$0	\$3,000		9.7%
TOT	\$67,380	\$119,181	\$189,000	-\$4,669	\$184,331		
Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 63.3% (36 School Budget records)							
3010 Regular School Prgm K-12	\$448,201	\$1,236,873	\$1,826,562	\$25,694	\$1,852,256	67.0%	66.8%
3020 Professional Staff	\$26,410		\$0	\$0	\$0		
3105 Special Education -- Add-On	\$98,634	\$320,339	\$454,696	\$25,813	\$480,509	67.0%	66.7%
3110 Special Education -- Self-Contained	\$2,971	\$10,369	\$15,554	\$0	\$15,554	67.0%	66.7%
3120 Special Education -- Extended Year	\$992	\$2,707	\$4,061	\$0	\$4,061	67.0%	66.7%
3125 Special Education -- State Programs	\$2,150	\$6,484	\$9,726	\$0	\$9,726	67.0%	66.7%
3128 Special Education -- Stipends for ESY		\$1,808	\$0	\$1,808	\$1,808	100.0%	100.0%
3153 Students At-Risk Add-on	\$32,626	\$69,748	\$135,733	-\$41,482	\$94,251	67.0%	74.0%
3211 Gifted and Talented	\$1,049		\$0	\$0	\$0		
3230 Class Size Reduction - K-8	\$46,622	\$127,346	\$191,465	-\$637	\$190,828	67.0%	66.7%
3410 Flexible Allocation	\$276	\$114,087	\$170,856	\$275	\$171,131	67.0%	66.7%
3520 School Land Trust		\$69,051	\$69,051	\$0	\$69,051	100.0%	100.0%
3566 Professional Learning	\$988		\$0	\$0	\$0		
3579 Mental Health Grant			\$37,137	\$0	\$37,137		
3582 Beverly T. Sorenson Elem Arts	\$9,000	\$23,333	\$36,000	-\$1,000	\$35,000	67.0%	66.7%
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	\$369,016	\$1,007,979	\$1,607,204	-\$126,980	\$1,480,224	67.0%	68.1%
3725 Charter School Admin Costs	\$20,679	\$56,667	\$85,000	\$0	\$85,000	67.0%	66.7%
3770 School Lunch (Liquor Tax)	\$9,240	\$16,410	\$27,000	\$0	\$27,000		60.8%
3800 TSSA Program	\$30,068	\$95,534	\$143,301	\$0	\$143,301	67.0%	66.7%
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		\$12,849	\$19,273	\$0	\$19,273	67.0%	66.7%
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	\$80,339	\$262,658	\$370,082	\$23,905	\$393,987	67.0%	66.7%
3878 Special Education- Extended Year			\$0	\$0	\$0		
TOT	\$1,201,798	\$3,583,747	\$5,721,545	-\$59,669	\$5,661,876		
Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 29.8% (10 School Budget records)							
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	\$6,283	\$11,596	\$18,000	\$0	\$18,000		64.4%
4572 Free & Reduced Reimbursement	\$23,155	\$37,214	\$68,000	\$0	\$68,000		54.7%
4573 National School Breakfast	\$7,334	\$13,500	\$22,000	\$0	\$22,000		61.4%
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		
TOT	\$91,818	\$117,988	\$390,718	\$5,095	\$395,813		
Promontory School of Expeditionary Learning - Expense - 100 Salaries - 65.4% (15 School Budget records)							
121.24 Administration	-\$55,017	-\$202,906	-\$282,000	-\$18,000	-\$300,000	67.0%	67.6%
131.1 Teachers	-\$318,051	-\$979,627	-\$1,343,000	-\$132,000	-\$1,475,000	67.0%	66.4%
131.1 Merit Pay/Winter Bonus	-\$30,602	-\$2,000	-\$43,000	\$0	-\$43,000		4.7%
131.1 Special Education Teachers	-\$58,406	-\$203,334	-\$235,000	-\$55,000	-\$290,000	67.0%	70.1%
131.1 Stipends	-\$18,400	-\$91,443	-\$150,000	\$0	-\$150,000		61.0%
132.1 Substitute Teachers	-\$13,200	-\$28,700	-\$51,000	\$0	-\$51,000		56.3%
132.1 PTO Cash Out		-\$13,944	-\$10,000	-\$3,944	-\$13,944		100.0%
142.21 Counselor	-\$13,565	-\$34,947	-\$56,500	\$0	-\$56,500	67.0%	61.9%
152.24 Office Salaries	-\$36,694	-\$111,772	-\$170,000	\$0	-\$170,000	67.0%	65.7%
161.1 Community Aides/ Literacy Aides	-\$98,244	-\$214,663	-\$316,000	\$0	-\$316,000	67.0%	67.9%
161.1 Special Education Aides	-\$47,980	-\$113,145	-\$120,000	-\$40,000	-\$160,000	67.0%	70.7%
161.1 RTI / Title I	-\$32,414	-\$28,096	-\$121,000	\$41,000	-\$80,000		35.1%
162.22 Library Aide	-\$14,037	-\$28,728	-\$40,000	\$0	-\$40,000	67.0%	71.8%
182.26 Custodial/Maintenance Salaries	-\$34,881	-\$50,240	-\$94,000	\$14,000	-\$80,000	67.0%	62.8%
191.31 Kitchen Salaries	-\$32,945	-\$80,570	-\$116,000	\$0	-\$116,000	67.0%	69.5%
TOT	-\$804,436	-\$2,184,114	-\$3,147,500	-\$193,944	-\$3,341,444		
Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 65.7% (8 School Budget records)							
220 FICA	-\$60,070	-\$161,224	-\$230,000	\$0	-\$230,000	67.0%	70.1%
230 Retirement	-\$29,195	-\$82,382	-\$130,000	\$10,000	-\$120,000	67.0%	68.7%
241 Health Insurance	-\$126,423	-\$346,718	-\$545,000	\$30,000	-\$515,000	67.0%	67.3%
242 Life and Disability Insurance	-\$727	\$3,458	-\$5,300	\$0	-\$5,300		-65.2%
243 HRA/Flex Spending	-\$2,126	-\$7,293	-\$17,000	\$0	-\$17,000		42.9%
244 Dental Insurance	\$1,012	\$474	-\$10,000	\$0	-\$10,000		-4.7%
270 Worker's Compensation Fund	-\$3,060	-\$7,141	-\$16,000	\$0	-\$16,000		44.6%
280 Unemployment Insurance	-\$1,576	-\$2,618	-\$5,000	\$0	-\$5,000		52.4%
TOT	-\$222,164	-\$603,444	-\$958,300	\$40,000	-\$918,300		
Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 66.6% (9 School Budget records)							
323.21 SpEd Services OT, Psych, other	-\$39,656	-\$106,624	-\$190,000	\$30,000	-\$160,000		66.6%
330.22 Expeditionary Learning Contract			\$0	\$0	\$0		
331.22 Professional Development	-\$410	-\$16,977	-\$14,000	-\$2,977	-\$16,977		100.0%
345.23 Audit Services	-\$1,995	-\$11,550	-\$18,300	\$0	-\$18,300		63.1%
345.25 Business Services	-\$19,911	-\$54,688	-\$82,000	\$0	-\$82,000	67.0%	66.7%
345.25 Professional Services			-\$5,000	-\$11,064	-\$16,064		
347.21 Speech Therapy Services	-\$27,929	-\$65,031	-\$103,000	\$13,000	-\$90,000		72.3%
349.23 Legal Services		-\$10,369	-\$10,000	-\$5,000	-\$15,000		69.1%
350.25 Technical Services (IT)	-\$5,861	-\$40,195	-\$42,000	-\$18,000	-\$60,000		67.0%
TOT	-\$95,761	-\$305,434	-\$464,300	\$5,959	-\$458,341		
Promontory School of Expeditionary Learning - Expense - 400 Property Services - 65.3% (6 School Budget records)							
412.26 Water / Sewage / Garbage	-\$2,374	-\$9,410	-\$16,000	\$0	-\$16,000		58.8%
422.26 Lawn Care & Snow Removal			-\$20,000	\$10,000	-\$10,000		
423.26 Custodial Services	-\$12,498	-\$23,728	-\$52,000	\$17,000	-\$35,000		67.8%
430.26 Repairs / Maintenance / Monitoring	-\$5,424	-\$55,901	-\$35,000	-\$30,000	-\$65,000		86.0%
443.25 Lease of Copy Machines	-\$5,890	-\$14,198	-\$22,000	\$0	-\$22,000		64.5%
450.46 Construction Services (West Side)	-\$16,459		-\$30,000	\$20,000	-\$10,000		
TOT	-\$42,645	-\$103,237	-\$175,000	\$17,000	-\$158,000		
Promontory School of Expeditionary Learning - Expense - 500 Other Services - 54.0% (6 School Budget records)							
518.21 Field Work Travel / Entrance Fees	-\$979	-\$3,317	-\$23,000	\$0	-\$23,000		14.4%
518.21 Adventure	-\$2,205	-\$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	-\$10,719	-\$20,037	-\$36,000	\$0	-\$36,000		55.7%
530.24 Telephone	-\$2,018	-\$3,550	-\$6,500	\$0	-\$6,500		54.6%
540.23 Marketing	-\$444	-\$32,293	-\$20,000	-\$12,308	-\$32,308		100.0%
580.22 Travel	-\$2,304	-\$2,874	-\$6,000	\$0	-\$6,000		47.9%
TOT	-\$18,669	-\$63,037	-\$104,500	-\$12,308	-\$116,808		
Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 71.6% (17 School Budget records)							
610.1 Classroom / Expedition	-\$8,255	-\$79,314	-\$95,000	\$0	-\$95,000		83.5%
610.1 Adventure Supplies	-\$347	-\$1,982	-\$4,500	\$0	-\$4,500		44.1%
610.1 Special Education Materials	-\$369	-\$2,081	-\$3,800	\$0	-\$3,800		54.8%
610.1 Student Activity Supplies		-\$2,060	-\$1,000	-\$1,060	-\$2,060		100.0%
610.22 Professional Development Supplies	-\$7,054	-\$8,636	-\$12,000	\$0	-\$12,000		72.0%
610.22 Yearbooks	-\$3,446		-\$3,500	\$0	-\$3,500		
610.23 Board Expenses	-\$173	-\$2,106	-\$2,000	-\$269	-\$2,269		92.8%
610.24 Office Supplies	-\$4,080	-\$27,817	-\$33,000	\$0	-\$33,000		84.3%
610.33 POP Expenses	-\$1,850	-\$5,261	-\$5,000	-\$261	-\$5,261		100.0%
622.26 Energy Supplies	-\$12,840	-\$37,355	-\$61,000	\$0	-\$61,000		61.2%
630.31 Food and Kitchen	-\$30,853	-\$79,293	-\$118,000	\$0	-\$118,000		67.2%
641.1 Textbooks & Curriculum	-\$1,885	-\$32,487	-\$40,000	\$0	-\$40,000		81.2%
644.22 Library	-\$1,220	-\$4,814	-\$8,000	\$0	-\$8,000		60.2%
644.22 Book Fair	-\$1,400	-\$874	-\$2,300	\$0	-\$2,300		38.0%
650.21 Tech-Related Supplies	-\$454	-\$2,367	-\$5,000	\$0	-\$5,000		47.3%
670.1 Software	-\$3,164	-\$28,947	-\$40,000	-\$9,083	-\$49,083		59.0%
680.26 Maintenance & Cleaning Supplies	-\$10,012	-\$25,431	-\$31,000	\$0	-\$31,000		82.0%
TOT	-\$87,401	-\$340,824	-\$465,100	-\$10,673	-\$475,773		
Promontory School of Expeditionary Learning - Expense - 700 Property - 90.9% (4 School Budget records)							
733.1 Furniture and Fixtures		-\$3,010	-\$10,000	\$5,000	-\$5,000		60.2%
734.1 Technology-Related Hardware	-\$38,890	-\$87,446	-\$50,000	-\$39,469	-\$89,469		97.7%
739.26 Maintenance Equipment			-\$3,000	\$0	-\$3,000		
739.31 Kitchen Equipment			-\$2,000	\$0	-\$2,000		
TOT	-\$38,890	-\$90,457	-\$65,000	-\$34,469	-\$99,469		
Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 52.3% (5 School Budget records)							
810.24 Dues and Fees	-\$1,031	-\$2,780	-\$3,500	\$0	-\$3,500		79.4%
810.24 Charter School Association Dues		-\$3,264	-\$3,700	\$436	-\$3,264		100.0%
810.25 Background Checks		-\$2,080	-\$2,100	\$0	-\$2,100		99.0%
830 Facility Mortgage Payment	-\$110,131	-\$287,972	-\$554,989	\$0	-\$554,989		51.9%
890.21 Misc. Expenditures	-\$6,946	-\$103	-\$2,000	\$0	-\$2,000		5.1%
TOT	-\$118,107	-\$296,199	-\$566,289	\$436	-\$565,853		
Promontory School of Expeditionary Learning - Expense - 900 CapEx & Extra Ordinary - 54.4% (1 School Budget)							
720.26 Land & Site Improvement	-\$713	-\$21,772	-\$310,000	\$270,000	-\$40,000		54.4%
TOT	-\$713	-\$21,772	-\$310,000	\$270,000	-\$40,000		
TOT	-\$67,793	-\$187,602	\$45,274	\$22,758	\$68,032		

