PROMONTORY
school of expeditionary learning

BOARD OF DIRECTORS MEETING MINUTES

Sept 17,2026
7:00PM
1051 W 2700 S
Perry, UT 84302

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

Director:
Amber Edelman
Emily Ross
Janni Richards

Officers:
Stephanie Quintero
Wendy Jurgens
Jessica Flinn
Michelle Wilson-Zoom

Visitors:
Glenna Petersen
Darcy Young
Lisa Fonseca
Karen Braithwaite
Teresa Lee
Tammy Stutznegger

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

- Welcome/Mission Statement and Pledge: Jessica Flinn

7:12 PM – **PUBLIC COMMENT–**No public comment

7:13PM—**Parent Crew Update**–great responses this year for volunteers. Great support for our float. Had the parent crew leadership meeting and had great response to that. We are going to be able to delegate. Had about 18 people there. Have some really great parents who are coming with great ideas. Parents who want to expand our vision of Promontory.

7:15 PM –**Training**: Open Meeting Acts Training/Review–watched OPMA video

7:25 PM– **Faculty/Staff Highlight**–Lisa Fonseca

7:30 PM – **FINANCE REPORT**

· Budget Review – Stephanie Nielsen

7:40 PM – **MINUTES**

· 8-20-2026 Meeting Minutes–Correct spelling of names. Barbie motions to approve. Amber Jenks seconds. Adrianne and Hilary abstains. Motion is carried.

7:34 PM – **ACTION ITEMS**

7:38PM· **Parent Crew Fundraiser Approval**–Product fundraisers. Box Tops and Smiths. Adranne motions to approve. Stephanie Nielsen seconds. Motion is carried.

7:42PM· **3 /4 City of Rocks Fieldwork**–Oct 1st. Alma, Idaho. One day event. About a two hour drive. Ranger is scheduled. Hilary motions to approve. Amber Jenks seconds. Motion is carried.

7:45PM· **Restitution for Damaged, Lost, or Unreturned School Property**-New policy. We can have restitution for damaged, lost or unreturned school property. Employee created items was not included in the policy. Actually called Responsibility and restitution for damaged, lost, or unreturned school property. Stephanie Nielsen motions to approve. Amber Jenks seconds. Motion is carried.

7:47PM· **Fundraising, Employee Relationships and disclosure-**No changes to policy. Reviewed and approved. Amber Jenks motions to approve. Barbie seconds. Motion is carried.

7:50PM· **Least Restrictive Behavior Intervention Policy**–Law was updated recently. Behaviors are managed in a Safe and legally compliant manner. Disengagement strategies, Identified key employees. Discussed time frame. No more than 30 minutes per occurrence. More intense of a policy. Parents need to be notified. 48 hours parents can request to see footage. Adrianne motions to approve. Hilary seconds. Motion is carried.

7:56PM· **Sex Education Policy** 2026–Met as a committee. A lot of updates from the state. Add in that we also discuss the maturation program in it. Create our own curriculum–will need to bring it to the board. Parent Consent. Student opt out was also talked about. Legal instructional requirements. Hoping to do it in December, so have the curriculum voted on in November. Committee meeting turned out great. Had a great discussion and support from parents. Plan to meet again. Calling it the Human Development and Sex Education Policy. Adrianne Murray motions to approve. Amber Jenks seconds. Motion is carried.

8:00PM· **Test Administration Policy** 2026 –A lot of updates. Planning grade level course. How admin creates and implements a plan. Require additional trainings. Do testing ethics and security. Discuss student accommodations. Talks about violations. Assessment results and privacy procedures. Amber Jenks motions to approve. Barbie seconds. Motion is carried.

8:10PM· **Governing Board Policy**–Officers changing to advisors. Chair/vice chair will be called Officers. Trustees will remain the same. Clarification on Parent Liaison–not a board member, but invited to be an active participant. Electronic meetings is in the bylaws. Organization of governing body policy. Barbie motions to approve. Hilary seconds. Motion is carried.

8:15PM· **Toilet Training Policy**- Incoming kindergarteners. Personal care and independent toilet training policy. Must be toilet trained prior to enrolling into school. Admin is required to create procedures. Amber Jenks motions to approve. Barbie seconds. Motion is carried.

9:25PM· **Dual Enrollment**– We have lost close to 26 students to home school since the end of last school year. Admin is proposing a dual enrollment policy, still working on kinks. Have students come in during transition times. May not a shall. Opens the door to trying it. Find interest level. Barbie wants an actual plan before she can agree to doing it. Shiree suggested limiting number of dual enrollments students. Stephanie Quintero suggests that we re-evaluate it within a reasonable time frame. Suggested that we review it at our spring retreat. Stephanie Nielsen motions to approve. Hilary seconds. Motion is carried.

