



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

August 20, 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=83060029726>

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

- Welcome/Mission Statement and Pledge: Amber Jenks

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: Oath of Office

7:25 PM– Faculty/Staff Highlight

7:30 PM – **FINANCE REPORT**

- Budget Review – Brian Cates

7:40 PM – **MINUTES**

- Amended November 20, 2025 minutes
- 6-18-2026 Meeting Minutes

7:45 PM – **ACTION ITEMS**

- Fall Retreat- Schedule and Plan
- TSSA FY26/27
- SHINE Program
- Health & Sex Education
- Sex Education Policy & forming committee
- FOOD SOLD ON SCHOOL GROUNDS POLICY
- FOUNDING MEMBER POLICY
- ATTENDANCE PROCEDURES
- EMERGENCY RESPONSE PLAN POLICY
- Digital Surveillance Use & Storage Policy
- Restitution for Damaged, Lost, or Unreturned School Property
- AI policy
- Governing Board Conflict of Interest Policy
- Board Conflict of Interest Disclosure/Acknowledgment
- Board Code of Conduct
- Governing Board Oath of Office — Initial Board oath/signatures
- Board member records/documentation
- Board member photos / Picture Day
- 5/6 Overnighter

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

- Health & Sex Education
- Review current data:
 - Teen pregnancy
 - Child sexual abuse
 - STDs/STIs
 - Pornography reports

Assigned Policies:

- Equal Opportunity in Curriculum Policy 2026
- Fundraising, Employee Relationships and disclosure
- Least Restrictive Behavior Intervention Policy
- Promontory Student Contract 2026
- Sex Education Policy 2026
- Test Administration Policy 2026

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

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

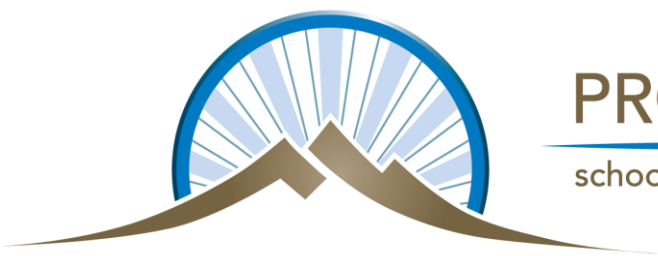
- Charter Goal Agreements

8:50 PM CLOSED MEETING

9:00 PM – ADJOURN

*Next scheduled Board Meeting Sept. 17, 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

June 18, 2026

7:00PM

Perry, UT 84302

Trustees:

Becca Ashby
Amber Jenks
Hilary Gerhardt
Adrianne Murray
Barbie Molgard-Wright
Stephanie Nielsen

Officers:

Michelle Wilson
Stephanie Quintero
Jessica Flinn
Shiree Case
Wendy Jurgens

Director:

Amber Edelman
Janni Richards
Teresa Lee-Zoom

Visitors:

Tammy Stutznegger
Darcy Young
Glenna Petersen-Zoom
J Dunlop-Zoom

7:00 PM – CALL TO ORDER: Becca Ashby

· Welcome/Mission Statement- Becca

7:10PM – PUBLIC COMMENT-NONE

7:05PM—POP Update-Shiree Case. Final raised \$9437 with an additional \$800 brought in this week. Will apply for the box tops and Kroeger fundraisers at the next board meeting in August. In the process of applying for the peach days parade—both Friday and Saturday.

7:10 PM –Training: UAPCS conference recap

7:26 PM – FINANCE REPORT

· Budget Review – Brian Cates. End of the fiscal year now. PTIF-shifted funds to our main operating account. Lower enrollment therefore our funding has been decreased. Brian monitors it regularly. Hope to move some funds back as we get some state and federal funds. Enrollment is at 397 as of end of May. Budgeting off of 408. Will adjust with our Oct 1 count.

7:40 PM – MINUTES

· 5-21-2026 Meeting Minutes—background check—assigned to safety committee. Adrianne motions to approve. Stephanie Nielsen seconds. Motion is carried.

7:40 PM – ACTION ITEMS

7:41PM· **Approve FY2026 Budget**–Stephanie Nielsen motions to approve. Barbie seconds. Motion is carried.

7:42PM· **Approve Preliminary FY2027 Budget**–Overall a decrease in revenue due to lower enrollment. Also due to certain programs being eliminated–9 grants that we have lost. Increase in benefits. Worked to have a lower forecast. Projecting a positive operating margin of 1.5%. Still was able to give a 3% raise to full time employees and a 10 cent raise to aides. Amber Jenks motions to approve. Hilary seconds. Motion is carried.

7:43PM· **Ratify Director**–Extend Ambers contract for another year. Barbie motions to ratify director. Amber Jenks seconds. Motion is carried.

7:45PM· **Ratify Board Members & Terms**–Same board as this year. No changes. Hilary motions to approve. Stephanie Nielsen seconds. Motion is carried.

7:48PM· **Board Meeting Schedule**– Third Thursday of every month. Retreat dates–will be discussed in August. Barbie motions to approve. Amber Jenks seconds. Motion is carried.

7:50PM· **Fall 7th Overnight Kick-Off**–Goblin Valley and Green River. Amber Jenks motions to approve. Adrienne seconds. Motion is carried.

7:54PM· **7th Expedition**–Fieldwork planned monthly. Celebration of Learning with USU Brigham City. Amber Jenks motions to approve. Hilary seconds. Motion is carried.

7:56PM· **Kindergarten Expedition**–Healthy Body, Self Awareness and Emotions. Barbie motions to approve. Hilary seconds. Motion is carried.

8:02PM· **Bullying, Cyberbullying, Hazing, & Retaliation Policy**–Clarifies what bullying is. Definitions are huge. Adrienne motions to approve. Stephanie Nielsen seconds. Motion is carried.

8:05PM· **Equal Opportunity in Education Policy**– Barbie motions to approve. Amber Jenks seconds. Motion is carried.

8:09PM· **Background Check and Arrest Reporting Policy**– Discussed at our last meeting. Wanted more clarity. Incorporates the reporting arrest policy. Amber Jenks motions to approve. Hilary seconds. Motion is carried.

8:10PM· **Employment of Relatives Policy**–Couple of updates to include volunteers, etc. Barbie motions to approve. Stephanie Nielsen seconds. Motion is carried.

8:11PM· **Equipment Records and Inventory Policy and Procedures**–Had to be re-written. Inventory requirement, employee requirements, administrative responsibility. Amber Jenks motions to approve. Adrienne seconds. Motion is carried.

8:14PM· **FERPA Annual Notice of Rights**–had to rework it. New laws with FERPA. Right to consent, school communication systems, education technology, fieldwork/expeditions, Opt out, records of disclosure, rights to file a complaint. Needed a revamp. Amber Jenks motions to approved. Stephanie Nielsen seconds. Motion is carried.

8:17PM· **FERPA Use of Student Directory Policy**–Redone to make sure it was up to date. Adrienne motions to approve. Stephanie Nielsen seconds. Motion is approved.

8:21PM· **Artificial Intelligence (AI) Policy**–Just voting on the board policy, not the procedures and best practices. Stephanie Nielsen motions to approve. Hilary seconds. Motion is carried.

8:25PM· **Reporting Fraud, Waste, and Abuse Policy**–Added an investigation process. Few updates. Amber Jenks motions to approve. Adrienne seconds. Motion is carried.

9:38PM· **Cell Phone Policy**–Amber discussed survey responses. Both parents and staff support restrictions. As required by recent Utah legislation regarding student electronic device use during the school day, Promontory School gathered feedback from both parents and staff regarding potential electronic device restrictions and implementation options. Survey results indicate broad support for restricting student electronic devices during the school day. Support for bell-to-bell restrictions is strongest in grades K–4, while support shifts toward teacher-directed access in grades 5–8, particularly in grades 7–8.

Staff emphasized the importance of consistency, parent communication, and clear implementation procedures.

The data suggests stakeholders generally favor a differentiated approach by grade level rather than a single K–8 model.

Board did a soft vote with all board members to determine the majority vote. The majority of board voted bell to bell and stored out of sight, with intentional exceptions.

Amber asked the board to send out a message to parents about the new policy. Communicating the change with parents. Suggest doing a newsletter with a template. Barbie and Amber Jenks have offered to do the newsletter.

Adrienne motions to approve. Amber Jenks seconds. Motion is carried.

9:40 PM --BUSINESS ITEMS

- **Emergency Plan/Emergency Plan Policy**–Still in the process.

- **Assigned Policies:**

- Governing Board Policy –Executive Committee
- Board Member Screening Policy -Executive Committee
- Electronic Device Policy- Policy Committee
- Emergency Response Plan Policy– Safety Committee
- Metadata Element Definition – Policy Committee
- Attendance Procedures– Executive Committee
- Food Sold on School Grounds –Wellness Committee
- Founding Member Policy –Executive Committee

8:40 PM DIRECTOR'S REPORT

- **Staffing Update**–Currently looking to hire a SPED middle school teacher. All other teaching positions have a contract in place. We will be hiring a few aide positions before school starts.

- **Enrollment/Lottery**–Once all offers are accepted and registration is completed, we are looking at 432 enrollment,

- **Student Achievement**–Field Day: Games, Sunshine & Watermelon! Helicopter candy drop, Art on Main - America 250 Mural. **Hope of America:** Kendra Mitchell and Tommy Presnell. **Beanstack Reading Winners:** 1st: Ms. Petersen's Class, 2nd: Ms. Jaci's Class, 3rd:

Ms. Hammer's Class. Rudra won a \$1,000 scholarship through the Ken Garff Read Across America program!

· **Professional Development**–Summer PD: Edith Bowen - Utah LEARNS, UAPCS Conference Training, STEM Conference at Weber State, Expeditionary Learning Conference in July, SPED Law Conference in July

· **Public Relations**–Purple Star Recognition Ceremony. Met with Jennie Earl from USBE, Jennie Taylor, and military officials from the state, Ad playing at Walker Cinemas in North Ogden, Fliers being created to send out to specific locations, POP End of Year Fundraiser Total- \$9,937.28.

Thank you to our community partners:

- Kevin Hall & Peach City
- Box Elder Tourism
- Bear River Head Start
- Willard Bay Gardens
- Kiwanis Club

· **America 250**– America 250 - Movie in the Park, The Sandlot, Funded by the Tourism Grant from Box Elder County Tourism, 200+ participants, Hot dogs, beans, corn, chips, watermelon, lemonade, & more, Bear River Head Start booth, face painting, train rides, yard games, balloons, music, and so much fun!