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

www.treasurer.utah.gov

PROMONTORY SCH OF EXPEDITIONARY

BRIAN CATES

1051 WEST 2700 SOUTH

PERRY, UTAH 84302

Account

Account Period

8282

July 01, 2025 through February 28, 2026

Summary

Beginning Balance	\$ 1,656,950.41	Average Daily Balance	\$ 1,754,929.36
Deposits	\$ 148,835.89	Interest Earned	\$ 48,835.89
Withdrawals	\$ 100,000.00	360 Day Rate	4.1226
Ending Balance	\$ 1,705,786.30	365 Day Rate	4.1799

Date	Activity	Deposits	Withdrawals	Balance
07/01/2025	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,656,950.41
07/31/2025	REINVESTMENT	\$ 6,289.41	\$ 0.00	\$ 1,663,239.82
08/19/2025	CONTRIBUTION	\$ 100,000.00	\$ 0.00	\$ 1,763,239.82
08/31/2025	REINVESTMENT	\$ 6,467.54	\$ 0.00	\$ 1,769,707.36
09/30/2025	REINVESTMENT	\$ 6,375.75	\$ 0.00	\$ 1,776,083.11
10/31/2025	REINVESTMENT	\$ 6,441.74	\$ 0.00	\$ 1,782,524.85
11/30/2025	REINVESTMENT	\$ 6,055.24	\$ 0.00	\$ 1,788,580.09
12/31/2025	REINVESTMENT	\$ 6,093.86	\$ 0.00	\$ 1,794,673.95
01/31/2026	REINVESTMENT	\$ 5,880.34	\$ 0.00	\$ 1,800,554.29
02/20/2026	Per Fin	\$ 0.00	\$ 100,000.00	\$ 1,700,554.29
02/28/2026	REINVESTMENT	\$ 5,232.01	\$ 0.00	\$ 1,705,786.30
02/28/2026	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,705,786.30

{Effective: 07/31/2025}

The GASB Fair Value factor at June 30, 2025 is 1.00198542

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

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Date	Activity	Deposits	Withdrawals	Balance
<i>{Effective: 01/31/2026}</i>	<i>The GASB Fair Value factor at December 31, 2025 is 1.00228826</i>			



KEY POLICY

PURPOSE

To outline policy and procedures for ~~issuance and control of door and cabinet keys~~ **issuance, use, and control of keys that provide access to school facilities, rooms, cabinets, and other secured areas 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 Facilities Manager for building maintenance.
- **Facilities Manager** – **Responsible for building maintenance, issuing and managing physical keys, maintaining key issuance records, and approving building maintenance requests.**
- **Office Manager** – **Responsible for issuing and managing electronic security fobs and maintaining records of fob access.**
- 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. The final authorized user is the individual responsible for the last scheduled activity in the building according to the school's facility schedule. The final user of the evening is responsible for ensuring that all lights are turned off and all exterior doors are properly closed and locked before leaving the facility.

- 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 Facilities Manager, or Board Chair in the case of Trustees.~~
- Keys shall be authorized by the Approving Officers (see table below for additional authorization details) and issued, tracked, and controlled by the Facilities Manager.
- Duplication of keys other than by the Facilities Manager (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. Authorization is specific to each key issued. Keys are assigned to an individual and may not be loaned, transferred, or shared with others.
- 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 Facilities Manager 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 Facilities Manager. 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 Facilities Manager 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.