9:00 PM --**BUSINESS ITEMS**

· **Enrollment Discussion**–Current enrollment is at 401. Need to get our enrollment numbers up. Darcy has fliers for board members to hand out. Promontory school still has a stigma in our community. We have a lot of effort going into our social media but the community is still not feeling it. Word of mouth is still important.

Assigned Policies:

· Equal Opportunity in Curriculum Policy - Executive
· Attendance Policy - Executive
· Procedures To Review Complaints - Executive
· After School Activities - Policy
· Promontory School Student Threat Assessment Policy-Safety

9:15 PM **DIRECTOR'S REPORT**

· **Staffing Update**: Currently hiring for the following positions: RTI Aide/ELL Specialist, SPED Aide, Head Librarian

· **Enrollment/Lottery**–Enrollment is at 401 with 13 on the waitlist and 1 offer out.

· **Public Relations**-Peach Days Parade

· **Marketing & Social Media**–Parent Interviews: Share your Promontory story. Alumni Interviews, share flyers, refer a family. Open house tours

· **School Safety**–Reunification Training: We had a reunification training where all staff were trained on our reunification procedures and expectations. Parents will be notified this week. CPR & First Aid: All staff will receive CPR and First Aid training. Leadership Crew: Members of our Leadership Crew will receive additional AED certification, along with CPR and First Aid training. Starting in October, all staff will be required to wear a lanyard with identification.

· **Charter Goal Agreements**–Reading proficiency: Percentage of 3rd graders reading at grade level. Board Goal is 81%, . 24/26 44% BOY and 25/26 61% BOY. Math proficiency: Percentage of sixth grade students scoring minimum math proficiency. Board Boal is 70%, 24/25 26% BOY and 25/26 31% BOY, Student portfolios-Percentage of students who maintain working portfolios. Board Goal is 98%. 100% of students have portfolios in their classrooms.

· **Attendance–**Monthly Class Winners: Mrs. Harrison's Class 95.6%. Winning a Free Dress Day! Real SLC Ticket Winner: Augi and Degan. 125 Letters went out to businesses for Attendance Prizes and Activities

· **Student Achievemen**t-

7/8 Kick Off- Aug 21

Kinder Tour by 3/4- Aug 24
3/4: Kick Off- Tea Party- Aug 25
5/6: Kick off- Aug 26 & 27
3/4: Fieldwork- Tracy Aviary- Sept 3
5/6: Fieldwork- Northrop Grumman- Sept 3
Mrs. Sevilla & Ms. Jaci's Class- Mega Crew- Sept 4
1/2: American West Heritage Center- Sept 16
3/4: Antelope Island- Sept 16 & 17
7/8: Overnight Parent Meeting- Sept 17

Coming up…
5/6: Ogden Valley Planet Tour 9/23
7/8: Overnight Green River 9/30-10/2
Kinder: Lee's Marketplace & Smith Family Fun Park 10/1
1/2: Tagge's Farm Stand 10/1
5/6: WSU Ott's Planetarium 10/15

· **School Improvement Plan-Instructional Support**-

ELA Focus

- Essential ELA targets started
- New Vertical Writing Plan in place 4-8
- Individual Reading Plans Identified
- Acadience BOY testing is complete
- Additional Diagnostic reading tests will be administered this year to produce for targeted interventions
- WIN time interventions started this week

Instruction

- BOY data used to rearrange schedule for biggest needs
- WIN schedule adjusted based on data to address highest needs
- WIN time used for teacher-led extensions
- All students offered academic growth
- WIN time is K-8 this year!

· **Behind the Scenes**-

- Working with Celeste Oakes from Catapult Learning - setting action items and goals for progress on our school improvement plan

- Fine-tuning staff development plans, observations, and evaluations to align with school improvement plan

- Sex Education committee met to discuss maturation and sex education requirements and curriculum. We have a plan to meet once more prior to making recommendations to the board for approval.

- Created a procedure for Aide hours and scheduling.

- Morning Aide Crew every Friday morning.

· **Professional Development-**

●Professional Development every Friday!

●Leadership Crew focus will be to support instruction and school improvement

●Weekly Expedition Team Meetings

○Include Specials Teachers, Admin, and any Staff

●Staff Fieldwork for all salaried staff tomorrow.

8:50 PM **CLOSED MEETING**-No closed meeting.

9:30 PM – **ADJOURN**–Amber Jenks motions to adjourn. Hilary seconds. Motion is carried.

*Next scheduled Board Meeting October 16, 2026

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