· **Charter Goal Agreements**–

Student Attendance Rate	Percentage of students attending target number of days (167 school days, absent 12 or fewer days)	91.47% / 94%
Within Year Enrollment Rate	Percentage of students continuously enrolled throughout the year	89% / 87%
Year-to-Year Reenrollment Rate	Percentage of students re-enrolled from one year to the next	81% / 80%
Continuous Enrollment	Percentage of students continuously enrolled from K-8	45% / 70%
Students Make Connections with Ideas and Community	Percentage of classrooms that participate in at least one expedition that includes service learning.	100% / 100%

Study of Great Thinkers	Percentage of classrooms that used one or more Great Thinkers in each expedition	100% / 94%
Empower children to embrace challenge and act with humanity	Percentage of classrooms participating in daily crew	89% / 94%

· **School Improvement Plan-Instructional Updates:**

- Contracted with Catapult Learning to support the ongoing school improvement efforts for the next school year.
- Scheduled July planning meeting with Celeste and the Catapult team to review progress, refine the School Improvement Plan, and ensure readiness for the 2026–2027 school year.
- Admin team attending the Expeditionary Learning National Conference in Washington, D.C. to support implementation of Expeditionary Learning Core Practices and advance the Board's Strategic Plan..
- Began development and refinement of the 2026–2027 School Improvement Plan using current academic, culture, and operational data.
- Conducted expedition planning sessions with teaching teams to strengthen alignment to Expeditionary Learning practices and Utah Core Standards
- Shifted middle school planning toward standards-based expeditions and authentic learning experiences aligned with EL Edu
- cation
- Strengthened implementation of backward planning practices to ensure learning targets, assessments, and expeditions are intentionally aligned.
- Continued refinement of schoolwide systems designed to be role-defined rather than dependent on individual staff members.
- Expanded planning for consistent K–8 expedition implementation across grade levels.
- Continued strengthening of schoolwide intervention systems through WIN Time and data-driven instructional decision-making.
- Collaborated with instructional, special education, and intervention teams to align supports for all students.
- Strengthening onboarding, coaching, and support structures for new and returning staff members.
- Continued recruitment and staffing efforts to ensure classrooms are staffed with highly qualified educators.

· **Student Data Updates**-77% of 2nd graders are at or above benchmark in math. 65% of our 2nd and 3rd graders are at or above benchmark in reading. Our 5th graders had a growth of 18% on the rise science test from last year. Our 6th graders had a growth of 16% on the rise science test from last year. Our 7th graders made an overall increase of 3% on their rise math summative this year. Our 7th grader made an overall increase of 8% on their rise ELA summative this year. Our 8th graders made an overall increase of 9% on their rise science summative this year. Our 8th graders made an overall increase of 6% on their rise math summative this year.

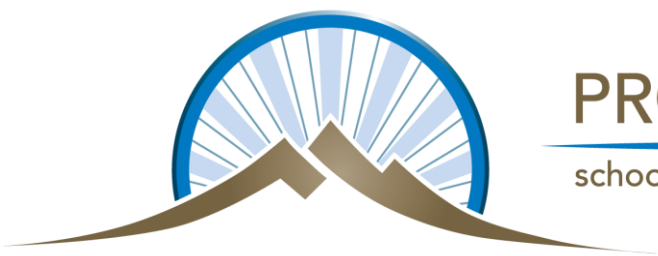
· **Staff Appreciation**– Teacher of the Year - Lisa Wells, Paraprofessional of the Year - Jenica Burgan, Staff Party - Over 300 people attended.

· **UAPCS Circle of Excellence**—School of the Year, Board - Promontory School Board, Administrator - Amber Edelman, Teachers: Breanna Berchtold, Danette Mahana, Glenna Petersen, Heather Williams, Jaci Crook, Lindsay Phenes, Lydia Munoz, Maele Shakespear. Other: Janni Richards, Emily Summers, Amanda Lucherini, Lisa Fonseca, Mandy Walker, Sophie Hansen. Rookie of the Year: Ashton Bennion, Reagan Hendricks, Jaci Crook. Employee-Darcy Young.

8:50 PM CLOSED MEETING-NONE

9:00 PM – **ADJOURN**—Hilary motions to adjourn Adrienne seconds. Motion is carried.

*Next scheduled Board Meeting August 20, 2026.



PROMONTORY

school of expeditionary learning

BOARD OF DIRECTORS MEETING

November 20, 2025

7:00PM

1051 W 2700 S

Perry, UT 84302

Trustees

Becca Ashby
Amber Jenks
Hilary Gerhardt
Adrienne Murray
Maigan Sorensen

Officers

Wendy Jurgens
Stephanie Nielsen
Michelle Wilson
Jessica Flinn
Stephanie Quintero
Shiree Case

Director

Amber Edelman
Emily Ross

Visitor

Tammy Stutznegger
Teresa Lee-Zoom
Keely Homer-Zoom
Dorothy Dobson
Brian Cates-Zoom
Cory Wilson-Zoom
Amanada Lucherini
Darcy Young

Absent

Barbie Molgard-Wright

7:01 PM – CALL TO ORDER: Becca Ashby

- Welcome/Mission Statement and Pledge: Jessica Flinn

7:15 PM – MINUTES

- October 23, 2025 Board Meeting Minutes–Adrienne motions to approve. Hilary seconds. Motion is carried.
- November 6, 2025 Board Retreat Meeting Minutes–Under Emily's notes. Correct typo. Hilary motions to approve. Adrienne seconds. Motion is carried.

7:30 PM- TRAINING: Expeditionary Learning- Dorothy Dobson

7:24PM – FINANCE REPORT

- **Budget Review** – Brian Cates. Completed the audit report. Had one finding, ended up spending a little more than had budgeted for. Project expenses was the reason for that. Financial and compliance related that the school did great on. PTIF continues to do well. Still best place for cash reserves. Forecasting about 4% operating margin. Enrollment not where we had wanted it to be. Will look again at it in January when we look at our state revenue. Will discuss and move forward with margins once they have

all been looked at. Cash balance is good. As of end of Oct we were at 412. Good audit. Waiting to see what true allotment is.

7:48 PM-POP UPDATE–Karen Braithwaite. Doing a holiday spirit week the week before intensives. Dec 8-12th. January holding another general POP meeting to help build the community and help bridge the gap between the first of the year and the last of the year. Possibly January 8th. There is a celebration of learning that same evening, so maybe doing a different day. Carnival Jan 30th. Hailey Hemphill is helping with that. Using parent square to help communicate better.

7:54 PM – ACTION ITEMS

- **8:20PM Wellness Policy-**
- **Policy Goal & Philosophy Shift:** The newer version introduces a core philosophy centered on "balance" and learning to enjoy treats mindfully in moderation, moving away from the more rigid, restrictive tone of the previous policy.
- **Food as Rewards:** The strict rule prohibiting food or beverages from being used as a reward or punishment was removed. It was replaced with a clause that explicitly allows occasional food-based rewards for positive reinforcement, celebrations, or student support plans, provided a healthy alternative is available and the activity ties into wellness education.
- **Birthday Treat Bans Relaxed:** The language was downgraded from a strict classroom ban on food-based birthday treats to noting that they are "discouraged," with a recommendation to focus on shared classroom experiences or non-food items instead.
- **Classroom Celebrations:** A new provision was added allowing students to actively help plan celebrations that focus on healthy habits and cultural inclusivity. The overall focus for celebrations shifted from "healthy and fun activities" to "activities and community connection."
- **Food Sensitivities and Allergies:** A brand-new section was added committing the school to taking reasonable steps to consider student allergies and food sensitivities when planning and serving food at school events.
- **After-School Events:** The broad requirement to promote healthy eating in after-school environments was replaced with a clause allowing for increased flexibility in food choices during after-school activities, explicitly noting that parents retain ultimate discretion.
- **Staff Training Requirements:** The mandatory annual professional standards training requirement for all nutritional staff was removed. It was replaced with guidelines focusing on staff acting as daily role models who talk to students about balanced wellness choices.
- **Physical Education Grades:** The scope of the physical education guidelines was scaled back from covering "kindergarten through twelfth" to focusing exclusively on "kindergarten through eighth grade."
- **Unfamiliar Food Testing:** The directive encouraging students to test unfamiliar healthy food items to help drive behavior change was completely removed.
- **Triennial Assessment Framework:** The basic directive to assess the policy every three years was updated to a formal "Triennial Assessment" clause that explicitly cites federal and state regulations (7 CFR 210.31(e)(2) and *Utah Code* § 53F-2-423), requiring a formal comparison against the USBE Model Wellness Policy and public disclosure of the results.

Hilary motions to approve. Adrianne seconds. Motion is carried.

- **8:21PM Administration of Medication Policy** –table. Still waiting on some feedback communications. Hilary motions to table. Amber Jenks seconds. Motion is carried to

table.

- **8:25PM Building Use Policy-** Adrienne motions to approve. Maigan seconds. Motion is approved.
- **8:19PM Spring 7/ 8 Intensive Overnights**—both $\frac{5}{6}$ and $\frac{7}{8}$ want to do an overnights in spring, want to do an overnights, but nothing to vote on. Amber motions to table. Hilary seconds. Motion is carried.
- **8:09PM Spring Expedition Approval**-Kindergarten—Kinderville. Community helpers. Good fieldworks planned. 1/ 2 Operation Pollenate. Bees, planting. 3/4 doing Voices of the Land. studying the 5 Utah tribes. Doing a rendezvous for their celebration of learning. 5 /6 Doing earth's fantastic force. Earth, wind, water. 7 /8 theme is Dedication. Need to re-evaluate celebrations. Amber motions to approve. Adrienne seconds. Motion is carried.
- **8:29PM Winter Bonuses**— Amber proposed that we do a bigger bonus in the winter and a smaller spring bonus. Approve the total of \$32,700 given out to all staff. Adrienne motions to approve. Amber seconds. Motion is carried.
- **8:30PM Community Plan with $\frac{5}{6}$ and $\frac{7}{8}$ for High School**-looking ahead to have Venture and Box Elder come to talk to our 8th grade community. Amber suggested only talking to our 8th graders. Looking at options to keep 8th graders maybe Lagoon, Toads, or something else. Hilary motions to approve the 8th grade community plan. Maigan seconds. Motion is carried.
- **8:38PM Intensives Update-** Amber Jenks asked “the candy themed intensive” treats everyday? Using science to create things that are fun to eat. Does it fit within our wellness policy? Not going home with candy everyday, using more science to learn. Intensives do not require a vote.

8:40 PM - BUSINESS ITEMS

- **Cash Receipts Policy** — Finance Committee. Becca, Barbie, Adrienne, Stephanie Nielsen.
- **Cash Disbursement Policy** — Finance Committee
- **Child Abuse and Neglect Reporting Policy** — Emergency/Safety Committee. Stephanie Quintero, Wendy Jurgens, Amber Jenks, Katie Hammer.
- **Sexual Harassment Policy** — Emergency/Safety Committee. Question as to what degree we updated it.
- **Governing Board Policy**—Executive Committee.

8:42 PM DIRECTOR'S REPORT

- **Staffing Update**-We recently hired an RTI aide, In the process of hiring a kitchen aide, We will need to hire a few classroom aides and find some teacher/aide substitutes before January
- **Enrollment/Lottery**—Lottery is at 411 as of today.