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school of expeditionary learning



Type of Key	Eligibility to Carry	Eligibility to Access On-Site or Short Term	Authorization Responsibility	Issuance Responsibility
Master Key (Activates all door locks in building)	Full-time Office Manager Facilities Manager	Board of Trustees Janitor	Two approving officers	Facilities Manager (to carry) Facilities Manager or designee (short term)
Multiple Door Key (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 AND Board Chair (for supervisors) Facilities Manager (for contractors)	Facilities Manager (to carry) Facilities Manager or designee (short term)
Room Key A key that activates the lock only to the door to a single room and its attached closets.				
Electronic Key Fob/ Exterior Entrance Key (Provides electronic access to designated exterior entrance doors (currently north, east, south, and west entrances))	Employees (as needed to perform their duties) Board of Trustees	Employees (as needed to perform their duties) Approved non-employee activity supervisors Maintenance contractors performing authorized work	Director (for employees) Director AND Board Chair (for supervisors) Facilities Manager (for contractors)	Facilities Manager (Long-Term) Facilities Manager or designee (On-Site or 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 Facilities Manager 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 Facilities Manager (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 Facilities Manager.
- 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 Facilities Manager.

Record Keeping

~~The Facilities Manager shall maintain a comprehensive listing of all door and cabinet keys issued by name of individual.~~ The Facilities Manager shall maintain a comprehensive record of all door and cabinet keys issued, identified by the individual to whom the key is assigned. Key records shall be reviewed and verified annually during the end-of-year checkout process.

Access to Building by Outside Contractors

- The Facilities Manager in conjunction with the Director is responsible for making arrangements with outside contractors requiring building access. All lock work will be managed through the Facilities Manager.
- Keys will not be issued to contractors working at the school except as specifically pre-authorized by the Facilities Manager. The Facilities Manager 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).~~ Locks may be installed, repaired, replaced, or altered only by the Facilities Manager or the Facilities Manager's designee, with approval from the Director. This requirement does not apply to equipment locks (e.g., lockers or filing cabinets).



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 30th 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



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, [including but not limited to ethics trainings, Governance vs Management, and role clarification](#). When possible, board members should actively participate in trainings offered by USCB and UAPCS, including yearly conferences.

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

[Executive officers of the board include the Chair, Vice Chair, Treasurer, and Secretary. These positions are appointed by the current Chair.. As stated in the bylaws, Officers need not be trustees of the corporation.](#)

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 the Chair's absence or



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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:

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

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 serve two-year terms, with no limit to terms served consecutively and 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.

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) and approved (by the executive committee) 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 Liaisons (Optional Positions)

At the discretion of the Board Chair, the Governing Board may invite individuals to serve as non-voting liaisons to support communication between the Governing Board and key school communities. These positions are optional and are intended to strengthen communication and partnership between the Governing Board and the school community in support of a culture of shared responsibility, collaboration, and continuous improvement.

Liaisons may participate in meetings as non-voting contributors and are not members of the Governing Board. Liaisons do not participate in Board decision-making and hold no governance authority.

Participation of any liaison is by invitation of the Board Chair and may be limited to specific agenda items or discontinued at the discretion of the Board Chair. Liaisons may not represent or speak on behalf of the Governing Board unless expressly authorized by the Board.

Liaisons may attend open meetings of the Board but are not permitted to attend closed sessions unless expressly invited by a vote of the Governing Board in accordance with applicable open meetings laws.

Parent Liaison

When utilized, one parent will be nominated by the Parent Advisory Crew and approved by the Executive Committee each school year. Upon invitation by the Board Chair, the Parent Liaison may attend Board meetings as a non-voting participant.

The Parent Liaison may share parent perspectives with the Board and communicate general Board priorities or information to the parent community.

Teacher Liaison

When utilized, the Teacher Liaison will be selected annually from the full-time licensed faculty. Interested teachers may submit their names to the Executive Committee at the beginning of the school year. The selected individual will be invited by the Board Chair to attend Board meetings as a non-voting participant.

The Teacher Liaison may share general faculty perspectives with the Board and communicate general Board priorities or information to staff. This position is voluntary and is not eligible for additional compensation.



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.

Board Meetings

The Governing Board conducts its meetings in accordance with the Utah Open and Public Meetings Act and in a manner that promotes transparency, thoughtful deliberation, and responsible stewardship of the school. Board meetings provide a structured forum for trustees to discuss school matters, receive information, and make decisions in the best interest of the Promontory School of Expeditionary Learning community. In their work, trustees seek to model the same culture of collaboration, responsibility, and commitment to excellence that the school strives to cultivate in its students.

Regular Meetings

The Governing Board will hold regular meetings at least ten (10) times each year. The Board will establish and publish an annual meeting schedule in accordance with the Utah Open and Public Meetings Act.



Notice of regular meetings will be provided to Board members at least one week in advance. Public notice and meeting agendas will be posted at least 24 hours prior to the meeting as required by state law. Notices and agendas will be posted on the school website and on the Utah Public Notice Website.

An annual meeting of the Governing Board will be held each year in June.

Regular meetings may be cancelled or rescheduled when necessary, provided that proper public notice is given in accordance with the Utah Open and Public Meetings Act.

Members of the Governing Board will review the Utah Open and Public Meetings Act on an annual basis.

Special Meetings

Special meetings of the Governing Board may be called by the Board Chair. The person calling the meeting will provide proper notice and may determine the place, date, and time for the meeting.

The purpose of the special meeting will be stated in the meeting notice and agenda, and Board action will be limited to the items listed on that agenda. All special meetings will comply with the requirements of the Utah Open and Public Meetings Act.

Board business may only be conducted during properly noticed meetings of the Governing Board, and trustees shall not deliberate or make decisions outside of those meetings in a manner that would violate the Utah Open and Public Meetings Act.

Emergency Meetings

In the event of an emergency or urgent matter requiring immediate Board action, the Board Chair may call an emergency meeting of the Governing Board. The Board will provide notice of the emergency meeting as soon as practicable and in accordance with the Utah Open and Public Meetings Act.

Only matters related to the emergency may be considered at an emergency meeting.

Closed Sessions

Board meetings will remain open to the public unless a closed session is convened by a majority vote of members present for reasons permitted by state statute. Closed sessions will comply with the requirements of the Utah Open and Public Meetings Act and will be limited to Governing Board trustees unless the Board Chair determines additional individuals are needed for the matter under discussion.



PROMONTORY

school of expeditionary learning



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-9-505 and § 53G-9-505.

POLICY

Administration of Medication by School Personnel

Promontory will comply with applicable state and federal laws, including, but not limited to Utah Code Ann. §53G-9-502, 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. § 53G-9-504 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. §§ 26B-4-407, et seq., regarding emergency injection for anaphylactic reactions, in the event any school personnel seeks to become a



"qualified adult" under that provision.

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

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

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. § 26B-4-408, 26B-4-407, and 53G-9-506 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. § 53G-9-203 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. b. insulin or emergency medications such as EpiPens, Twinject Auto-Injectors, asthma



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

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

Self-Administration of Medication by Students

Students may possess and self-administer prescription medication if:

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

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



AUTHORIZATION OF SCHOOL PERSONNEL TO ADMINISTER MEDICATIONS

Name of Student: _____ DOB: _____

Address: _____ Home Phone: _____

Parent/Guardian: _____

Cell Phone: _____ Work Phone: _____

Emergency Contact: _____ Phone: _____

School/Teacher: _____

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

Licensed Health Care Provider's Statement:

1. Name/Type of medication: _____

2. Dosage/Amount to be given: _____

3. Frequency/Times to be administered: _____

4. Duration (week, month, indefinite, etc.): _____

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

Signature of Licensed Health Care Provider

Date

Parent/Guardian Request/Approval:

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

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



PROMONTORY

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Signature of Parent/Guardian

Date

Purpose

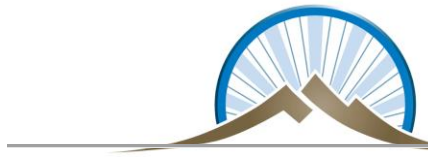
The purpose of this policy is to establish clear standards governing the prohibition of corporal punishment and the lawful use of physical restraint in accordance with Utah State Code §53G-8-302. This policy is intended to safeguard students, guide employee conduct, support effective crisis response, and ensure accountability through consistent documentation and oversight.

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.

7. Relationship to Emergency Safety Intervention (ESI) and Least Restrictive Behavioral Interventions (LRBI)

Corporal Punishment Policy	Created: 10/14/2014	Last Updated: 01/18/2024 03/17/2022 02/18/2021
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PROMONTORY

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Promontory School of Expeditionary Learning prohibits corporal punishment in all circumstances. However, consistent with Utah Codes and Utah State Board of Education Rule, the school recognizes that Emergency Safety Interventions (ESIs) may be used when a student presents an immediate danger to self or others.

Emergency Safety Interventions include physical restraint or seclusion and are governed by the school's Least Restrictive Behavioral Interventions (LRBI) Policy.