- **Student Achievement**– 3rd grade fieldwork to the USU Biology lab, 3/ 4 fieldwork to the Natural History Museum, 7 /8 fieldwork to the Natural History Museum, 1/ 2 Fieldwork to the Dale Young Park/Pioneer Park, 3 /4 Fieldwork to the Dinosaur Park, 5 /6 to the Holy Trinity Greek Orthodox Church and the Cathedral of the Madeleine Architecture Tour, Kinder Expert Potential Energy, 3rd grade expert Rubiks Reptile Roo, 3rd grade visit from Brigham City's Rotary Club, 7/ 8 Expert Visit from Thanksgiving Point. Fall Festival, Veteran's Day, Spirit Week.
- **Service- Homeless** Veterans Fellowship-Donated supplies for 20 veterans getting apartments.Partnerships: Kimberly Clark, Kimberly Clark employees, Proctor and Gamble, and Walmart. Promontory Food Pantry–Collected food donations for students/Promontory families in need. So far we've handed out food to 16 families. Partnerships: Walmart, Franz, West Liberty Foods, Lee's Market, Snack Co, Kathy Kaye's Co, and Tagge's. 1/2 Service Project- Cleaned up trash at Pioneer Park and Dale Young Nature Park.
- **Public Relations**-Recent News Coverage: Deseret News, Box Elder New Journal (2), ABC4, Fox 13 News and KSL. Partnership with UtahRadon. Donations from Kimberly Clark, Proctor & Gamble, Lee's Marketplace, Shriebers, West Liberty Foods, Walmart, Utah Snack Co, Franz, Kathy Kaye's Co, Tagge's. Dictionaries from Brigham City Rotary Club
- **Social Media**– We are increasing our social media presence. 151, 240 views in the last 28 days! 23% are non-followers. Engagement is up 60%. We are now monetizing Facebook, Daily updates on school events on Promontory Facebook page and Peregrine Post
- **Upcoming Events**-Thanksgiving Break - Nov. 26th-30th, Polar Express - Dec. 5th @ 6pm, Middle of Year Testing - Dec. 1st-19th, Intensives - Start Dec. 15th, Staff Christmas Party - Dec 19th, Board members are invited, Winter Break - Dec. 20th-Jan. 4th
- **School Improvement Plan**–Instructional Support. Expeditionary Learning. Expedition Expert working to create foundational systems that will be presented at PD this week. More intentional about tying fieldwork to expeditions. Hoping to host an EL conference next summer with plans to invoice other schools. Coaching and Supports: 8 teachers currently utilizing coaching cycles. Training aides to support a co-teaching model. Testing: Middle of year RISE Benchmarks in December. Observations: Walkthrough Pre and post observations on student engagement. All teachers observed with components of a successful classroom. Aide observation form created. Snapshot checklist. Progress Team: Working on data dashboard and RISE Spreadsheets. Progress team leaders are leading conversations about student data for 30 minutes of teacher team meetings.
- **School Improvement Plan**–Professional Development. Bi-Monthly Professional Development. RISE Benchmarks, School Improvement Plan, Individual Development Plans, ADHD, Utah Library Online, School AI, Scribble Training, Lesson Plans.Monthly aide trainings. October - "Zones", November - Norms & Development Plans. Exit tickets to track staff participation and effectiveness of PD. How would you rate your PD experience: Average of 4.57 + 4.60/5. How are we doing in providing the support you need: Average of 4.57 + 4.65/5. Admin Team. SIP review on Oct. 28 to review progress on SIP. Meeting with USBE School Improvement team on Nov. 19. Our changes in the last year are grounded in evidence-based, high-leverage practices. Still have to keep moving forward but they're hopeful we're on the right track

- **Admin Goals**-Examples of work supporting admin goals, in addition to ongoing school operations and efforts toward school improvement: Crew Culture & Communication–Exit Tickets from PD for teachers and aides, weekly parent and staff newsletters, Admin meet and greet, feedback surveys for fieldwork, Celebrations of Teaching, Falcon Feathers, staff spotlights. Shared Leadership & School Culture: Twice a week teacher crew meetings, Crew Team Leaders, Progress Team Leaders, parent meeting request form in office, suggestion box near front office, more in-depth coaching support for teachers, PBIS system (Blind Mule), teacher development plans, increase in school events and student/parent participation, service to our community and more community events. Expeditionary Learning Implementation: Expedition Expert - aligning expectations and creating structures, presented at PoP general membership meeting, admin observations (walkthroughs, snapshots, Blind Mule/CSC observations, etc.), common formative assessments (CFAs), service learning opportunities, SIP strategies are tied to EL Core Practices

9:30 PM – PUBLIC COMMENT- No Public Comment

9:30 PM – ADJOURN–Maigan motions to adjourn. Hilary seconds. Motion is carried.

***Next scheduled Board Meeting Thursday, January 15th.**



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.

In compliance with SB 181, which mandates that seclusion environments be equipped with audio and video recording equipment, Promontory will install cameras with both audio and video recording



capabilities in designated special education classrooms and safety areas where emergency safety interventions (ESI) may occur.

While Promontory does not utilize separate seclusion rooms, any safety area used for the involuntary confinement of a student will meet the physical and recording standards required by law. These devices will record all activities during the use of the area for seclusion, and the resulting recordings will be retained for one year to balance evidence preservation with student privacy. The school administration will have immediate access to these recordings for review purposes. All special education teachers and staff involved in these interventions are members of the safety team and have completed state-approved emergency safety intervention training in accordance with R277-608. These recordings will be used to support the mandatory internal review process for the school's ESI Committee, to ensure all interventions are safe, necessary, and followed by appropriate de-escalation and support. Promontory remains committed to the continual in-person observation of any student in a safety area by staff who have completed comprehensive ESI training. Recording equipment and associated mounts will be recessed or constructed to prevent a student from using the fixtures to cause harm to themselves or others.

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

General 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.

In compliance with SB 181, all audio and video recordings of activities occurring within a designated safety area or classroom during the use of seclusion or other emergency safety interventions will be retained for a minimum of one year. These recordings are maintained to balance evidence preservation with student privacy and data storage costs. Recordings of such incidents are considered part of the official record of the intervention as required by R277-608 and will be made available for administrative and ESI Committee



review. Any footage identified as relevant to ongoing safety, disciplinary, or legal matters may be archived and securely retained for an extended period beyond one year as determined necessary by the Director

Internal Review of Footage

The Director shall establish administrative procedures governing the internal viewing of surveillance footage for operational, safety, or investigative purposes. Internal review of footage does not constitute the formal release of a public record and is subject to the Safeguards for Viewing Surveillance Footage section below.

Internal review procedures include:

- Review During Investigations: Authorized personnel may review surveillance footage with a staff member or law enforcement officer when necessary to investigate safety concerns or potential policy violations. Such review is limited to the portion of footage reasonably necessary to understand the incident and does not authorize the copying or distribution of the footage.
- In accordance with SB 181, school administration shall have immediate access to all audio and video recordings of activities occurring within a designated safety area or classroom during the use of seclusion or other emergency safety interventions (ESI). These recordings will be made available for review by authorized personnel and the school's Emergency Safety Intervention (ESI) Committee to assist in the mandatory debriefing of involved staff members, witnesses, and students; to monitor the use of ESI within the school; and to determine and recommend professional learning and training needs. Furthermore, internal review may be used to verify compliance with the requirement that any student in a safety area is observed at all times by personnel who have received comprehensive ESI training.

~~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. **Requests involving mandated ESI recordings will be handled in accordance with the mandatory provision requirements of R277-608.**

The school will comply with reasonable and lawful requests from law enforcement and relevant governmental or licensing agencies 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, or as specifically required or permitted by law, including any statutory or regulatory obligations.

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.



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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.



SALARY SUPPLEMENT FOR HIGHLY NEEDED EDUCATORS (SHINE) POLICY

PURPOSE

The purpose of this policy is to establish the procedures for administering the Salary Supplement for Highly Needed Educators (SHiNE) program within Promontory School of Expeditionary Learning. This policy ensures compliance with Utah State Board of Education requirements and promotes equitable distribution of salary supplements to educators in high-needs areas.

Utah Code § 53F-2-504

DEFINITION:

- A “*highly needed educator*” means a teacher filling a position that is **challenging to fill or retain**.
- The SHiNE program replaces the Teacher Salary Supplement Program (TSSP) beginning in the **2025–2026 school year**.

POLICY

Identification of High-Needs Areas

The LEA will identify **at least two (2) and no more than five (5)** high-needs teaching assignments annually, based on staffing shortages, recruitment/retention data, and student learning needs. The identified high-needs areas for the current school year are:

1. Special Education Teachers
2. Secondary Mathematics

These designations will be reviewed and approved annually by the LEA Governing Board.

Salary Supplement Amount

The LEA will provide salary supplements to eligible teachers in designated high-needs areas. The total allocation for Promontory School for the **2025–2026 school year is \$19,273** (based on prior year enrollment of 448). This amount will be divided equally among all employees approved as eligible under this policy. Final amounts are subject to annual budget approval.



Eligibility Determination Process

The LEA will determine teacher eligibility through the following process:

1. **Assignment Review** – The Administration team will review all teacher assignments each year to identify those in high-needs areas.
2. **Verification** – The Director will verify educator credentials, teaching assignments, and applicable endorsements through the CACTUS system and personnel records.
3. **Documentation** – Teachers may be required to provide additional documentation, such as transcripts, licenses, or proof of assignment.

Appeals Process

Teachers who do not receive the supplement may appeal under the following conditions:

- A. **Substantially Equivalent Assignment** – Teachers may appeal if their current assignment is substantially equivalent to a designated high-needs area.
- B. **Required Documentation** – Appeals must include relevant transcripts, endorsements, or other documentation to support the claim.
- C. **Review Panel** – Appeals will be reviewed by the Promontory School of Expeditionary Learning Executive Committee or its designated committee within **30 calendar days** of submission.
- D. **Final Decision** – The decision of the LEA Governing Board is final.

Certification of Eligible Teachers

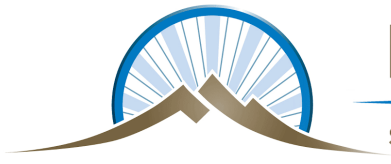
The LEA will prepare a certified list of eligible teachers annually by **September Board Meeting**, which will include:

- Teacher name and CACTUS ID
- Assignment area(s)
- Verification of credentials and employment status
- Salary supplement amount to be awarded

This list will be maintained by the Administration and submitted to the Promontory School of Expeditionary Learning Governing Board for final approval before funds are disbursed.

Program Review

The LEA will review this policy and the identified high-needs areas annually to ensure alignment with current staffing challenges and budget considerations.



RESPONSIBILITY & RESTITUTION FOR DAMAGED, LOST, OR UNRETURNED SCHOOL PROPERTY POLICY

PURPOSE

At Promontory, we share materials, tools, technology, and learning spaces so all students can participate fully in hands-on, expeditionary learning. These resources belong to our whole community. We recognize that wear, tear, and even accidents are a normal part of an active K–8 school.

This policy promotes respect for school property and establishes clear procedures for repairing, replacing, or reimbursing damage caused by employees, students, families, or other community members.

DEFINITIONS

- **School Property:** Equipment, materials, technology, furniture, keys/badges, and other assets owned or controlled by the School. This includes, but is not limited to:
 - Technology (Chromebooks, laptops, tablets, chargers, TVs, projectors)
 - Reading materials, library books, and classroom materials
 - Musical instruments, PE equipment, expedition and field gear
 - Furniture, tools, lab and art supplies
 - Keys, badges, access cards, and other issued equipment
- **Responsible Party:** The person who caused the damage or loss. If the responsible party is a student under 18, the parent/guardian or other liable adult may also be considered responsible.
- **Restitution:** Compensation to the School for the repair, replacement, or cost of school property that is damaged, lost, misused, or not returned.

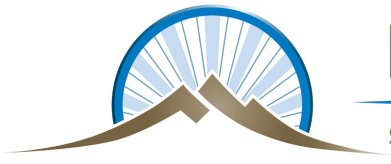
POLICY

Property Management

School administration shall establish reasonable systems and procedures for cataloguing school property, tracking conditions, and documenting issuance to individuals.

Responsibilities

All members of the Promontory community are expected to:



- Use school property safely and as intended
- Follow guidance for proper handling and storage
- Return borrowed or issued items when requested
- Report damage, loss, or malfunction promptly

Reporting an accident in good faith will **not** result in discipline by itself, but restitution may still be required. Early communication helps resolve issues collaboratively.

Employees:

- Are entrusted with school equipment and materials to perform their roles.
- Must safeguard and return all issued property.
- Accidental damage during reasonable job duties is handled with understanding and review.
- If significant loss, damage, or non-return occurs due to negligence or misconduct, restitution may be required.
- Any payroll deduction for restitution shall occur **only** with written authorization or through lawful process in compliance with Utah wage laws.
- Employees separating from employment are expected to return all school property prior to their final workday.

Assessment & Due Process

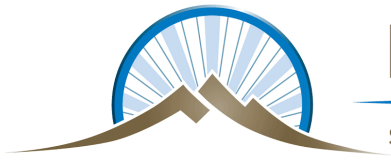
The school will ensure **fair and consistent procedures** to protect the rights of all responsible parties. Before determining responsibility or restitution, individuals will:

1. Receive written notice describing the damage or loss and estimated cost.
2. Have an opportunity to share their perspective or explanation.
3. Receive a thoughtful review of all available information before a determination is made.
4. Be notified in writing of the school's final decision and any restitution requirements.

Determining Restitution

When restitution is needed, the school will assess the condition, date, and estimated cost of repair or replacement. Restitution may involve:

- Repair of the item (if feasible)
- Replacement at current replacement cost
- Payment of restitution equal to documented repair or replacement cost



Documentation (invoice, estimate, or school records) will be provided to the responsible party. Restitution requirements are applied equitably and may be modified to account for accidental damage or hardship.

Restitution Options

Reasonable options may include:

- One-time payment
- Payment plan arranged with the school
- Community service
- Acceptance of insurance proceeds (if applicable)

For students and families, restitution will not prevent access to instruction. Families experiencing financial hardship are encouraged to contact the school to explore solutions confidentially.

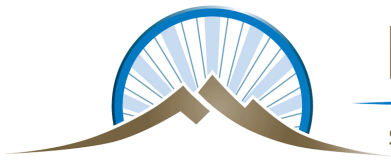
For employees, any payroll deduction related to restitution will only occur through lawful process.

If restitution is not resolved after reasonable communication, the school may use standard collection processes available under law, with legal action considered a last resort.

Limitations of School Liability

While Promontory provides materials, equipment, and learning environments, the school cannot assume responsibility for personal property brought onto school grounds or to school events by students, staff, or visitors. This includes, but is not limited to: personal electronics, clothing, instruments, toys, or sports equipment.

Additionally, the school is not responsible for vehicles, transportation, or actions of parents, guardians, employees, or volunteers when providing transportation for school activities. Families, employees, and volunteers are expected to maintain appropriate insurance coverage and follow all applicable safety regulations when transporting students.



GOVERNING BOARD CONFLICT OF INTEREST DISCLOSURE

PURPOSE

The Governing Board of Promontory School of Expeditionary Learning is committed to conducting school business with integrity, transparency, and a focus on the best interests of students and the school.

Board members have a fiduciary responsibility to place the interests of Promontory above personal, professional, family, or financial interests. The purpose of this policy is to identify, disclose, and appropriately manage actual, potential, and perceived conflicts of interest. This is set forth in Section 6.5 of the Governing Board Bylaws.

CONFLICT OF INTEREST STANDARDS

A. General Standard

Board members are required to adhere to Promontory's policies, Board bylaws, and applicable laws regarding conflicts of interest. A Board member shall disclose any relationship, interest, circumstance, or outside obligation that could reasonably create an actual or potential conflict between the Board member's private interests and their responsibilities to Promontory.

Board members should also disclose circumstances that could reasonably create the appearance of a conflict when disclosure would promote transparency and public confidence.

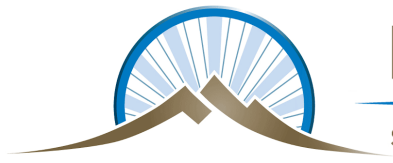
Disclosure of a conflict does not necessarily mean wrongdoing has occurred. Disclosure allows the Board to address the matter appropriately and transparently.

B. Examples of Potential Conflicts

A conflict or potential conflict may include, but is not limited to:

- A Board member has a child or relative who is a student at the school.
- A Board member or relative being considered for employment by the school.
- A Board member or relative having a financial interest in a company doing or seeking to do business with the school.
- A Board member receiving, or potentially receiving, a financial or personal benefit from a Board decision.
- A Board member participating in a decision involving an organization, business, or individual with whom the Board member has a significant financial or professional relationship.
- A Board member using confidential information obtained through Board service for personal or financial benefit.
- A Board member using their position to obtain special treatment, privileges, or benefits for themselves or another person.
- A Board member's personal, employment, family, or business interests interfering with the member's ability to exercise independent judgment on behalf of the school.

C. Employment of Relatives



When a relative of a charter school officer is being considered for employment, applicable Utah law shall be followed.

The affected Board member or charter school officer shall:

- Disclose the relationship in writing to the other charter school officers;
- Submit the employment decision to the Governing Board for approval by majority vote;
- Abstain from voting on the matter; and
- Be absent from the portion of the meeting during which the employment is considered and determined.

The Board minutes should document the disclosure, the member's absence and abstention, and the Board's action.

D. Financial Interests in Contracts or Transactions

When the Board considers a contract or transaction in which a charter school officer or the officer's relative has a financial interest, applicable Utah law shall be followed.

The affected charter school officer shall:

- Disclose the financial interest in writing to the other charter school officers;
- Submit the contract or transaction to the Governing Board for approval by majority vote;
- Abstain from voting; and
- Be absent from the portion of the meeting during which the matter is considered and determined.

The Board minutes should document the disclosure, absence, abstention, and Board action.

E. Other Conflicts or Potential Conflicts

Not every potential conflict involves employment or a financial transaction.

When another actual, potential, or perceived conflict arises, the Board member should disclose the circumstances before participating in the matter. For these general conflicts, a Board member is not required to leave the meeting after disclosing the conflict, although doing so may sometimes be advisable depending on the nature and significance of the matter.

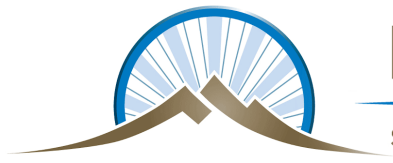
The Board Chair, in consultation with administration and legal counsel when appropriate, may determine whether additional safeguards are warranted, including recusal from discussion or voting.

When the Board Chair is the individual with the potential conflict, the Vice Chair or another designated Board officer should facilitate the process.

F. Confidentiality

Board members shall protect confidential and legally protected information obtained through their service.

Confidential information shall not be:



- Used for personal benefit;
- Shared with unauthorized individuals;
- Used to benefit a family member, employee, business, organization, or other third party; or
- Used to influence a matter outside the member's legitimate Board responsibilities.

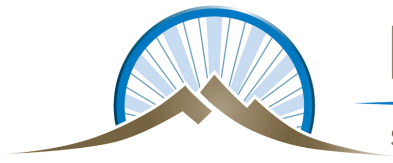
G. Duty to the Organization

Board members shall make decisions based upon the best interests of Promontory School of Expeditionary Learning as a whole.

Board members do not serve as representatives of individual employees, families, departments, programs, or special-interest groups.

H. Annual Review

Each Governing Board member should complete a conflict-of-interest disclosure upon joining the Board and thereafter as required by Board policy or applicable law. Board members remain responsible for updating their disclosures when circumstances materially change.



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ANNUAL CONFLICT OF INTEREST DISCLOSURE

Board Member Name: _____ School Year: _____

Please disclose any interests or relationships that could create an actual, potential, or reasonably perceived conflict with your responsibilities as a Governing Board member.

Employment and Professional Relationships

Current employer/business: _____

Other businesses, organizations, boards, or entities with which you have a significant professional or financial relationship: _____

Financial Interests

Do you have a financial interest in a business or organization that currently does business with Promontory or that you reasonably anticipate may seek to do business with Promontory?

- ☐ No
- ☐ Yes — Please explain: _____

Personal Relationships

Do you have a family member or other close relationship with someone who:

- ☐ Is a student at promontory
- ☐ Is currently employed by Promontory
- ☐ Is seeking or may seek employment with Promontory
- ☐ Provides contracted services to Promontory
- ☐ Has a financial interest in an entity doing business with Promontory
- ☐ Has a legal dispute, personal dispute, or other similar matter involving Promontory
- ☐ None of the above

Please identify the relationship and circumstances: _____

Other Potential Conflicts

Is there any other relationship, interest, responsibility, or circumstance that could reasonably affect—or appear to affect—your independent judgment as a Board member?

- ☐ No
- ☐ Yes — Please explain: _____



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BOARD MEMBER ACKNOWLEDGMENT

By signing below, I acknowledge that:

- I have received and reviewed Promontory's Conflict of Interest Policy and Conflict of Interest Disclosure.
- I understand my responsibility to disclose actual, potential, and perceived conflicts.
- I have completed this annual disclosure to the best of my knowledge and believe the provided information is complete and accurate.
- I understand that completing this annual disclosure does not eliminate my continuing responsibility to disclose conflicts that arise during the year.
- I will comply with legally required abstention, absence, disclosure, and Board-approval procedures.
- I will seek guidance from the Board Chair or designee when I am uncertain whether a conflict exists.
- I understand that Board service requires decisions to be made in the best interests of Promontory School of Expeditionary Learning.

Board Member Name: _____ **Date:** _____

Signature: _____

Board Chair/Designee Signature: _____ **Date:** _____

Legal Reference: Utah Code §53G-5-409; Utah Public Officers' and Employees' Ethics Act, Utah Code Title 67, Chapter 16.

CONFLICT DISCLOSURE MID-YEAR

If a potential conflict arises after completion of the annual disclosure, the Board member should provide written notice to the Board Chair/Designee promptly. The conflict will then be documented on this form..

Board Member Name: _____ **Date:** _____

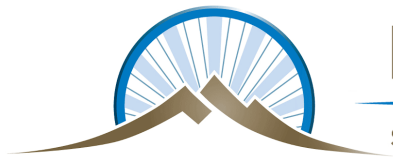
Matter Being Considered:

Nature of conflict of interest:

Action Taken:

- ☐ Disclosure only
- ☐ Abstained from voting
- ☐ Recused from discussion
- ☐ Left the meeting during consideration and determination
- ☐ Other: _____

Board Member Name: _____ **Date:** _____



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Signature: _____

Board Chair/Designee Signature: _____ **Date:** _____



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FOUNDING MEMBER POLICY

PURPOSE:

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

PURPOSE

Promontory School of Expeditionary Learning may provide an enrollment preference, consistent with Utah Code §53G-6-502 and the school's approved charter and enrollment policies, to a child or grandchild of an individual who actively participated in the development of the school.

For purposes of this policy, an individual approved by the Governing Board as having actively participated in the development of Promontory School may be designated as a "Founding Member."

POLICY:

The Promontory Board must approve each founding member. Potential founding members will sign a Memorandum of Understanding (MOU) which outlines their commitment to contribute in a significant and meaningful way to the development of the school as determined by the Governing Board. Founding teachers are exempted from signing the MOU. Persons who fail to meet these requirements can have Founding Member Status revoked. Preferential enrollment shall be extended to no more than 5% of enrolled students. As such, each founding member is allowed to enroll one child in the school using their founding member status.

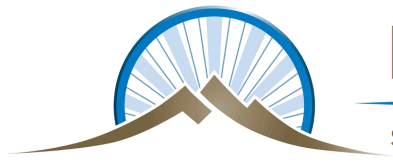
Founding Member" means an individual whom the Governing Board has determined actively participated in the development of Promontory School of Expeditionary Learning.