The following standards apply:

- a. Last Resort: ESIs may only be used when a student poses an immediate threat of serious physical harm to themselves or others and less restrictive interventions have failed or would be ineffective.
- b. Not Discipline: ESIs may not be used as punishment, discipline, coercion, retaliation, or for staff convenience.
- c. Trained Staff Only: Physical restraint or seclusion may only be implemented by school employees who have completed comprehensive ESI training, as required under Utah State Board of Education Rule R277-608.
- d. Least Restrictive Intervention: School employees must first attempt less restrictive interventions, including de-escalation strategies and physical escort when appropriate.
- e. Termination of Intervention: Any emergency safety intervention must stop immediately once the student is no longer an immediate danger.
- f. Documentation and Parent Notification: All uses of emergency safety interventions shall be documented and reported to parents and administration in accordance with the school's LRBI Policy and Utah State Board of Education requirements.
- g. Consistency with LRBI Policy: All procedures, reporting requirements, training requirements, and data collection related to ESIs are governed by the school's Least Restrictive Behavioral Interventions (LRBI) Policy.

Corporal Punishment Policy	Created: 10/14/2014	Last Updated: 01/18/2024 03/17/2022 02/18/2021
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SEXUAL HARASSMENT, ABUSE & HUMAN TRAFFICKING PREVENTION

~~BOARD POLICY~~—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—

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.
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.



DONATIONS, GIFTS & SPONSORSHIPS POLICY

A. PURPOSE

The purpose of this policy is to establish Promontory School of Expeditionary Learning policy governing the acceptance, valuation, and recognition of all types of donations, gifts, and sponsorships for the school. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with all state and federal laws.

Promontory School encourages and supports community and business partnerships that enhance and supplement the public education system. The school is committed to work effectively with donors and sponsors to provide donation receipts, as required by law, and to facilitate the donor's charitable intent to the extent that the intent of the donation is in harmony with school goals and the law, and is appropriately approved.

Promontory School is ultimately responsible for the accounting, custody, expenditure, and allocation of all monies, including those that are obtained through donations, gifts, and sponsorships. The school is accountable for and must comply with all federal and state laws and rules, regardless of the source of funds.

The board also desires to protect students, parents, teachers, and school administrators from over-commercialization and restrictions or requirements that are coercive, distracting, or disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit. It is not the intent of the board for the school building, grounds, or classrooms to be used for advertising to students. The school reserves the right to decline, restrict, or redirect donations, gifts, and sponsorships.

B. SCOPE

This policy applies to all school administrators, licensed educators, staff members, students, organizations, volunteers, and individuals who receive, authorize, accept, value, or record donations, gifts, or sponsorships for the school. It is expected that in all dealings, school employees will act ethically, consistent with the school's ethics training, the Utah Educators' Standards (R277-515), the Public Officers' and Employees' Ethics Act (Utah Code 67-16), and State procurement law (Utah Code 63G-6a).

C. GENERAL POLICY STATEMENTS

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)]. All monies received through donations, gifts, or sponsorships are considered public funds.
2. All funds, property, or goods donated become public funds and the property of the school, and



should be used for the purpose for which they were donated and in accordance with State and school policies.

3. Promontory School recognizes that fundraising efforts, donations, gifts, sponsorships, and public support vary among schools. The school is committed to appropriate distribution of unrestricted funds and the management of donations and gifts to ensure that the educational opportunities for all students are equal and fair.
4. Promontory School is committed to principles of gender equity and compliance with Title IX guidance. The school commits to use all facilities, unrestricted donations and gifts, and other available funds in harmony with these principles. The school reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. The benefits derived from donations and gifts should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.
5. Promontory School will comply with all applicable state and federal laws; the State procurement code (Utah Code 63G-6a); State Board of Education rules, including construction and improvements; IRS Publication 526 "Charitable Contributions"; and other applicable IRS regulations.
6. The collection of funds or assets associated with donations, gifts, or sponsorships will comply with the school cash receipting policies. The expenditure of any public funds associated with donations, gifts, or sponsorships will comply with the school cash disbursement policies.
7. Donations, whether in-kind, cash, or otherwise, shall be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become exclusive property of the school upon delivery.
8. Promontory School employees may not direct operating expenditures to outside funding sources to avoid school procurement rules (operating expenditures include equipment, uniforms, salaries or stipends, improvements or maintenance for facilities, etc.).
9. Promontory School employees must comply with school procurement policies and procedures, including complying with obtaining competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.
10. Donations and gifts should be accounted for at an individual contribution level.
11. Donations, gifts, and sponsorships shall be directed to the school or school program(s).
Donations, gifts, and sponsorships shall not be directed at specific school employees, individual students, vendors, or brand name goods or services.
12. Donated funds shall not compensate public employees, directly or indirectly.
13. If donations or gifts are offered in exchange for advertising or other services, an objective valuation will be performed and a charitable receipt will be issued by the Business Manager.
14. Donations or gifts shall not be accepted that advertise or depict products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students.
15. Donations or gifts shall not be accepted that are inconsistent with the mission, values, policies, philosophies or educational beliefs of Promontory School.



16. Donations, gifts, and sponsorships given by vendors to specific programs (e.g., drama, sports teams) or school employees shall be evaluated for compliance with Utah Code 63G-6a-2304.5, “Gratuities, Kickbacks, Unlawful use of position or influence.” As required by state law, donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. Donors may suggest a purpose for donated funds; however, the school retains final authority over how funds are used to ensure compliance with state law, school policies, and educational priorities. School employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.
17. All fundraising, donation solicitation, and sponsorship activities conducted in the name of the school must be approved through school administration and processed through official school accounts.
18. Donations and gifts over \$250 will be provided with an acknowledgment of the contribution from the school for IRS purposes. The acknowledgment will be in the form of a receipt issued by the Business Manager. These receipts will be generated from the information provided on the “Donations, Gifts, and Sponsorships” form. Donations or gifts that exceed an amount established by the Board, or that include conditions affecting school operations, naming rights, or long-term obligations, may require formal Board acceptance.



PUBLIC ATTENDANCE AND PARTICIPATION AT GOVERNING BOARD MEETINGS

Rule: 53A-3-106

PURPOSE: The purpose of this policy is to notify the public regarding attendance and expectations at Governing Board meetings.

POLICY:

Every regular, special, or called meeting of the Board shall be open to the public. Citizens may exercise their democratic privilege of attending Board meetings except as otherwise provided by the Constitution of the State of Utah and Federal and State statutes.

All speakers wishing to address the Board during ~~agenda item three~~, Open Public Comments, must notify the secretary of the Board and sign in at the beginning of the meeting. Anyone properly signed in shall have the opportunity to speak during the board meeting. Resolution of questions or responses to proposals should not be expected at this meeting. Staff or others may be asked to research and/or prepare materials and solutions for a later time.

Public participation comments are limited to 2 minutes. If multiple persons wish to address the board on the same topic, speakers will be limited to a total of fifteen minutes. When multiple individuals wish to address the Board on one or more topics, the Board Chair may place a time limit for total public participation and proportion the time for those who wish to speak.

The Board shall make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding public participation.

Regulations for persons addressing the Board are:

1. The speaker's remarks shall focus on an issue which is being or can be dealt with by the Board.
2. Personal attacks are not permitted. Personal attacks include attacking the motives or person of an individual but do not include criticism of specific actions or decisions of the Board or of policy-making employees of the School. Any person making a personal attack shall be ruled out of order by the Board Chair.
3. Complaints against individual non-policymaking employees of the School shall not be made during public participation. The Director shall present all such complaints to the Board, in writing, signed and verified by the person making the complaint. If a speaker makes such a complaint, the Board Chair should inform the speaker of the proper procedure for making such



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complaints. If the speaker persists in making a complaint, the speaker should be ruled out of order by the Board Chair.

~~It is the prerogative of Board members to ask the speaker questions during the speaker's presentation or make comments as frequently as necessary to clarify the discussion. The speaker may make comments and ask questions but may not interrogate members of the Board or debate issues with them. Any person interrogating or debating with members of the Board shall~~ **may** be ruled out of order by the Board Chair.

The Chair may terminate any speaker's ~~presentation~~ **public comment** for persistent violations of these rules, provided the speaker has been ruled out of order for violation of these rules.

If the Board determines a need for additional discussion ~~of an issue~~ raised during public participation, the item may be added to the agenda for the next meeting.