A list of founding members can be located on display in the front office and are listed as followed;

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

Founding Members: Laurie Baird, Misty Beisinger, Leanne Brockbank, Kassi & Randy Capener, Shiree & Ben Case, Rob & Jenn Christensen, Bridgett & Paul Clark, JD Clark, Missi Conover, Sharon & Rick Fairbourn, Meg Ferry, Jared Griffith, Susan Hardy, LeAnne & Verlo Hunsaker, Kimberly & Richard Jenson, Mindy Johnson, Heidi Nelson, Valerie & Cannon Neslen, Claudia Oyler, Shanda & Tom Parkinson, Bryce &

Founding Member Policy	Created: 08/30/2011	Last Updated: 06/20/2024 01/21/2021
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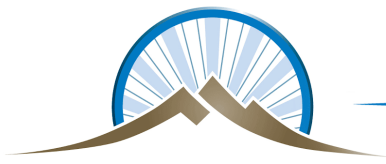
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Carolyn Passey, Suzie Roberts, Britney Silver, Shallen Sorenson, Susie Witt

Founding Teachers: *Rob Christensen, Sherry Christensen, Tiffany Conger, Tia Cornelius, Tracy Davidson, Dorothy Dobson, Dana Durney, Mindy Espinoza, Mary Beth Farrer, Nina Guzzetti, Heidi Heil, Gayle Mansfield, Camille McClurg, Tina McMullin, Glenna Petersen, Megan Quitberg, Lynette Reeder, Janni Richards, Dot Ross, Nancy Smith, Sean Wallis, Lindsay Walter, Cindy Wells*

Nothing in this policy creates a guarantee of enrollment. All enrollment preferences shall be administered through Promontory School's approved enrollment and lottery procedures, consistent with Utah Code §53G-6-502, applicable USBE rules, and Promontory's approved charter.



FOOD SOLD ON SCHOOL GROUNDS POLICY

PURPOSE

The purpose of this policy is to outline requirements for Promontory School of Expeditionary learning regarding foods sold outside of the reimbursable meal service.

DEFINITIONS

"Competitive foods" as provided in 7 CFR 210, means all food and beverages, other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act, 42 U.S.C., and the Child Nutrition Act of 1966, available for sale to students on the school campus during the school day.

"Nutrition Standards" are defined in 7 CFR 210.11 and are hereby incorporated by reference.

"Reimbursable meal" means a meal, which meets the requirements of 7 CFR 210, 211, 215, 220 or 225, which are incorporated by reference and can be claimed for payment.

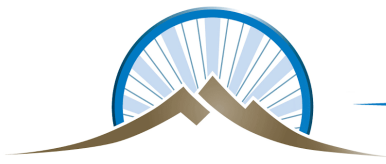
"School day" means the period from the midnight before to 30 minutes after the end of the official school day.

"School grounds Campus" means all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

"Vending machine" means a self-service device that upon insertion of a coin, paper currency, token, card or key, dispenses unit servings of food in bulk or in packages.

Vending Machine/Competitive Food Sales on Promontory School Grounds

- A. Promontory School does not provide vending machines to the students in order to encourage and promote healthy eating and participation in the school lunch program and to support the family in encouraging healthy eating through home lunch.
- B. Promontory School does not allow the sale of competitive foods during the school day for the reasons listed in A.
- C. Food Sales for fundraising purposes and special events may be sold using the following criteria:
 - a. Food sales ~~are encouraged to~~ **shall** meet the nutrient standards as outlined in 7



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CFR 210.1 as well as the standards defined in the Promontory Health and Wellness Policy. According to R277-719-5, foods that do not meet the nutrient standards outlined can be used for fundraising if they are used infrequently, not more than three times a year and each individual fundraiser must not exceed five days.

- b. The school director shall designate an individual to maintain records of fundraisers at which foods and beverages that do not meet competitive food standards are sold.
- c. ~~Career and Technical Education programs may make written requests for fundraisers, in addition to the three allowed in R277-519-5C, to the USOE Child Nutrition Program Director with director and board approval.~~
- d. The Director may grant permission for exempt fundraisers in addition to those otherwise allowed under R277-719-5 upon the written request of a Career and Technical Education program.

Promontory intends for this policy to be consistent with Board Rule R277-519-5C

Promontory School of Expeditionary Learning shall comply with Utah State Board of Education Rule R277-719, applicable federal child nutrition requirements, including 7 CFR 210.11, and the school's Local School Wellness Policy.

Tab 1



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EMERGENCY RESPONSE PLAN POLICY

Promontory School will practice the Emergency Plan on each school level, present it to teachers and administrators, students, parents, local law enforcement and any other necessary public safety representatives.

The Emergency Plan will be reviewed by the Safety Committee (assigned by the Promontory School Board) and updated at least once every three years in order to have updated information and to be in compliance with R277-400.

Teachers and staff will have access to the Emergency Plan.

At the beginning of each school year, Promontory School shall provide a written notice to parents and staff of our Plan.

Promontory School shall designate a school Emergency Response/Emergency Preparedness week each year prior to April 30th.

The Plan shall include procedures to ensure that students receive reasonable, adequate educational services, and supervision during school hours during an emergency and for education services in an extended emergency situation.

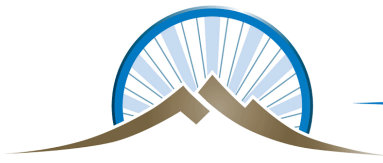
Evacuation procedures that provide reasonable care and supervision of students until students are released to a responsible party shall be included in the plan. Promontory shall not release students under 15 years old unless a parent or other responsible person has been notified and assumed responsibility for students.

The Emergency Plan shall include procedures regarding access to public school buildings by students, community members, and others. The Plan shall also include procedures regarding access during identified time periods and possession and use of school keys by designated administrators and employees.

The Plan shall identify resources and materials available for emergency training for employees. The Plan shall also include procedures for a student to receive age-appropriate emergency preparedness training including rescue techniques, first aid, safety measures appropriate for specific emergencies, and other emergency skills.

Promontory School shall establish a parent and student reunification plan, and annually provide parents a summary of parental expectations and notification procedures related to the reunification plan. The reunification plan shall be published on the school's website.

Fire drills and other emergency drills shall be conducted as outlined in R277-400. Promontory school shall develop student assistance programs such as care teams, school intervention programs, and



interagency case management teams.

Promontory School may enter into cooperative agreements with other governmental entities to establish proper coordination and support during emergencies. Promontory School shall cooperate with other governmental entities to provide emergency relief services and the Plan shall contain procedures for assessing and providing the following for public emergency needs: school facilities, equipment, and personnel.

The plan shall delineate communication channels and lines of authority with the Promontory School, city, county, and state. A local governing board, through its director, is the chief officer for a school emergency.

Promontory School shall provide an annual training for school building staff regarding an employee's roles, responsibilities, and priorities as outlined in the Emergency Response Plan.

Promontory School shall develop standards and protections for participants and attendees at school-related activities, especially school-related activities off school property.

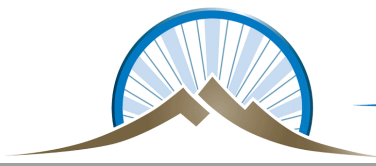
Promontory School shall review existing security measures and procedures within the school and make necessary adjustments as funding permits.

Promontory School shall provide comprehensive violence prevention and intervention strategies as part of a school's regular curriculum, including anger management, conflict resolution, respect for diversity and other cultures, and may provide age-appropriate instruction on firearm safety.

The plan shall address procedures for recording funds expected for emergencies, assessing and repairing damage, and seeking reimbursement for emergency expenditures.

Promontory School shall ensure that a carbon monoxide detection system has been installed and maintained in the school, consistent with International Fire Code. The school shall replace a carbon monoxide detection system that becomes inoperable or begins to produce end-of-life signals.

Updated Policy



EMERGENCY RESPONSE PLAN POLICY

PURPOSE

The purpose of this policy is to establish the requirement for Promontory School to maintain a comprehensive Emergency Response Plan and corresponding administrative procedures that support the safety, protection, and welfare of students, staff, and school visitors; ensure coordinated preparedness and response during emergency situations; and maintain compliance with applicable state and federal laws and rules.

Emergency Response Plan

Promontory School shall maintain an Emergency Response Plan designed to support the safety, protection, and welfare of students, staff, and school visitors during emergency situations.

The Emergency Response Plan shall be reviewed and updated at least once every three (3) years, or more frequently as needed to maintain compliance, reflect current safety best practices, or respond to changes in school operations or safety conditions.

The Emergency Response Plan shall include provisions to ensure the reasonable safety, supervision, and care of students during emergency situations, including procedures for student accountability and reunification with parents or authorized guardians.

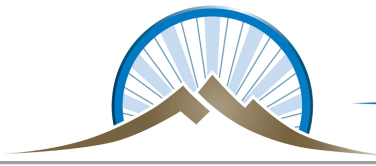
Promontory School shall coordinate with local, state, and federal emergency management and public safety agencies as appropriate to support effective emergency preparedness, response, and recovery.

Administrative Procedures

Administration shall ensure that an Emergency Response Plan is developed, implemented, and maintained in accordance with applicable state and federal law, including Utah Administrative Code R-277.

Administration may develop and maintain procedures, protocols, plans, and supporting materials necessary to implement this policy and comply with applicable law. Such procedures, protocols, plans, and supporting materials may address factors including, but not limited to:

- Emergency prevention, mitigation, preparedness, response, and recovery.
- Communication protocols and notification procedures.
- Staff roles, responsibilities, and training requirements.
- Student supervision, accountability, and reunification procedures.
- Plans for evacuation, relocation, lockdown, shelter-in-place, and other emergencies.
- Coordination with law enforcement, emergency responders, public health officials, and other governmental agencies.



- Access control, visitor management, and facility security measures.
- Emergency procedures for school-sponsored activities occurring on or off school property.
- Continuity of operations and continuity of educational services during extended emergencies.
- Accommodations and support for students and staff with disabilities, medical needs, or other specialized considerations.
- Emergency drills, exercises, and preparedness activities.
- Post-incident assessment, recovery, and continuous improvement efforts.
- Any additional measures necessary to protect the safety, health, and welfare of students, staff, and visitors.

To support student safety and maintain the integrity of emergency response, certain operational procedures, security measures, or implementation details may be designated as confidential and not subject to public disclosure, consistent with applicable law.

Emergency Preparedness and Drills

The school shall conduct emergency preparedness drills as required by state law and administrative rule to ensure readiness and reinforce staff and student understanding of emergency procedures.

Promontory School may enter into cooperative agreements with other entities to establish proper coordination and support during emergencies.

Training and Communication

Promontory School shall ensure that staff are informed of the Emergency Response Plan and provided appropriate access and training regarding its contents. Staff should receive annual training on their roles and responsibilities within the Emergency Response Plan, including expectations for emergency response, safety procedures, and student supervision during emergency situations.

The school shall provide parents with general information regarding the Emergency Response Plan to the extent appropriate and in a manner that preserves the confidentiality of security measures, emergency procedures, and other information that could compromise student safety or school security.

Tab 1



ATTENDANCE PROCEDURES

The Utah Compulsory Attendance Law (53G-6-202) directs parents to require their children between the ages of six and 18 years to attend school. Promontory is committed to providing a quality education for every student. The school firmly believes that consistent attendance teaches students responsibility. Students learn the value of being punctual and prepared. Frequent absences result in a loss of continuity of instruction and prove disruptive for students, teachers and staff. At Promontory every hour is filled with learning activities and concepts. In order to truly benefit from these learning experiences, continuous, prompt attendance at school is necessary. Exceptions to these procedures are at the discretion of the director on a temporary basis.

Parents are expected to take a proactive role in ensuring their children attend school. We recommend that families plan their vacation schedule around the existing school calendar. When possible, medical and dental appointments should take place outside of school hours, and parents should notify the school in advance of any absence. Parents and students are responsible for obtaining homework or assignments for the time period in which the student is absent.

EXCUSED AND UNEXCUSED ABSENCES

Some absences and incidents of tardiness are excused and some are unexcused (see list below). The number of absences and incidents of tardiness will be noted on progress reports.

Please call the school at **435-919-1900** before 9:00 a.m. each day that a child will be absent or tardy. The notification and explanation of the absence will help us know if the absence is excused or unexcused. Absences may be deemed "excused" only if the reason falls into the category of excused absences listed below. ~~A valid reason for an absence should be given to the school within one week of a child returning to school, or the absence will remain "unexcused".~~

A valid excuse includes:

- Illness, whether physical or mental, regardless of whether documentation from a medical professional is provided;
- Mental or behavioral health needs of the student;
- A death in the family;
- An approved school activity;
- An absence permitted by the student's IEP or Section 504 Accommodation Plan;
- Participation in a qualifying sanctioned youth rodeo competition;
- Any reason provided by a parent or

guardian to justify the student's absence when the student maintains a cumulative GPA of at least 2.0, as provided by Utah law,

- Qualifying mountain biking, shooting sports, and Utah State University-administered youth development programs;
- Other absences recognized as valid excuses under Utah law; and
- Any additional excuse established as valid by the Promontory School Governing Board.



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Absence Without a Valid Excuse

An absence will be recorded as an absence without a valid excuse when the school does not receive a reason that qualifies as a valid excuse under Utah law or Promontory School policy.

Promontory will distinguish between absences with a valid excuse and absences without a valid excuse in its attendance records and reporting.

PARENT NOTIFICATION

Promontory School will notify a student's parent or guardian within two instructional days of an absence without a valid excuse.

Parents and guardians are encouraged to notify the school as soon as possible when a student will be absent and provide the reason for the absence.

TARDIES

Students will be considered tardy if they are not in the classroom at the designated start time for class. Any student arriving after 8:20AM will be marked tardy. Middle School students more than 20 minutes late for a class will be marked absent for that class period.

CHECK-OUT PROCEDURE

When a student needs to be excused early, he/she must be checked out at the main office by a parent/legal guardian or someone listed in our computer system as an emergency contact authorized to check out the student. Before departing, the person checking out the student must sign out on the register provided in the main office.

WITHDRAWAL FROM SCHOOL ROSTER

In the event that you decide to withdraw your child from Promontory School, we request that you notify us immediately, follow our Transfer Policy, and fill out the appropriate forms.

INTERVENTION

It is important to maintain ongoing communication with your child's teachers about health or family situations that may negatively affect your child's consistent attendance in school. When absences and tardies occur with some regularity or frequency, intervention may be necessary to improve attendance. Intervention may take the form of a phone call, email, parent conference, or official letter from the Director. Truancy issues that are not resolved through these means may result in a truancy report to the Department of Child and Family Services.

Promontory School will use non-punitive, increasingly frequent, and individualized interventions to address attendance concerns. Interventions are intended to strengthen relationships among the student, family, and school; improve attendance and academic outcomes; and address barriers contributing to absenteeism.

As reasonably feasible and appropriate to the individual student, interventions may include parent



communication, student counseling, conferences, mentoring, connection to community resources, academic supports, executive-function supports, schedule or curriculum adjustments, consideration of alternatives proposed by the parent, attendance monitoring, voluntary truancy mediation when available, and other individualized supports.

In this, Promontory School will follow guidelines consistent with the district schools in Box Elder County:

Attendance Enforcement

1. ~~A parent or guardian may be subject to the compulsory school attendance law if:~~
 - ~~○ They intentionally or recklessly fail to enroll a school-age minor in school, unless that minor is exempt from enrollment.~~
 - ~~○ After being served with a notice of compulsory education violation they intentionally or recklessly fail to meet with the school authorities designated in the notice of compulsory education violation to discuss the student's school attendance problems.~~
 - ~~○ After being served with a notice of compulsory education violation they intentionally or recklessly fail to prevent the student from being absent without a valid excuse five or more times during the remainder of the school year.~~

Compulsory Education Enforcement — Grades 1–6

In accordance with Utah Code §53G-6-202, a school administrator, administrator's designee, school resource officer, or truancy specialist may issue a Notice of Compulsory Education Violation to the parent of a student in grades 1 through 6 after the student has been truant at least five times during the school year.

The notice will direct the parent to meet with designated school authorities and cooperate with Promontory School in securing the student's regular attendance. The notice will be served as required by Utah law.

Promontory School will maintain records of compulsory education violation notices, resulting referrals, and general outcomes.

Designated school officials shall make earnest and persistent efforts to resolve a student's attendance problems. These efforts shall include the following, as deemed appropriate or feasible in individual cases:

- Counseling of the student by school authorities including a meeting with the student after their fifth absence without a valid reason.
- Issuing a written notice of a compulsory attendance violation after at least five unexcused absences (truancies)
- Enlisting parental support for attendance by the student.
- Meeting with the student and the parents or guardian.
- Adjusting the curriculum and schedule if determined necessary to meet special needs of the student.
- Monitoring of attendance by parents and the school.



- Classifying a student who is at least twelve years of age as a habitual truant after at least ten trancies during the school year.
- Enlisting the assistance of community and law enforcement agencies as appropriate.

Attendance Monitoring and Tiered Intervention

Promontory School will regularly review student attendance data to identify students who have attendance concerns or are at risk of chronic absenteeism. The school will implement tiered interventions that increase in frequency and individualization based on the student's needs and the barriers affecting regular attendance.

Educational Neglect and Referrals

Promontory School will make referrals related to compulsory education violations or suspected educational neglect only in accordance with applicable Utah law. Before making a referral based on attendance concerns, the school will document required attendance interventions and consider the student's attendance history, educational progress, valid excuses, special education services, remediation efforts, and other factors required by law.

Attendance Records and Data Quality

Promontory School will maintain accurate and timely student enrollment, attendance, and membership information in the school's student information system. The school will maintain attendance records in accordance with state reporting requirements and will conduct an annual internal review of attendance data accuracy.

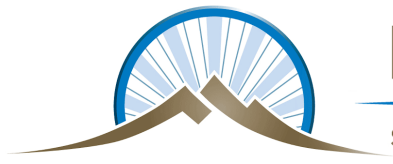
Staff Training and Implementation

Promontory School will provide annual training to relevant employees regarding attendance tracking, intervention, enforcement, parent notification, and documentation requirements. Attendance procedures will be implemented consistently throughout the school.

In alignment with our Attendance Policy and Utah State Administrative Rule R277-419-5 a student must be withdrawn after ten (10) consecutive days of unexcused absences. Promontory School shall send a certified letter notifying the parents of the pending withdrawal and provide adequate time for a response before withdrawing the student from school PRIOR to the actual withdrawal.

Promontory School shall withdraw students after ten (10) consecutive days of absence, unless they fit one or more of the exceptions listed above. The withdrawal date would be entered as of the eleventh day to show the previous ten (10) days as unexcused absences regardless of the total number of accumulated unexcused absences.

If it is determined that the pupil has left school for one of the following reasons: completion, dismissal, death, transfer or administrative withdrawal, the date of withdrawal must be the day after the last day of attendance or within ten (10) days after the last day of attendance.



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GOVERNING BOARD CODE OF CONDUCT & OATH OF OFFICE

PURPOSE

The Governing Board of Promontory School of Expeditionary Learning is entrusted with the governance, oversight, and long-term stewardship of the school. Board members shall serve with integrity, professionalism, transparency, and a steadfast commitment to Promontory's mission, values, and long-term success.

Board members recognize that the authority of the Board rests with the Board as a whole, not with individual Board members. This Oath of Office outlines the core responsibilities of Board members, though Board members are expected to act professionally and uphold Promontory's RISE FAR values in all aspects of their service.

Each Governing Board member shall sign this Oath upon taking office and annually thereafter, affirming their personal commitment to the standards described in this document. All Board members shall sign this Oath before participating in Board business.

CODE OF CONDUCT

Put the School First

- Act in the best interests of Promontory School of Expeditionary Learning and its students as a whole.
- Place the best interests of Promontory above the interests of any individual child, family, employee, or other person, including in matters involving a Board member's own child.
- Support the school's mission, charter, and Expeditionary Learning model.
- Make decisions based on the needs of the school as a whole rather than personal interests or the interests of an individual employee, family, program, or group.

Confidentiality and Treatment of Sensitive Information

- Maintain the confidentiality of information protected by law or appropriately discussed in closed session.
- Protect confidential student, employee, legal, financial, and personnel information, and handle all sensitive information with discretion.
- Never use confidential information obtained through Board service for personal, professional, family, or financial advantage.

Professional Conduct and Relationships

- Treat fellow Board members, administrators, employees, students, parents, and community members with dignity and respect.
- Avoid intimidation, retaliation, harassment, personal attacks, gossip, or conduct that damages productive working relationships.
- Maintain appropriate boundaries with employees and avoid becoming an intermediary in personnel disputes or individual employee grievances.
- Refer complaints and concerns to the appropriate process rather than independently investigating or attempting to resolve operational or personnel matters.

Govern, Rather Than Manage



- Respect the distinction between the Board's governance responsibilities and administration's responsibility for the day-to-day operation of the school.
- Recognize that individual Board members do not independently supervise, direct, evaluate, discipline, or assign work to school employees.
- Direct operational and personnel concerns through the appropriate administrative channels.
- Recognize the Director as the Board's primary connection to the school's administration and operations, consistent with Board policy and the Director's assigned authority.
- A Board member shall not use their position or authority to pressure, direct, or influence school administration or staff regarding a matter that should be handled through established school processes.

DUTY OF LOYALTY

Board members owe undivided loyalty to Promontory School of Expeditionary Learning, exhibited through strict adherence to the school's governing documents.

- Comply with the school's Charter, Bylaws, and Board policies, and with applicable state and federal law.
- Avoid engaging in opportunities, transactions, or relationships that benefit a Board member or the Board member's family at the school's expense, or that could reasonably compromise independent judgment on behalf of the school.
- Never use a Board position to obtain special treatment or personal, professional, family, or financial benefit.

DUTY OF CARE

Meeting Attendance and Preparation

- Attend Board meetings consistently and arrive on time.
- Review Board materials before meetings and come prepared to discuss and act on agenda items.

Active Participation

- Ask questions and seek the information necessary to make informed decisions.
- Participate actively in discussion and voting rather than deferring judgment to other Board members.
- Exercise good business judgment and fiscal responsibility in all Board decisions.

Professional and Ethical Behavior

- Maintain zero tolerance for personal attacks, disorderly conduct, or unprofessional behavior toward fellow Board members, administration, staff, or the public.
- Address disagreements professionally and directly rather than undermining Board decisions, fellow Board members, or school leadership.
- Respect and support lawful decisions of the Board once a vote has occurred, even when a member personally voted differently.

Conflict Resolution and Decision-Making

- Rely on board committees to research complex, sensitive, or contentious issues and bring recommendations back to the full Board, rather than working through such matters in open-ended discussion at Board meetings.



- Keep Board meeting discussion focused and minimize open-ended deliberation; matters requiring extended research or negotiation are generally referred to committee first.
- Recognize that, because decisions are prepared in advance through committee work and administrative recommendation, the Board generally does not provide immediate answers to questions raised during the public comment portion of a meeting; such matters may instead be referred to committee or placed on a future agenda.