BOARD MEMBER SCREENING POLICY

A. Screening and written nomination process for Board of Trustee candidates.

As approved by the Promontory board of trustees, the process for the election of board members for the upcoming school year shall follow the procedure outlined in the Promontory by-laws;

- a. The Board shall publicly announce the number of vacancies available
- b. The Board shall consider any nominations from parents or the community at large, with the following additions:
 - i. ~~1-~~The board chair will appoint a nominating committee to solicit and review nominations. This committee will include the board chair or vice chair plus at least one additional board member.
 - ii. ~~2-~~The nomination committee will discuss with the board of trustees and the director the board recruitment process and clarify the director's role in the process.
 - iii. ~~3-~~The nomination committee will facilitate discussion with the board to define and prioritize the skills, qualities and diversity needed on the board (see section (B) below).
 - iv. ~~4-~~The nomination committee will present a job description (see section (C) below) for a Board of Trustees to the board for approval by majority vote and upon approval post it publicly on the school website.
 - v. ~~5-~~Board candidates will complete a nomination application and/or submit a resume, letter of interest, and references.
 - vi. ~~6-~~Board candidates will agree to submit to a background check.
 - vii. ~~7-~~Board candidates will participate in a personal interview with at least the nominating committee (see section (D) below).
 - viii. ~~8-~~The nomination committee will bring recommendations of potential board members to the board for election at a board meeting (see section (E) below).
 - ix. ~~9-~~The full board shall consider and vote on the recommended candidates.
 - x. ~~10-~~Vacancies shall be filled by the affirmative vote of a majority of the trustees then in office.
 - xi. ~~11-~~Candidates will be notified of the result immediately following the process.
 - xii. ~~12-~~If vacancies are not filled by the affirmative majority vote, the nomination process must start again.

B. Desired skills, qualities and diversity considered for the board.

Charter school boards are designed to be self-perpetuating, as such, Promontory School of Expeditionary Learning Board of Trustees will nominate and recommend new board members as vacancies occur. This will be an ongoing and active process, followed by a thorough plan for



orienting new colleagues to their board responsibilities.

When preparing to fill a vacancy, the board will consider the following:

- Who is currently sitting on the board and what skill set does each individual bring to the table?
- Based on the school's mission, what additional skills would be helpful to continue progress toward the mission?

Skills and attributes to consider include the following:

➤ **IDEAL ATTRIBUTES**

- Passionate about the mission
- Time to commit to this important endeavor
- Ability to bring a concrete skill to the board
- Willingness/ability to serve as a governor (fulfilling governance functions), ambassador (reaching out to community), sponsor (giving time and money) and consultant (using skills and expertise on behalf of the organization)
- Ability to understand the distinctions between governance and management
- People comfortable with at start-up situation
- Ability to ask tough questions

➤ **PRIORITY SKILLS**

- Financial— both accounting and bigger picture financial management skills
- Real estate— facility identification, negotiation, financing and property management
- Fundraising— especially cultivating individual donors, building a donor base
- Public relations/marketing— especially as it relates to fundraising and community building
- Human resources— personnel policies, salaries, benefits
- Legal expertise— general law as opposed to educational law
- Education— especially accountability, systems, and big-picture administration of educational institutions
- Previous governance experience (non profit or corporate)

C. Job description for Board of Trustee.

Promontory School of Expeditionary Board of Trustees Job Description

The governing board of Promontory School of Expeditionary Learning is seeking board members to participate in the development and on-going success of the charter school, whose



experience, knowledge, and drive will help to develop the vision and values outlined in the school's charter and ensure that they are implemented as the school opens its operations. Working closely with other governing board members and the school director, responsibilities include ensuring that the culture, programs, and protocols are all in line with the original vision of Promontory School of Expeditionary Learning. Additionally, it is the responsibility of all board members to ensure that the school is a viable organization.

What are the Qualifications that Make an Effective Promontory School of Expeditionary Learning Board Member?

1. Commitment to the long-term future of the Promontory School of Expeditionary Learning Public Charter School.
2. Support of charter schools as an integral method of education reform
3. Understanding of Expeditionary Learning Core Practice and Benchmarks and Design Principles and support of Expeditionary Learning as an exemplary educational model. The board recommends reading, "An Ethic of Excellence: Building a Culture of Craftsmanship with Students," written by Ron Berger.
4. ~~5-~~Agree with the educational philosophy, discipline policy and administrative structure policy of Promontory School.
5. ~~6-~~Understand the curriculum that has been approved by the board.
6. ~~7-~~Ability to evaluate alternatives and make informed and timely decisions
7. ~~8-~~Strong communication skills and an ability to work in teams
8. ~~9-~~Expertise in education, finance, marketing, community relations, management, or organizational development are preferred, but not required

What is the Time Commitment for Serving on a Charter School Board?

This varies from school to school although best practice tells us that the most effective charter school board members give 6-10 hours a month. This generally breaks down as:

- 2 hours per month for board meetings
- 1-2 hours per month for committee meetings
- 1-2 hours for committee work in between meetings
- 2-4 hours per month for ambassador and fundraising tasks
- At a bare minimum monthly board meetings and at least 2 hours of work in between board meetings.

D. Specific questions for candidates on experience, teamwork, commitment, and philosophy as stated below may be used when interviewing candidates.



➤ **RELEVANT EXPERIENCE**

- What is your past governance experience? Do you believe the board you served on was effective? Why or why not?
- What work do you do right now? How might this work support the mission of this school?
- What ideas if any do you have to leverage your networks and connections that could benefit the school?
- How might you advocate for the school publicly and privately?
- What would you do if the media or some local groups opposed the school?
- Do you have any past issues or conflict of interests that could potentially interfere with your service on the board?
- Describe a project that you raised money for in the past. What were your goals and what was the outcome?
- I can see many things you would bring to this board, but what do you see yourself bringing to it? What unique contribution will you bring?
- What do you hope to get out of being on this board?

➤ **TEAMWORK**

- What are the characteristics of effective groups?
- What qualities make some boards more effective than others?
- What do you see as the role of the ideal board member?
- When you are in a professional group, do you often change your mind on an issue about which you feel strongly? Can you think of any examples when this did or didn't happen?
- If your personal views were to come into conflict with a decision of the board of the school, what would you do?
- Would you be willing to make a financial contribution that was meaningful to you and the school if you were a member of the board?
- Describe an experience in which you had leadership responsibilities with a group. What worked? What did you learn about yourself?
- Describe your ideal approach to resolving conflict.
- Describe a situation in which you had a conflict with a team member, employee, or manager. What strategies did you use to resolve the conflict?
- Working on a board requires close teamwork among a group that is likely to bring diverse backgrounds and experiences. Can you describe an experience in which you worked with such a team? If not, how does this opportunity strike you?

➤ **COMMITMENT**



- What projects are you passionately committed to right now?
- What is your current work? How is it going? What do you like and dislike about it?
- Are you willing and able to commit at least ten hours a month to a cause you feel passionately about? Can you think of a recent example where you did just this?
- Do you have any other non-profit commitments that might be a higher priority than your work on the school? If so, what are they?
- How many board positions do you currently hold? What conflicts would your service to this Board present?

➤ **PHILOSOPHICAL ALIGNMENT**

- Where do your children go to school? Are you satisfied? Why or why not?
- What is right/wrong with education right now?
- What would you never want to see in this school?
- What is a charter school?
- What do you like and dislike about the charter school idea?
- What do you believe about charter schools? Do you think they are
- What is the primary purpose of public schools?
- Describe your vision of an excellent public school?
- Tell me about an experience or achievement from your own schooling that was particularly powerful for you?
- For the school we've discussed, 10 years from now, how would we know if it had been successful? What kind of measurable or appreciable results might we see that would let us know we had succeeded?

F. Tool to help "rank" candidates.



BOARD CANDIDATE EVALUATION FORM

PHILOSOPHICAL ALIGNMENT:

Does the candidate believe in the mission and purpose of both our organization and the charter school movement? Will s/he make decisions based on alignment with the organizational mission, rather than based on personal needs and considerations?

Definitely Reject	Probably Reject	Unsure	Probably Invite	Definitely Invite
1	2	3	4	5

COMMITMENT:

Is the candidate willing to devote her/his full energy and talent to the board? Is her/his understanding of her/his responsibilities as a board member aligned with our expectations? Does s/he have the time necessary to be an active board member? Even in the face of organizational challenges and difficulties, will the candidate remain committed to the organization?

Definitely Reject	Probably Reject	Unsure	Probably Invite	Definitely Invite
1	2	3	4	5

TEAMWORK:

Will the candidate make a good team member? Is s/he open to hearing others' opinions and perspectives? Is s/he sensitive to group dynamics? Is s/he willing to put organizational needs before her/his interests & needs in making decisions?

Definitely Reject	Probably Reject	Unsure	Probably Invite	Definitely Invite
1	2	3	4	5

RELEVANT EXPERTISE:

Does the candidate have expertise relevant to a board position? Will her/his expertise fill a need unmet by current board members? Has the candidate had enough experience within his/her field such that s/he can make meaningful contributions? Is s/he willing to share her/his expertise as a board member?