BOARD COMMUNICATION

Open and Public Meetings Act (OPMA)

Promontory's Governing Board is a public body subject to Utah's Open and Public Meetings Act, Utah Code §52-4-101 et seq. To maximize transparency, Board members shall:

- Comply with all OPMA notice, agenda, minutes, and recording requirements for Board meetings.
- Conduct all Board deliberation and decision-making during properly noticed open meetings (or closed meetings where legally permitted), and not through email, text messages, or other communication outside of a meeting.
- Ensure that the outcome of Board meetings is documented and made available to the community as required by law.

Promoting the School's Mission and Vision

- Promote Promontory's mission, vision, and strategic plan when communicating with the school community and the public.
- Serve as a positive representative of the school in the community.

Speaking with One Voice

- Support and uphold the lawfully made decisions of the Board, even when a member personally disagreed during deliberation.
- Communicate concerns through appropriate governance channels rather than expressing individual disagreement with Board decisions publicly.
- Recognize that individual Board members have no authority to act or speak on behalf of the Board unless specifically authorized to do so.

CONFLICTS OF INTEREST

A Board member shall disclose any actual or potential conflict of interest before participating in any matter related to that conflict, in accordance with Promontory's policies, Board bylaws, and applicable law.

Unless otherwise required by law, disclosing a conflict does not automatically require a Board member to leave the meeting. Depending on the circumstances, however, the Board member may voluntarily leave or be asked to leave the meeting to avoid the appearance of a conflict or undue influence.

Utah Code §53G-5-409 establishes specific requirements for certain conflicts of interest. When a matter involves the employment of a Board member's relative, or a contract or transaction in which a Board member or the Board member's relative has a financial interest, the Board member must provide written disclosure, abstain from voting, and leave the meeting during the portion in which the matter is considered and decided. These statutory requirements apply regardless of this general practice described above and are addressed further in Promontory's Conflict of Interest Policy.



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Board members must annually review and sign an acknowledgement of their conflicts of interest and disclose any new or changed conflicts that arise during the year.

BOARD MEMBER COMMITMENT

I understand that service on the Governing Board is a position of public trust. My responsibility is to contribute to effective governance while protecting the integrity, independence, mission, and long-term sustainability of Promontory School of Expeditionary Learning.

I understand that this Oath of Office applies throughout my service on the Governing Board and that concerns regarding Board member conduct should be addressed through established Board governance procedures.

Board Member Name: _____

Date: _____

Signature: _____

Legal Reference: Utah Code §53G-5-409; Utah Public Officers' and Employees' Ethics Act, Utah Code Title 67, Chapter 16; Utah Open and Public Meetings Act, Utah Code §52-4-101 et seq.



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GOVERNING BOARD OATH OF OFFICE

State of Utah

Each member of the Promontory School of Expeditionary Learning Governing Board shall take this Oath of Office upon taking office and annually thereafter, in accordance with the Governing Board Code of Conduct & Oath of Office and applicable Utah law.

Board Member Name:

Office / Position:

I, _____, having been elected or appointed to the Governing Board of Promontory School of Expeditionary Learning, do solemnly swear that I will support, obey, and defend the Constitution of the United States and the Constitution of the State of Utah, and that I will discharge the duties of my office as a charter school governing board member with fidelity.

Utah Code §53G-5-406.5

Signature:

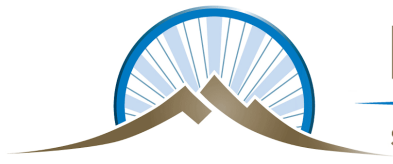
Date:

Subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Person Administering Oath:

Printed Name:

Title:



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Utah Code § 78B-1-142: "Every court, every judge, clerk and deputy clerk of any court, every justice, every notary public, and every officer or person authorized to take testimony in any action or proceeding, or to decide upon evidence, has the power to administer oaths or affirmations."

Retain the completed and signed original with Promontory's official Governing Board records.

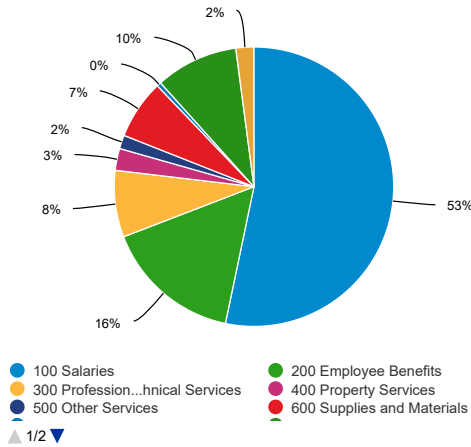
Financial Summary

	Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
Revenue (3 School Category records)						
	1000 Local Revenue	\$7,205	\$164,000	\$164,000	4.6%	4.4%
	3000 State Revenue	\$482,552	\$5,429,720	\$5,469,955	8.8%	8.8%
	4000 Federal Revenue	\$52,094	\$394,267	\$395,778	13.2%	13.2%
TOT		\$541,851	\$5,987,987	\$6,029,733		
Expense (9 School Category records)						
	100 Salaries	-\$194,727	-\$3,142,100	-\$3,142,100	7.5%	6.2%
	200 Employee Benefits	-\$78,106	-\$937,000	-\$937,000	8.0%	8.3%
	300 Professional and Technical Services	-\$16,412	-\$455,300	-\$455,300	1.5%	3.6%
	400 Property Services	-\$3,853	-\$149,000	-\$149,000	-0.0%	2.6%
	500 Other Services	-\$6,346	-\$93,500	-\$93,500	-0.0%	6.8%
	600 Supplies and Materials	-\$14,747	-\$404,100	-\$404,100	-0.0%	3.6%
	700 Property	-\$22,290	-\$27,000	-\$29,290	-0.0%	76.1%
	800 Debt Service and Misc	-\$36,422	-\$565,633	-\$565,633	-0.0%	6.4%
	900 CapEx & Extra Ordinary		-\$122,000	-\$122,000	-0.0%	
TOT		-\$372,903	-\$5,895,633	-\$5,897,923		
TOT		\$168,948	\$92,354	\$131,810		

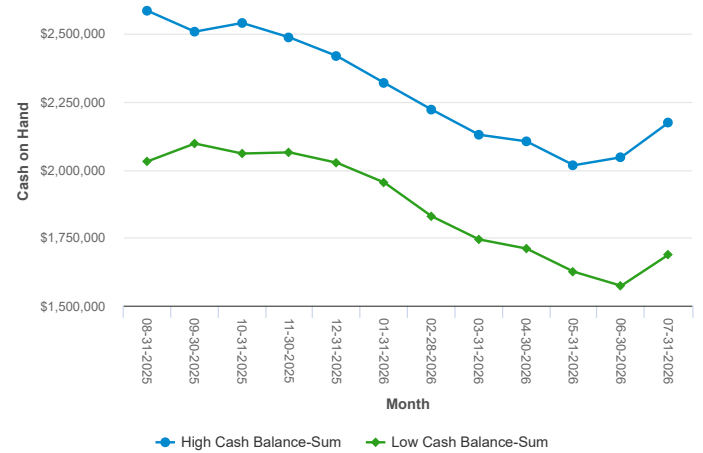
Financial Metrics

	Financial Metric	Covenant	Target	Forecast
	Operating Margin		4.0	4.21
	Debt Service Ratio	1.15	1.30	1.46
	% Building		<16	9.2
	Unrestricted Days Cash	40	100	16

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 - 4.4% (12 School Budget records)							
1510 Interest on Investments	\$100,322	\$7,130	\$90,000	\$0	\$90,000	8.3%	7.9%
1610 Lunch Program	\$63,551	\$75	\$56,000	\$0	\$56,000		0.1%
1720 Yearbook Income	\$2,491		\$0	\$0	\$0		
1720 Bookfair Income	\$1,699		\$0	\$0	\$0		
1720 Uniforms	\$329		\$0	\$0	\$0		
1741 Middle School Fees	\$6,956		\$5,000	\$0	\$5,000		
1920 Fieldwork/Expedition Donations	\$1,073		\$1,000	\$0	\$1,000		
1920 Community Donations	\$13,473		\$3,000	\$0	\$3,000		
1923 POP Income			\$3,000	\$0	\$3,000		
1923 Adventure			\$0	\$0	\$0		
1923 Corporate Donations	\$6,891		\$3,000	\$0	\$3,000		
1990 Miscellaneous/Background Checks/Fines	\$60,881		\$3,000	\$0	\$3,000		
TOT	\$257,666	\$7,205	\$164,000	\$0	\$164,000		
Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 8.8% (36 School Budget records)							
3010 Regular School Prgm K-12	\$1,852,256	\$147,456	\$1,769,471	\$0	\$1,769,471	8.3%	8.3%
3020 Professional Staff			\$0	\$0	\$0		
3105 Special Education -- Add-On	\$480,509	\$45,369	\$544,423	\$0	\$544,423	8.3%	8.3%
3110 Special Education -- Self-Contained	\$15,554	\$1,668	\$20,021	\$0	\$20,021	8.3%	8.3%
3120 Special Education -- Extended Year	\$4,061	\$370	\$4,445	\$0	\$4,445	8.3%	8.3%
3125 Special Education -- State Programs	\$9,726	\$799	\$9,590	\$0	\$9,590	8.3%	8.3%
3128 Special Education -- Stipends for ESY	\$1,808		\$0	\$0	\$0		
3153 Students At-Risk Add-on	\$94,251	\$9,403	\$112,838	\$0	\$112,838	8.3%	8.3%
3211 Gifted and Talented	\$8,972		\$3,937	\$0	\$3,937		
3230 Class Size Reduction - K-8	\$191,030	\$15,240	\$182,876	\$0	\$182,876	8.3%	8.3%
3410 Flexible Allocation	\$171,075	\$14,095	\$169,141	\$0	\$169,141	8.3%	8.3%
3520 School Land Trust	\$69,051	\$76,975	\$76,975	\$0	\$76,975	100.0%	100.0%
3566 Professional Learning			\$0	\$0	\$0		
3579 Mental Health Grant	\$71,985		\$35,493	\$0	\$35,493		
3582 Beverly T. Sorenson Elem Arts	\$35,000		\$35,000	\$0	\$35,000		
3596 School Safety Grant	\$317,345		\$122,000	\$0	\$122,000		
3655 Digital Teaching & Learning	\$34,414		\$0	\$0	\$0		
3719 Charter School Local Replacement	\$1,480,224	\$128,962	\$1,547,544	\$0	\$1,547,544	8.3%	8.3%
3725 Charter School Admin Costs	\$85,000	\$6,960	\$83,525	\$0	\$83,525	8.3%	8.3%
3770 School Lunch (Liquor Tax)	\$56,338		\$27,000	\$0	\$27,000		
3800 TSSA Program	\$143,301		\$146,425	\$0	\$146,425		
3800 Suicide Prevention	\$1,000		\$1,000	\$0	\$1,000		
3800 Educator Professional Time	\$63,275		\$63,714	\$0	\$63,714		
3800 CSI Grant			\$36,000	\$0	\$36,000		
3800 Salary Supplement for Highly-Needed Educators	\$19,273	\$1,437	\$17,242	\$0	\$17,242	8.3%	8.3%
3800 School-Based Education Support Professionals Stipends	\$59,670		\$0	\$0	\$0		
3800 Schools Fees PEESRA	\$3,805		\$0	\$0	\$0		
3813 Stipends For Future Educators	\$6,500		\$0	\$0	\$0		
3814 Master Pilot Grant	\$80,470		\$0	\$40,235	\$40,235		
3818 K-3 Reading Software	\$11,052		\$0	\$0	\$0		
3846 Innovation Grant			\$0	\$0	\$0		
3868 Teacher Materials and Supplies	\$11,254		\$11,254	\$0	\$11,254		
3870 PCBL Competency Based Learning	\$142,171		\$0	\$0	\$0		
3872 Substance Prevention	\$4,000		\$4,000	\$0	\$4,000		
3876 Educator Salary Adjustment	\$393,987	\$33,817	\$405,806	\$0	\$405,806	8.3%	8.3%
3878 Special Education- Extended Year			\$0	\$0	\$0		
TOT	\$5,918,357	\$482,552	\$5,429,720	\$40,235	\$5,469,955		
Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 13.2% (10 School Budget records)							
4500 SRSA (REAP) Grant	\$96,040	\$52,094	\$50,583	\$1,511	\$52,094	100.0%	100.0%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
4522 IDEA Preschool	\$4,016		\$2,008	\$0	\$2,008		
4524 IDEA Part-B	\$86,706		\$86,706	\$0	\$86,706		
4571 National School Lunch Prgm	\$21,965		\$18,000	\$0	\$18,000		
4572 Free & Reduced Reimbursement	\$65,172		\$68,000	\$0	\$68,000		
4573 National School Breakfast	\$21,505		\$22,000	\$0	\$22,000		
4801 Title IA	\$259,111		\$79,086	\$0	\$79,086		
4860 Title IIA	\$22,729		\$7,884	\$0	\$7,884		
4890 Title IVA	\$20,000		\$10,000	\$0	\$10,000		
4893 Stronger Connections Grant			\$50,000	\$0	\$50,000		
TOT	\$597,244	\$52,094	\$394,267	\$1,511	\$395,778		
Promontory School of Expeditionary Learning - Expense - 100 Salaries - 6.2% (15 School Budget records)							
121.24 Administration	-\$310,236	-\$23,465	-\$226,305	\$0	-\$226,305	8.3%	10.4%
131.1 Teachers	-\$1,452,671	-\$110,171	-\$1,413,000	\$0	-\$1,413,000	8.3%	7.8%
131.1 Merit Pay/Winter Bonus	-\$2,000		-\$43,000	\$0	-\$43,000		
131.1 Special Education Teachers	-\$319,183	-\$23,608	-\$322,000	\$0	-\$322,000	8.3%	7.3%
131.1 Stipends	-\$194,673	-\$1,666	-\$80,000	\$0	-\$80,000		2.1%
132.1 Substitute Teachers	-\$48,733		-\$40,000	\$0	-\$40,000		
132.1 PTO Cash Out	-\$15,694		-\$14,000	\$0	-\$14,000		
142.21 Counselor	-\$53,113	-\$4,542	-\$58,195	\$0	-\$58,195	8.3%	7.8%
152.24 Office Salaries	-\$170,247	-\$12,209	-\$214,500	\$0	-\$214,500	8.3%	5.7%
161.1 Community Aides/ Literacy Aides	-\$344,109	-\$3,746	-\$269,300	\$0	-\$269,300	8.3%	1.4%
161.1 Special Education Aides	-\$180,512	-\$168	-\$149,000	\$0	-\$149,000	8.3%	0.1%
161.1 RTI / Title I	-\$45,829		-\$115,000	\$0	-\$115,000		
162.22 Library Aide	-\$43,831		-\$16,400	\$0	-\$16,400		
182.26 Custodial/Maintenance Salaries	-\$68,984	-\$10,916	-\$70,000	\$0	-\$70,000	8.3%	15.6%
191.31 Kitchen Salaries	-\$124,041	-\$4,236	-\$111,400	\$0	-\$111,400	8.3%	3.8%
TOT	-\$3,373,855	-\$194,727	-\$3,142,100	\$0	-\$3,142,100		
Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 8.3% (8 School Budget records)							
220 FICA	-\$248,107	-\$14,458	-\$225,000	\$0	-\$225,000	8.3%	6.4%
230 Retirement	-\$129,566	-\$10,036	-\$127,000	\$0	-\$127,000	8.3%	7.9%
241 Health Insurance	-\$560,178	-\$52,634	-\$555,000	\$0	-\$555,000	8.3%	9.5%
242 Life and Disability Insurance	\$0	\$637	-\$5,000	\$0	-\$5,000		-12.7%
243 HRA/Flex Spending	\$1,412	-\$999	-\$10,000	\$0	-\$10,000		10.0%
244 Dental Insurance	\$0	\$400	-\$1,000	\$0	-\$1,000		-40.0%
270 Worker's Compensation Fund	-\$10,579	-\$1,017	-\$10,000	\$0	-\$10,000		10.2%
280 Unemployment Insurance	-\$4,351		-\$4,000	\$0	-\$4,000		
TOT	-\$951,369	-\$78,106	-\$937,000	\$0	-\$937,000		
Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 3.6% (9 School Budget records)							
323.21 SpEd Services OT, Psych, other	-\$191,996		-\$135,000	\$0	-\$135,000		
330.22 Expeditionary Learning Contract			\$0	\$0	\$0		
331.22 Professional Development	-\$28,980		-\$15,000	\$0	-\$15,000		
345.23 Audit Services	-\$18,352		-\$18,300	\$0	-\$18,300		
345.25 Business Services	-\$82,032	-\$7,041	-\$82,000	\$0	-\$82,000	8.3%	8.6%
345.25 Professional Services	-\$10,777	-\$2,000	-\$40,000	\$0	-\$40,000		5.0%
347.21 Speech Therapy Services	-\$92,657		-\$100,000	\$0	-\$100,000		
349.23 Legal Services	-\$13,274		-\$10,000	\$0	-\$10,000		
350.25 Technical Services (IT)	-\$68,241	-\$7,371	-\$55,000	\$0	-\$55,000		13.4%
TOT	-\$506,308	-\$16,412	-\$455,300	\$0	-\$455,300		
Promontory School of Expeditionary Learning - Expense - 400 Property Services - 2.6% (6 School Budget records)							
412.26 Water / Sewage / Garbage	-\$13,013	-\$775	-\$16,000	\$0	-\$16,000		4.8%
422.26 Lawn Care & Snow Removal	-\$3,010		-\$6,000	\$0	-\$6,000		
423.26 Custodial Services	-\$33,256		-\$32,000	\$0	-\$32,000		
430.26 Repairs / Maintenance / Monitoring	-\$39,097	-\$462	-\$65,000	\$0	-\$65,000		0.7%
443.25 Lease of Copy Machines	-\$20,343	-\$2,616	-\$20,000	\$0	-\$20,000		13.1%
450.46 Construction Services (West Side)			-\$10,000	\$0	-\$10,000		
TOT	-\$108,719	-\$3,853	-\$149,000	\$0	-\$149,000		
Promontory School of Expeditionary Learning - Expense - 500 Other Services - 6.8% (6 School Budget records)							
518.21 Field Work Travel / Entrance Fees	-\$5,449		-\$23,000	\$0	-\$23,000		
518.21 Adventure	-\$2,161		-\$13,000	\$0	-\$13,000		

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
520.23 Liability, Property, D&O Insurance	-\$26,991	-\$6,290	-\$36,000	\$0	-\$36,000		17.5%
530.24 Telephone	-\$5,059		-\$6,500	\$0	-\$6,500		
540.23 Marketing	-\$33,076	-\$56	-\$10,000	\$0	-\$10,000		0.6%
580.22 Travel	-\$13,518		-\$5,000	\$0	-\$5,000		
TOT	-\$86,254	-\$6,346	-\$93,500	\$0	-\$93,500		
Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 3.6% (17 School Budget records)							
610.1 Classroom / Expedition	-\$98,918	-\$1,115	-\$75,000	\$0	-\$75,000		1.5%
610.1 Adventure Supplies	-\$14,066		-\$4,500	\$0	-\$4,500		
610.1 Special Education Materials	-\$2,479	-\$58	-\$3,800	\$0	-\$3,800		1.5%
610.1 Student Activity Supplies	-\$4,010		-\$1,000	\$0	-\$1,000		
610.22 Professional Development Supplies	-\$8,728	-\$968	-\$8,000	\$0	-\$8,000		12.1%
610.22 Yearbooks	-\$3,448		-\$3,500	\$0	-\$3,500		
610.23 Board Expenses	-\$2,497		-\$2,000	\$0	-\$2,000		
610.24 Office Supplies	-\$46,317	-\$388	-\$33,000	\$0	-\$33,000		1.2%
610.33 POP Expenses	-\$12,775	-\$216	-\$5,000	\$0	-\$5,000		4.3%
622.26 Energy Supplies	-\$56,107	-\$4,023	-\$57,000	\$0	-\$57,000		7.1%
630.31 Food and Kitchen	-\$109,351		-\$121,000	\$0	-\$121,000		
641.1 Textbooks & Curriculum	-\$30,194	-\$246	-\$10,000	\$0	-\$10,000		2.5%
644.22 Library	-\$6,935		-\$5,000	\$0	-\$5,000		
644.22 Book Fair	-\$1,620		-\$2,300	\$0	-\$2,300		
650.21 Tech-Related Supplies	-\$20,446	-\$624	-\$3,000	\$0	-\$3,000		20.8%
670.1 Software	-\$32,959	-\$4,096	-\$35,000	\$0	-\$35,000		11.7%
680.26 Maintenance & Cleaning Supplies	-\$35,042	-\$3,013	-\$35,000	\$0	-\$35,000		8.6%
TOT	-\$485,891	-\$14,747	-\$404,100	\$0	-\$404,100		
Promontory School of Expeditionary Learning - Expense - 700 Property - 76.1% (4 School Budget records)							
733.1 Furniture and Fixtures	-\$8,842		-\$3,000	\$0	-\$3,000		
734.1 Technology-Related Hardware	-\$115,017	-\$22,290	-\$20,000	-\$2,290	-\$22,290		100.0%
739.26 Maintenance Equipment			-\$2,000	\$0	-\$2,000		
739.31 Kitchen Equipment			-\$2,000	\$0	-\$2,000		
TOT	-\$123,859	-\$22,290	-\$27,000	-\$2,290	-\$29,290		
Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 6.4% (5 School Budget records)							
810.24 Dues and Fees	-\$4,340	-\$575	-\$3,500	\$0	-\$3,500		16.4%
810.24 Charter School Association Dues	-\$3,264		-\$3,264	\$0	-\$3,264		
810.25 Background Checks	-\$2,915		-\$2,100	\$0	-\$2,100		
830 Facility Mortgage Payment	-\$433,469	-\$35,847	-\$554,769	\$0	-\$554,769		6.5%
890.21 Misc. Expenditures	-\$139		-\$2,000	\$0	-\$2,000		
TOT	-\$444,127	-\$36,422	-\$565,633	\$0	-\$565,633		
Promontory School of Expeditionary Learning - Expense - 900 CapEx & Extra Ordinary - (empty) (1 School Budget)							
720.26 Land & Site Improvement	-\$53,167		-\$122,000	\$0	-\$122,000		
TOT	-\$53,167		-\$122,000	\$0	-\$122,000		
TOT	\$639,718	\$168,948	\$92,354	\$39,456	\$131,810		

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, 2026 through July 31, 2026

Summary

Beginning Balance	\$ 1,426,488.71	Average Daily Balance	\$ 1,426,488.71
Deposits	\$ 4,751.86	Interest Earned	\$ 4,751.86
Withdrawals	\$ 0.00	360 Day Rate	3.8684
Ending Balance	\$ 1,431,240.57	365 Day Rate	3.9222

Date	Activity	Deposits	Withdrawals	Balance
07/01/2026	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,426,488.71
07/31/2026	REINVESTMENT	\$ 4,751.86	\$ 0.00	\$ 1,431,240.57
07/31/2026	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,431,240.57

{Effective: 07/31/2026} The GASB Fair Value factor at June 30, 2026 is 1.00218353