Possible areas of expertise:

Strategic planning___ Senior management/leadership___ Accounting/finance___ Fundraising___ Legal___ Marketing/PR___
Governance___ Facilities/Real Estate___ Education___ Politics/Connections___ Community Representation/Organizing___

Definitely Reject	Probably Reject	Unsure	Probably Invite	Definitely Invite
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1	2	3	4	5
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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

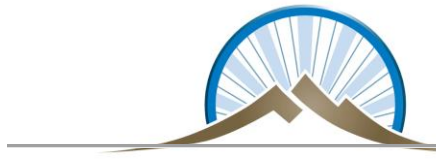
The fee schedule for the [2026-2027](#) school year will follow the policy above. At the beginning of the school year, fee waiver applications and Declaration of Household Income forms will be made available through Aspire.

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 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.

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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7th and 8th Grade Fees

(2026-2027)

NO FEES will be assessed.

- 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.



DIGITAL SURVEILLANCE USE AND STORAGE POLICY

Purpose

Promontory School of Expeditionary Learning recognizes its right to use video surveillance on school property to ensure the health, welfare, and safety of all staff, students, and visitors on campus, and to safeguard school buildings, grounds, and equipment. Specifically, the use of video surveillance promotes the safety of all individuals on school property; assists in providing physical security for school assets; provides visual resources to areas having an absence of adult supervision; assists administration and law enforcement during an emergency; provides retroactive and investigative support to administrators; and acts as a deterrent to inappropriate or criminal behavior.

The purpose of this policy is to establish procedures for the use of video surveillance on school property in a manner that enhances security and aids enforcement of school rules, board policies, and state laws, while respecting the privacy expectation of staff, students, and community members. The existence of this policy does not imply or guarantee that surveillance equipment will be used in any particular location or monitored in real time continuously or at any given moment. This policy also serves as notice to all who enter Promontory School of Expeditionary Learning of said recording devices being used on and within the school premises.

Scope of Surveillance

The school may maintain video surveillance in common areas and exterior locations on school property, which may include but is not limited to:

- Building entrances and exits
- Hallways and common areas
- Lobbies and reception areas
- Cafeterias and gymnasiums
- Recreational areas on school grounds
- Parking lots and exterior property
- Other public-facing areas

Video surveillance, including live-streaming, may only be placed in classrooms and other enclosed learning environments on a case-by-case basis when deemed necessary for safety, student support, or investigative purposes consistent with school policies and applicable laws. Such surveillance is not intended for routine or continuous staff performance monitoring. Their placement and use must align with legitimate educational, safety, or legal purposes.

Cameras will not be installed in areas where individuals have a reasonable expectation of privacy (e.g. interiors of restrooms).



Surveillance equipment and footage may only be accessed by authorized personnel (school administrators or other personnel specifically authorized by school administration) and may be used only for legitimate school-related purposes. It may not be used for personal, inappropriate, or unlawful reasons, including harassment, stalking, intimidation, or inappropriate monitoring of any individual.

Promontory School will comply with all applicable laws and regulations pertaining to the use of video surveillance, including those related to maintaining and sharing video footage.

Retention and Archiving

Surveillance footage may be retained within the school's secure system for up to fourteen (14) days.

If footage is identified as potentially relevant to a safety, disciplinary, personnel, insurance, or legal matter, it may be archived and securely retained for an extended period as determined necessary. Archived footage will be stored securely and access will remain restricted to authorized personnel.

Internal Review of Footage

The Director may establish administrative procedures governing limited internal viewing of surveillance footage for operational or investigative purposes without formal request, including procedures for supervising and documenting these viewings in accordance with applicable student privacy laws and school policies.

Internal review of footage does not constitute the formal release of a public record. All internal review is subject to the Safeguards for Viewing Surveillance Footage section below.

Internal review procedures may include, but are not limited to:

1. Review During Investigations

At Administration's discretion, authorized personnel may review surveillance footage with a staff member or law enforcement officer when necessary to investigate or understand an incident involving students, staff, safety concerns, or potential policy violations.

Such review shall be limited to the portion of footage reasonably necessary to understand the incident and must occur on school property under the supervision of authorized personnel. This review does not constitute release of the footage and does not authorize copying, recording, photographing, or distribution of the footage.

2. Parent or Guardian Viewing During Incident Meetings

Administrators may, at their discretion, permit a parent or guardian to view relevant surveillance footage during a school meeting to clarify or discuss an incident involving their student.



This viewing may occur at Administration's discretion without a formal records request when:

- the footage is directly related to the parent's student,
- the viewing occurs in person on school property,
- the footage is not copied, transmitted, or distributed, and
- appropriate steps are taken to protect the privacy of other students and staff.

Requests for Review and Release of Footage

Requests for surveillance footage may come from many sources, including news media, law enforcement, vendors, parents, employees, students, and community members. Requests must be submitted to Administration and specify dates, times, locations, and/or incidents for review. All requests are subject to administrative approval and, when appropriate, consultation with legal counsel to ensure compliance with applicable federal and state laws, student privacy protections, public records laws, school policies, and any valid court orders, subpoenas, or warrants.

~~Approved review of footage must occur in person on school property under the supervision of authorized personnel. Footage will not be live-streamed, transmitted, copied, or released off school property except as required by law or pursuant to a valid court order, subpoena, warrant, or other legally binding directive. All disclosures of surveillance footage will be documented in accordance with applicable laws and school policies.~~

The school will comply with reasonable and lawful requests from law enforcement regarding the review or preservation of surveillance footage. Law enforcement may review surveillance footage on school property; copies or transmissions of surveillance footage off school property will only be provided pursuant to a valid court order, subpoena, warrant, or other lawful mandate.

The school may limit or deny requests that are not feasible, overly broad, unduly burdensome, insufficiently specific, or not reasonably related to a legitimate safety, legal, or educational purpose. Approved requests will be limited to the minimum footage necessary to address the identified purpose. The school is not obligated to conduct open-ended searches or review extended periods of footage without a defined incident. The school reserves the right to redact or withhold footage to protect student privacy, maintain the integrity of investigations, and comply with legal obligations.

All review and release of footage is subject to the [Safeguards for Viewing Surveillance Footage](#) section below.

Safeguards for Viewing Surveillance Footage

- Approved review of footage must occur in person on school property under the supervision of authorized personnel.



- Footage will not be live-streamed, transmitted, copied, or released off school property except as required by law or pursuant to a valid court order, subpoena, warrant, or other legally binding directive.
 - Individuals viewing surveillance footage may not photograph, record, screen capture, or otherwise reproduce footage using personal devices or other recording methods.
 - Authorized personnel may limit the portion of footage viewed in order to protect the privacy of other students and staff or maintain the integrity of an investigation.
 - All disclosures of surveillance footage will be documented in accordance with applicable laws and school policies. The school may document the date, purpose of the viewing, and individuals present during any authorized viewing of surveillance footage.
-
- ~~Supervision of Viewing: All viewing of surveillance footage by staff, parents, or other approved individuals must occur under the supervision of a school administration or authorized school personnel, except where required by lawful mandate.~~
 - ~~Prohibition on Recording or Photographing: Individuals viewing surveillance footage may not photograph, record, screen capture, or otherwise reproduce footage using personal devices or other recording methods.~~
 - ~~Protection of Student Privacy: Authorized personnel may limit the portion of footage viewed in order to protect the privacy of other students and staff or maintain the integrity of an investigation.~~
 - ~~Documentation of Viewing: The school may document the date, purpose of the viewing, and individuals present during any authorized viewing of surveillance footage.~~

~~Promontory School of Expeditionary Learning recognizes its right to use video surveillance on school property to ensure the health, welfare, and safety of all staff, students, and visitors on campus, and to safeguard school buildings, grounds, and equipment. Specifically, the use of video surveillance promotes the safety of all individuals on school property; assists in providing physical security for school assets; provides visual resources to areas having an absence of adult supervision; assists administration and law enforcement during an emergency; provides retroactive and investigative support to administrators; and acts as a deterrent to inappropriate or criminal behavior.~~

~~The purpose of this policy is to establish procedures for the use of video surveillance on school property in a manner that enhances security and aids enforcement of school rules, board policies, and state laws, while respecting the privacy expectation of staff, students, and community members. The existence of this policy does not imply or guarantee that security camera equipment will be used in any particular location or monitored in real time continuously or at any given moment. This policy also serves as notice to all who enter Promontory School of Expeditionary Learning of said recording devices being used on and within the school premises.~~



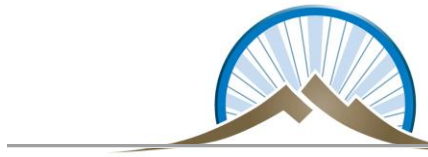
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Video surveillance equipment may only be used for legitimate business-related purposes and may not be used to harass, stalk, intimidate, or inappropriately monitor any individual. Promontory School will comply with all applicable laws and regulations pertaining to the use of video surveillance, including those related to maintaining and sharing video footage. Video equipment and footage may only be accessed by authorized personnel or school officials, and may not be accessed for personal, inappropriate, or unlawful reasons.

Cameras will only be placed in classrooms and learning environments on a case-by-case scenario, if deemed necessary by the guidelines listed above. Any video footage that is being captured in these incidents will not be available for live stream feed outside of the school building. This footage will only be stored for 48 hours and is available upon formal request and following state and federal laws. Any classroom footage must be viewed in person, on campus; no footage will be sent digitally off campus, without a court order, State or Federally mandated, or for the purposes of investigations by law enforcement.

Requests for surveillance video footage may come from many sources, including news media, law enforcement, vendors, parents, employees, students, and community members. Upon formal request, Promontory School will thoroughly review each request to ensure compliance with all applicable state and federal laws, including open records and student data privacy laws, board policies, and lawfully issued subpoenas and warrants. Records released will be documented according to state and federal laws, board policies and student data privacy laws.

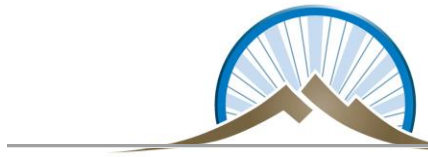


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ACCOUNTING MANUAL

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ACCOUNTING PROCEDURES

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

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

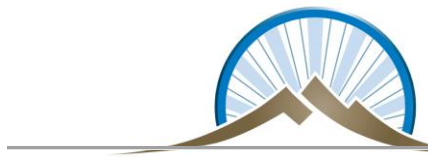
DEPOSITS

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

ACCOUNTS PAYABLE & PURCHASING

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

- The school will follow purchasing policies and procurement laws laid out by the State of Utah and by the Utah State Office of Education.
 - Any purchase up to \$5,000 will require the approval of the director of the school.
 - Any purchase \$5,000 or more up to \$50,000; at least two bids will be obtained and reviewed by the finance committee and due diligence and prudence will be used in making the decision of which vendor is chosen.



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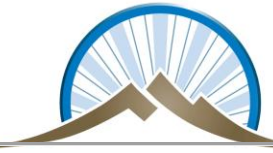
- Any purchase of \$50,000 or more; will require a sealed bid process at an open board meeting or an RFP (Request for Proposal), with a vote of the board deciding the vendor.
- The school director shall have the authority to initiate purchases needed to operate necessary school programs, within the guidelines described in this policy manual. The director shall be responsible for staying within the major categories of the approved budget.
- All checks require two signatures by an authorized signer. All signers are required to furnish a signature card to the schools chosen financial institution. The business manager may not be a check signer.
- The director may, as needed, purchase allowable supplies, materials and equipment that fall within the approved budget.
- The purchasing requirements laid out apply to discretionary or one-time purchases or new commitments and do not apply to on-going, existing monthly or periodic commitments that have been previously agreed upon.

ETHICAL CONDUCT IN PURCHASING

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

PAYROLL

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



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- Personal and/or sick time will be displayed and updated with each paycheck (for more details on personal time please see the employee benefits handbook).

BUDGET

- The finance committee (consisting of members of the board of trustees, the director, the business manager, and others as authorized by the board) will prepare an annual budget.
- The finance committee will meet at least monthly to go over expenditures and approve minor budget changes. The full board of trustees will review the budget, make changes as deemed appropriate, and approve the annual budget.
- From time-to-time, the board of trustees and the administration can elect to amend the budget as needed. Amendments shall be approved in a public board meeting.

AUDIT AND STATE REPORTS

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

BANK RECONCILIATION

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



CASH MANAGEMENT

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

ASSETS & CAPITALIZATION

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

RECORDS

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



TRAVEL POLICY

I. Purpose

To help promote quality education in Promontory School of Expeditionary Learning, educators and administrative leaders shall be encouraged to participate in Professional Development (PD) activities including educational conferences and other events which provide opportunities to acquire knowledge, learn from state and national educational leaders, and keep abreast of new developments in the teaching profession. As such, opportunities for conference or training attendance that requires travel by school personnel will be authorized in accordance with this policy, travel procedures and guidelines, and budgetary constraints. This policy covers travel for PD activities only. Fieldwork related travel is covered under the Fieldwork and Overnight Policies.

II. Definitions

Conference: A meeting, symposium, site visit, seminar, retreat, event or conference that involves Promontory employee travel.

Meals & Incidentals Expenses (M&IE): The allowable daily limit for meal expenditures and incidental expenses. Daily limits vary based on travel destination.

Per Diem: The allowable daily M&IE and nightly rate limit for accommodations.

Traveler: Any person traveling for a conference be it a board member, faculty, administrator, or staff member who is traveling on behalf of Promontory business and being reimbursed for travel expenses.

III. Policy

1. Conference Selection and Participation

- a. Efforts should be made to select conferences that support Promontory's mission, vision, and teaching philosophy.
- b. Efforts will be made to take advantage of conferences conducted within the state and intermountain area and shall be vetted by the leadership team and Director.
- c. Efforts will be made to ensure fair and orderly rotation in conference participation by faculty and appropriate staff. The same individuals should not be prioritized for participation year-over-year and are limited to two (2) conferences per year.
- d. Individuals with specifically assigned roles or program skill sets may be prioritized for targeted conferences, but only as approved by the Director.
- e. Conference participants shall be encouraged to share materials and ideas with other faculty and staff upon return through staff meetings, community crew meetings, or other appropriate means identified by the leadership team and/or Director.



2. Allowances and Conference Expenses

- a. Only authorized conference fees and travel expenses will be reimbursed by Promontory. Any unauthorized conference attendance and expenses will be the responsibility of the attendee.
- b. Conference attendance fees will be paid by Promontory as part of PD budgetary expenses.
- c. Conference travel expenses will be reimbursed by Promontory as part of the travel budget expenses.
- d. Travel allowances will be reimbursed in accordance with the travel guidelines and procedures.

3. Conference Requests

- a. A Conference Attendance Request form shall be submitted to the Director for review and approval.
- b. Once approved, a Travel Authorization Request form will need to be submitted to the Director for approval. A travel request shall consist of:
 - i. A justification for travel and how the conference will benefit the employee and Promontory.
 - ii. Anticipated travel and conference expenses
 - iii. Copies of conference itineraries

4. Participation

- a. Board Members
 - i. Board members may travel to attend board directed conferences using the same procedures and forms. Travel is to be approved by the Board Chair.
- b. Administration
 - i. The Promontory Director and administration may travel and attend conferences as appropriate and approved by the proper authority. For the Director to travel, approval is given by the Board Chair. For administrators to travel, approval is given by the Director.
- c. Teachers
 - i. Teachers may travel to conferences to meet their PD requirements and as travel budget limitations allow.
 - ii. All travel must be approved by the Director **prior** to travel taking place. Otherwise, travelers will be responsible for all expenses incurred.
- d. Aides/Staff Members
 - i. As a general rule, aides and general staff are not authorized for out-of-state travel. The leadership team can make a case for attendance at out-of-state conferences, but final approval must be obtained by the Director.

5. Expenses

- a. Travel related expenses will be reimbursed for the following:



- i. Conference attendance fees
 - ii. Travel to and from the conference
 - iii. Overnight accommodations
 - b. Per Diem and M&IE rates will be calculated based on the location of the conference. Rates used will be based on federal General Services Administration recommendations at the following website. <https://www.gsa.gov/travel-resources>
 - c. To incentivize responsible use of school funds, the difference between allowed lodging rates and actual lodging expenses will be split 50/50 with the traveler.
6. Multiple Attendees
 - a. If multiple attendees are attending the same conference, rental car sharing is expected to occur for out-of-state conferences. Carpooling is encouraged for in-state conferences or conferences out-of-state if driving is preferred over flying.
 - b. Each traveler will submit their own Travel Authorization Request form. For hotel accommodations, each traveler will have their own room. Room sharing is not allowed except in the case of a VRBO/ABNB/Condo type rental is acquired, but individuals will be required to have their own room.
7. Use of Travel Rewards: The use of travel rewards programs (i.e. hotel and airline points) by travelers is permitted, and the rewards earned from official school travel may be used by travelers for personal benefits. However, travelers are prohibited from making any travel decisions that are not favorable to Promontory in order to gain more or better rewards.
8. Mileage Reimbursement: A traveler may elect to drive to a conference. Travelers will be reimbursed for the mileage driven to and from the conference up to the cost of the lowest reasonable airfare or simply for the mileage value, whichever is less.
9. Travel Scheduling: All travel reservations are to be made only **after** approval has been received by the Director. Reservations and holds may be allowed if there are no hold, change, or cancellation fees associated with the advanced registration. This includes airfare, rental car, and lodging.
10. Travel Advance: Travelers are eligible for up to a 90% travel advance for lodging and meals expenses for out-of-state travel.
11. Travel Expense Report
 - a. A Travel Expense Report must be completed and submitted no later than 30 calendar days after return from travel. Any expenses submitted subsequent to the 30-day requirement may not be reimbursed.
 - b. All expenses that are requested for reimbursement must be supported by an itemized receipt or other sufficient documentation.
 - c. Reimbursements will not be made for expenses that are not properly supported, not in compliance with this policy, related to travel that is not for a clear Promontory purpose or not approved by the leadership team and/or Director.
12. Monitoring



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- a. The leadership team and Director are responsible for monitoring employee travel to ensure that it is reasonable, appropriate, and beneficial for Promontory. Any indications of abuse of this policy for personal gain must be reported to the Director immediately. Abuse of this policy can result in disciplinary actions.
- b. The finance crew will monitor the travel budgets for employees and board members and provide feedback as needed throughout the fiscal year.



GANG PREVENTION POLICY

Definitions

1. "Gang" means a group or association of three or more persons whose members:
 - a. individually or collectively engage in a pattern of criminal activity;
 - b. have as one of their primary objectives or activities the commission of one or more underlying crimes including acts by juveniles that would be underlying crimes if committed by adults; and
 - c. have in common an overt or covert organizational or command structure.
2. "Gang Activity" means the commission of, attempted commission of, conspiracy to commit, or solicitation of two or more underlying crimes acts by a juvenile that would be an underlying crime if committed by an adult.

Purpose

In accordance with Utah State Code 53E-3-509, the purpose of this policy is to prevent gang activity by and against students and employees of Promontory School of Expeditionary Learning. This will be accomplished through awareness efforts, training, identification, and disciplinary action against those who violate this Policy. A secondary purpose is to provide clear standards and a safe and accessible reporting process for school faculty and personnel suspecting gang activity.

Publication

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

Prohibitions

1. No school employee or student may engage in advocating or promoting a gang or any gang-related activities;
 - a. marking school property, books, or school work with gang names, slogans, or signs;
 - b. conducting gang initiations;
 - c. threatening another person with bodily injury or inflicting bodily injury on another in connection with a gang or gang-related activity;
 - d. aiding or abetting an activity described under Subsections (2)(f)(i) through (iv) in Utah state code 53E-3-509 by a person's presence or support;
 - e. displaying or wearing common gang apparel, common dress, or identifying signs or symbols on one's clothing, person, or personal property that is disruptive to the school environment; and
 - f. communicating in any method, including verbal, non-verbal, and electronic means, designed to convey gang membership or affiliation.
2. No school employee or student may make a false allegation of advocating or promoting a gang or any gang-related activities.

Actions Required of the School



1. The School shall establish and publish in a handbook or other readily available format:
 - a. procedures for school faculty and personnel to report suspected gang activities relating to the school and its students to a school administrator and law enforcement;
 - b. a student who participates in gang activities may be excluded from participation in extracurricular activities, including interscholastic athletics, as determined by the school administration after consultation with law enforcement;
 - c. gang-related graffiti or damage to school property shall result in parent or guardian notification and appropriate administrative and law enforcement actions, which may include obtaining restitution from those responsible for the damage;
 - d. if a serious gang-related incident, as determined by the school administrator in consultation with local law enforcement, occurs on school property, at school related activities, or on a site that is normally considered to be under school control, notification shall be provided to parents and guardians of students in the school:
 - i. informing them, in general terms, about the incident, but removing all personally identifiable information about students from the notice;
 - ii. emphasizing the school's concern for safety; and
 - iii. outlining the action taken at the school regarding the incident.

Training

1. The training of school employees shall include training regarding gang prevention and intervention.
2. To the extent possible, school faculty and personnel shall be trained by experienced evidence based trainers that may include community gang specialists and law enforcement as part of comprehensive strategies to recognize early warning signs for youth in trouble and help students resist serious involvement in undesirable activity, including joining gangs or mimicking gang behavior.

Promontory Library Week Book Wishlist 2026

Aggie and the Ghost by Matthew Forsythe

The Barnabus Project by The Fan Brothers

Berry Song by Michaela Goode

Blue Bison Needs a Haircut by Scott Rothman, Pete Oswald

Bomb (The Race to Build – and Steal – the World’s Most Dangerous Weapon) by Steve Sheinkin, Nick Bertozzi

The Book That Can Read Your Mind by Marianna Coppo

Brunhilda’s Backwards Day by Shawna J.C. Tenney

Buffalo Fluffalo by Bess Kalb, Erin Kraan

Chicka Chicka Boom Boom by Bill Martin Jr., John Archambault

Cupig: The Valentine’s Day Pig by Claire Tattersfield

Egg Marks the Spot by Amy Timberlake

Dasher Can’t Wait for Christmas by Matt Tavares

David Goes to School by David Shannon

Dog vs. Strawberry by Nelly Buchet, Andrea Zuill

Dr Seuss’s Sleep Book by Dr. Seuss

Duck on a Tractor by David Shannon

Here Comes Valentine Cat by Deborah Underwood

How to Catch a Leprechaun by Adam Wallace

How to Catch a Loveosaurus by Alice Walstead

I Will Take a Nap! An Elephant and Piggie book by Mo Willems

I’ll Wait, Mr. Panda by Steve Antony

I’m Trying to Love Germs by Bethany Barton

I’m Trying to Love Rocks by Bethany Barton

Jumper: A Day in the Life of a Backyard Jumping Spider by Jessica Lanan

The Library Fish by Alyssa Satin Capucilli, Gladys Jose
Lucky Duck by Greg Pizzoli
My Daddy is a Cowboy by Stephanie Seales
Nellie's Big Splash by Cori Doerrfeld
New by Nina Mata
Officer Buckle & Gloria by Peggy Rathmann
Penguin Problems by Jory John, Lane Smith
Pigs Make Me Sneeze! An Elephant and Piggie book by Mo Willems
Pocket Bear by Katherine Applegate
Read It Out Loud Spooky and Kooky Halloween Poetry by Luna James
Rock Paper Scissors by Amy Timberlake
The Runaway Mummy by Michael Rex
Skunk and Badger by Amy Timberlake
Sprinkles and Unicorn: Surprise Visit by Diane Alber
Stalactite & Stalagmite: A Big Tale From a Little Cave by Drew Beckmeyer
Sundust by Zeke Pena
Sylvester and the Magic Pebble by William Steig
Taco Falls Apart by Brenda S. Miles, Monika Filipina
Today I Will Fly! An Elephant and Piggie book by Mo Willems
The Three Billy Goats Fluff by Rachel Mortimer, Liz Pichon
The Umbrella by Beth Ferry, Tom Lichtenheld
The Universe in You: A Microscopic Journey by Jason Chin
Up, Up, Ever Up! Junko Tabei: A Life in the Mountains by Anita Yasuda
Valentine's Day in the Village by Phyllis Alsdurf
Viking in Love by Doug Cenko
We Are Already Haunting Here! By Gideon Sterer
We Are in a Book! An Elephant and Piggie book by Mo Willems

We're Going On a Goon Hunt by Michael Rex

The Wild Robot on the Island by Peter Brown

The World's Best Class Plant by Audrey Vernick, Liz Garton Scanlon

Fundraiser Request for Approval

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

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

Estimated volunteer time: N/A

Estimated faculty time: 2 hours

Start Date: April 6, 2026 End Date: April 30, 2026

Fundraiser Goals

Purpose of Funds: This proposal requests your approval for a library fundraiser aimed at addressing several needs. Our library is home to many cherished books that have been well-loved over the years. We need to replace worn copies, update the covers of some classic and nostalgic favorites, more holiday books, and add exciting new titles to our collection. With National Library Week beginning on April 6th, we see an opportunity for the Promontory community to support our efforts. By donating updated versions of these beloved books or contributing new titles, this fundraiser will directly enhance our library's offerings, fostering a lifelong love of reading in our students. Please see the attached form for the list of books we are requesting.

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

Cost: N/A

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

Fundraiser Request for Approval

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

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

Reading is a vital component of education, and the Promontory Library is dedicated to providing exceptional books for our students, demonstrating that reading can be both enjoyable and enriching. When students and their families contribute books to the library, they foster a sense of belonging and community, which can inspire a greater desire to read.

Fundraiser Approval

Director Signature:

Date:

Board Approval Date:

Board Chair Signature:

Date: