



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

Monday, January 31, 2022
1051 W 2700 S
Perry, UT 84302

Trustees:

Amber Edelman
Dorothy Dobson
Michelle Flynn
Michael Engh
Lisa Holgreen--Phone

Director:

Jennifer Blaine

Officers:

Kristina Radtke

Guests:

Amanda Walker
Amber Compton
Jenn Dabb
Nathan West

7:01 PM – **CALL TO ORDER:** Amber Edelman

Welcome and Mission Statement –Michael Engh

7:05 PM – **PUBLIC COMMENT:** No comments

7:15 PM ACTION ITEMS:

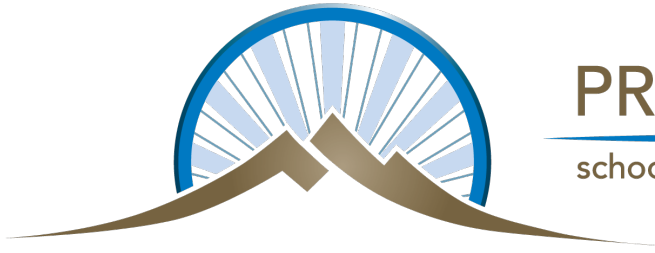
- **After School Activities: 7/8th grade Dance:** Amber Compton with student council. Using a dance card. Best dressed/ brighter, tropical colors. Handout Leis. Parent donations for treats. Dorothy motions to approve. Michelle seconds. Motion is carried.
- **Negative Balance & Cash Handling Procedure:** We may not need to keep reviewing annually because it is a procedure, not a policy. Michael motions to approve. Dorothy seconds. Motion is carried.

- **Receiving and Processing Civil Rights Complaints for School Meals:** Michelle suggested that the page numbers need to be updated when formatted. Michelle motions to approve. Michael seconds. Motion is carried.

7:30PM CLOSED MEETING: No business

7:30 PM – ADJOURN: Michael motions to adjourn. Michelle seconds. Motion is carried.

*Next scheduled Board Meeting: February 17, 2022



PROMONTORY

school of expeditionary learning

Board Meeting Minutes

Thursday, February 17, 2022

At 7:00PM

1051 W 2700 S Perry, UT 84302

Also Via Zoom

Trustees:

Becca Ashby

Mindy Johnson—Via Zoom

Michelle Flynn

Dorothy Dobson

Zach Davis

Amber Edelman

Director:

Jennifer Blaine—Via Zoom

Visitors:

Tammy Taylor

Debbie Payne

Brian Cates

Gwen Andrus

Stephanie Quintero

Officers:

Janice Ward

Karen Braithwaite—Via Zoom

Amy Rich—Via Zoom

7:04 PM – CALL TO ORDER

- Welcome/Mission Statement and Pledge – Janice Ward

7:0 PM – Training: Dorothy Dobson—Conscious Discipline Training

7:10 PM – MINUTES

- 1-20-2022 Board Meeting Minutes –Lisa motions to approve. Michael seconds. Zach and Dorothy Abstain. Motion is carried.
- 1-31-2022 Board Meeting Minutes—Michelle motions to approve. Michael seconds. Motion is carried. Mindy, Dorothy, Zach abstain. Minutes are tabled until next meeting—not a quorum.

7:20 PM – **PUBLIC COMMENT: NO public Comments.**

7:30 PM – FINANCE REPORT

- Budget Review – Brian Cates—WPU increases 2.5-7%. Next month things will get finalized. And we will get the legislative updates, we can start to piece together a budget for next year. PTIF statement: earned over \$2000 interest this fiscal year. Trending in the right direction. End of Jan

58% through fiscal year. Operating margin of 6.8%. Not a whole lot of change from last month. Cash balance is good, trending as is expected this time of year. Enrollment is at 439. Strong financial position.

May need to start budgeting for expansion. Need a firm idea on work being done the following June. Still waiting on bid from ETS on cameras.

7:45 PM – **BUSINESS ITEMS**

- Data Governance Policy: Few sections that we need to look at. Look at codes.
- Corporal Punishment Policy: Code moved. Needs some updated language. Have Nancy look at a section?
- Expansion Committee Update: Jen Dabb drew up a couple of plans. Discussing plans of needs/rooms. Looking into the right of way to the side of the school. Group took a tour of Fremont's auditorium. Will visit Viewmont and Venture to look at examples. Committee will be meeting next Wednesday at 4:00pm. Considered dividing the kiva and making a solid wall instead of the accordion wall. Possibility of making a second kindergarten room.
- Board Review Academics Discussion: Lisa Holgreen. How well? Standardized tests RISE and Acadience. How Will? Other ways to determine? Ron Berger: author stated that "test-taking skills have little connection to real life." They have something to say about our school, but not everything. Test score evaluation USCSB looks annually at scores. Looks at these scores to give our school a school grade. How Will? Jennifer and Gwen have a plan.....Training in Reading Horizons phonics program. Content and chapter books daily implemented. Weekly coaching with Gwen. Focused skill interventions. Child friendly and developmentally appropriate multi-sensory. Regular data meetings. Support and exploration through weekly library classes. Meaningful experiences with text during expedition. Align state standards to what we are doing as a framework, not a final product. Careful about all programs that are brought into our school. PD added a level of accountability by follow up and implementation. Other ways to determine: portfolios show performance of what students are doing. Recognition of heroes—possibly post highschool graduates information. "What did you do after highschool?" Great thinker board.
- Board Member Update: Kristina Radtke has resigned. No new applications at this time. Possibly readdress in the spring.
- Spring Retreat Date/Location: April 26th 9am-2pm. Use the building in Corinne.
- School Land Trust: Becca Ashby. Final report submitted last month. Excess funds that we had to justify. This has been corrected. Should go through without problems. **Talk next month about next month's deadline.** Goal 80% students are on reading level. Saw improvement, seeing progress.

8:45 PM **ACTION ITEMS**

- 8:45pm• Bullying and Hazing—**table until next meeting.** Possibly mention grievance policy?
- 8:47pm• Child Abuse & Neglect Reporting—updated codes. Michelle motions to approve. Lisa seconds. Motion is carried.

8:48pm• Procedure to Review Complaints Policy Combined–Had it combined. Dorothy motioned to approve. Michael seconds. Motion is carried.
8:49pm• School Fees–Michelle motions to approve. Becca seconds. Motion is carried.
9:15pm• School Calendar–helpful to know more in advance of when your student is supposed to be at school. Know ahead of time what is expected. Gwen–teachers are discussing more of a consistent plan. Fieldwork on Fridays, clubs. **Two weeks for, one week for, and one week for PD.** More passion projects at home–pick something they really want to do. Possibility of doing school-wide projects or do a passion project fair twice a year. This year has been our practice run. We have a good idea of what needs to be done next year. Do a mega crew with past students who have done passion projects. Dorothy motions to approve flexibility Friday and approves the school calendar. Zac seconds. Motion is carried.

9:30 PM **DIRECTOR'S REPORT**

- Staffing Update–Courtney Chini has been hired for our new kindergarten teacher. Nancy is quitting. Need to hire two aides. Working with two teachers to encourage improvement.
- Enrollment/lottery--102 students enrolled into lottery. 52 kindergarten on waitlist, 19 of them being siblings of current students.
- Student Achievement–Lots of fun things going on in the classrooms.
- Charter Agreement Goal–None for this month.
- Professional Development–movement in the classroom expert from the U, self-improvement plans on Feb 18th with reporting to the team next week, mindset math strategies PD for 7 of our teachers. Teton Science School for PD for teachers this summer.
- Public Relations–six tours with very promising families in the last two weeks

9:45PM CLOSED MEETING

9:45 PM – ADJOURN; Zach motions to adjourn. Lisa seconds. Motion is carried.

*Next scheduled Board Meeting: March 17, 2022

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 - 74.1% (11 School budgets)							
1510 Interest on Investments	\$4,872	\$2,413	\$5,000	-\$1,000	\$4,000	67.0%	60.3%
1610 Lunch Program	\$7,192	\$2,097	\$7,000	\$0	\$7,000		30.0%
1710 Middle School Fees	\$6,040	\$6,503	\$6,000	\$503	\$6,503		100.0%
1720 Yearbook Income	\$3,291	\$35	\$485	\$0	\$485		7.2%
1721 Bookfair Income	\$1,311	\$1,275	\$1,311	\$0	\$1,311		97.3%
1740 Fieldwork/Expedition Donations	\$6,182	\$3,015	\$5,000	\$0	\$5,000		60.3%
1920 Community Donations	\$3,088	\$924	\$1,000	\$0	\$1,000		92.4%
1921 Marketing Income (T-Shirts)	\$149		\$0	\$0	\$0		
1923 POP Income	\$4,687	\$3,164	\$2,000	\$1,164	\$3,164		100.0%
1923 Adventure		\$5,281	\$0	\$6,000	\$6,000		88.0%
1999 Miscellaneous/Background Checks/Fines	\$6,448	\$3,193	\$2,000	\$1,193	\$3,193		100.0%
TOT	\$43,261	\$27,899	\$29,796	\$7,860	\$37,656		
Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 66.1% (31 School budgets)							
3010 Regular School Prgm K-12	\$1,379,714	\$977,890	\$1,447,374	\$19,461	\$1,466,835	67.0%	66.7%
3020 Professional Staff	\$100,193	\$71,013	\$105,107	\$1,413	\$106,520	67.0%	66.7%
3105 Special Education -- Add-On	\$247,256	\$190,388	\$285,582	\$0	\$285,582	67.0%	66.7%
3110 Special Education -- Self-Contained	\$1,059	\$2,412	\$3,619	-\$23	\$3,596	67.0%	67.1%
3120 Special Education -- Extended Year	\$3,407	\$2,397	\$3,583	\$0	\$3,583	67.0%	66.9%
3125 Special Education -- State Programs	\$5,954	\$4,519	\$6,738	\$41	\$6,779	67.0%	66.7%
3128 Special Education -- Stipends for ESY	\$1,610	\$1,610	\$1,610	\$0	\$1,610		100.0%
3153 Students At-Risk Add-on		\$35,043		\$52,564	\$52,564	67.0%	66.7%
3195 Early Intervention/OEK	\$60,000	\$29,846	\$0	\$62,652	\$62,652		47.6%
3200 Supp Educ COVID19 Stipend	\$74,418		\$0	\$0	\$0		
3211 Gifted and Talented	\$3,672	\$2,373	\$3,531	\$0	\$3,531	67.0%	67.2%
3230 Class Size Reduction - K-8	\$142,029	\$102,564	\$153,509	\$338	\$153,847	67.0%	66.7%
3336 Enhancement for At-risk students	\$40,567		\$52,564	-\$52,564	\$0		
3400 Teacher Salary Supplement	\$320		\$0	\$0	\$0		
3410 Flexible Allocation			\$0	\$0	\$0		
3411 EL Software	\$6,297		\$5,712	\$288	\$6,000		
3520 School Land Trust	\$55,987	\$59,537	\$60,475	-\$938	\$59,537	100.0%	100.0%
3566 Professional Learning		\$2,417	\$0	\$4,143	\$4,143	67.0%	58.3%
3579 Mental Health Grant		\$12,508	\$38,000	\$3,478	\$41,478	33.0%	30.2%
3655 Digital Teaching & Learning	\$19,601	\$7,763	\$27,460	-\$979	\$26,481		29.3%
3719 Charter School Local Replacement	\$1,147,776	\$806,699	\$1,196,543	\$13,505	\$1,210,048	67.0%	66.7%
3725 Charter School Admin Costs	\$30,000	\$28,879	\$42,997	\$321	\$43,318	67.0%	66.7%
3770 School Lunch (Liquor Tax)	\$35,830	\$19,266	\$25,000	\$0	\$25,000	67.0%	77.1%
3800 TSSA Program	\$63,751	\$45,993	\$78,680	\$8	\$78,688	67.0%	58.4%
3800 Suicide Prevention	\$1,066	\$1,000	\$0	\$1,000	\$1,000	100.0%	100.0%
3805 Early Literacy Program	\$19,361	\$15,287	\$22,031	-\$9	\$22,022	67.0%	69.4%
3810 Library Books & Electronic Res	\$566	\$383	\$566	\$8	\$574	67.0%	66.7%
3868 Teacher Materials and Supplies	\$3,293	\$3,374	\$3,292	\$82	\$3,374	100.0%	100.0%
3872 Substance Prevention		\$2,333	\$0	\$2,333	\$2,333	100.0%	100.0%
3876 Educator Salary Adjustment	\$104,791	\$73,337	\$104,791	\$5,215	\$110,006	67.0%	66.7%
3878 Special Education- Extended Year			\$0	\$0	\$0		
TOT	\$3,548,521	\$2,498,831	\$3,668,764	\$112,337	\$3,781,101		
Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 15.6% (22 School budgets)							
4200 GEER Program			\$0	\$0	\$0		
4200 GEER II			\$0	\$27,577	\$27,577		
4300 CARES UEN Wireless Improvement	\$79,476		\$0	\$0	\$0		
4500 Results Driven Accountability (RDA)	\$10,000		\$25,000	\$0	\$25,000		
4500 CARES ACT			\$0	\$0	\$0		
4500 CRF K-12 Broadband Grant	\$744		\$0	\$0	\$0		
4500 ESSER II CARES			\$149,799	\$0	\$149,799		
4500 ESSER III CARES				\$172,000	\$172,000		

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
4500 Outdoor Rec Grant			\$75,000	\$0	\$75,000		
4500 Outdoor Classroom Grant			\$10,000	\$0	\$10,000		
4510 Coronavirus Relief	\$13,679		\$0	\$0	\$0		
4520 PPE Grant	\$6,348		\$0	\$0	\$0		
4522 IDEA Preschool			\$3,326	\$0	\$3,326	0.0%	
4524 IDEA Part-B	\$73,574		\$94,596	\$3,665	\$98,261	0.0%	
4571 National School Lunch Prgm	\$13,119	\$8,023	\$13,000	\$0	\$13,000	0.0%	61.7%
4572 Free & Reduced Reimbursement	\$102,978	\$92,018	\$90,000	\$30,000	\$120,000	0.0%	76.7%
4573 National School Breakfast	\$20,788	\$16,329	\$19,000	\$3,000	\$22,000	0.0%	74.2%
4581 Emergency Operating Funds		\$9,049	\$0	\$9,049	\$9,049	100.0%	100.0%
4800 REAP Grant	\$44,636		\$0	\$0	\$0		
4801 Title IA	\$24,363		\$48,369	\$10,262	\$58,631	0.0%	
4860 Title IIA	\$9,474		\$9,474	\$547	\$10,021	0.0%	
4890 Title IVA	\$10,000		\$10,000	\$0	\$10,000	0.0%	
TOT	\$409,178	\$125,419	\$547,564	\$256,100	\$803,664		
Promontory School of Expeditionary Learning - Expense - 100 Salaries - 64.5% (15 School budgets)							
121 Administration	-\$128,167	-\$97,750	-\$152,000	\$0	-\$152,000	67.0%	64.3%
131 Teachers	-\$1,021,956	-\$681,688	-\$975,400	\$0	-\$975,400	67.0%	69.9%
132 Substitute Teachers	-\$15,835	-\$18,105	-\$18,900	\$0	-\$18,900		95.8%
132 PTO Cash Out	-\$10,440	-\$9,600	-\$10,962	\$0	-\$10,962		87.6%
134 Merit Pay/Winter Bonus	-\$92,624	-\$11,708	-\$30,000	\$0	-\$30,000		39.0%
135 Stipends			-\$7,000	\$0	-\$7,000		
140 Special Education Teachers	-\$120,979	-\$73,271	-\$111,000	\$0	-\$111,000	67.0%	66.0%
142 Counselor			-\$38,000	\$0	-\$38,000		
152 Office Salaries	-\$121,753	-\$77,892	-\$115,700	\$0	-\$115,700	67.0%	67.3%
161 Community Aides/ Literacy Aides	-\$145,492	-\$110,169	-\$200,970	\$0	-\$200,970	67.0%	54.8%
162 Special Education Aides	-\$48,611	-\$39,798	-\$75,618	\$0	-\$75,618	67.0%	52.6%
163 RTI / Title I	-\$67,653	-\$39,720	-\$51,000	\$0	-\$51,000	67.0%	77.9%
164 Library Aide	-\$20,812	-\$14,380	-\$24,867	\$0	-\$24,867	67.0%	57.8%
180 Custodial/Maintenance Salaries	-\$29,944	-\$28,815	-\$30,000	-\$20,000	-\$50,000	67.0%	57.6%
190 Kitchen Salaries	-\$82,717	-\$59,734	-\$94,867	\$0	-\$94,867	67.0%	63.0%
TOT	-\$1,906,984	-\$1,262,631	-\$1,936,284	-\$20,000	-\$1,956,284		
Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 59.9% (8 School budgets)							
220 FICA	-\$140,208	-\$93,494	-\$137,776	\$0	-\$137,776	67.0%	67.9%
230 Retirement	-\$84,940	-\$56,086	-\$90,000	\$0	-\$90,000	67.0%	62.3%
241 Health Insurance	-\$372,501	-\$189,141	-\$395,000	\$60,000	-\$335,000	67.0%	56.5%
242 Life and Disability Insurance	-\$452	-\$1,215	-\$650	-\$1,750	-\$2,400	67.0%	50.6%
243 HRA/Flex Spending	-\$7,152	-\$8,534	-\$14,400	\$0	-\$14,400	67.0%	59.3%
244 Dental Insurance	-\$22,308	-\$12,079	-\$22,000	\$0	-\$22,000	67.0%	54.9%
270 Worker's Compensation Fund	-\$5,747	-\$4,792	-\$8,500	\$0	-\$8,500	67.0%	56.4%
280 Unemployment Insurance	-\$2,224	-\$1,317	-\$2,000	\$0	-\$2,000	67.0%	65.9%
TOT	-\$635,532	-\$366,659	-\$670,326	\$58,250	-\$612,076		
Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 62.6% (9 School budgets)							
330 Expeditionary Learning Contract			\$0	\$0	\$0		
330 Professional Development	-\$8,706	-\$14,852	-\$4,000	-\$21,000	-\$25,000		59.4%
340 Legal Services	-\$260		-\$10,000	\$0	-\$10,000		
344 Professional Services	-\$44	-\$174		-\$200	-\$200		87.1%
350 Business Services	-\$72,876	-\$49,586	-\$74,328	\$0	-\$74,328	67.0%	66.7%
352 Audit Services	-\$10,750	-\$13,200	-\$11,200	-\$2,000	-\$13,200		100.0%
355 Technical Services (IT)	-\$40,484	-\$20,271	-\$45,000	\$0	-\$45,000	67.0%	45.0%
361 SpEd Services OT, Psych, other	-\$51,623	-\$53,620	-\$53,000	-\$27,000	-\$80,000	67.0%	67.0%
362 Speech Therapy Services	-\$68,553	-\$46,530	-\$63,000	-\$6,000	-\$69,000	67.0%	67.4%
TOT	-\$253,296	-\$198,234	-\$260,528	-\$56,200	-\$316,728		
Promontory School of Expeditionary Learning - Expense - 400 Property Services - 38.9% (6 School budgets)							
410 Water / Sewage / Garbage	-\$8,012	-\$7,001	-\$12,500	\$0	-\$12,500	67.0%	56.0%
420 Custodial Services	-\$49,992	-\$33,328	-\$50,000	\$0	-\$50,000	67.0%	66.7%
430 Repairs / Maintenance / Monitoring	-\$48,390	-\$7,550	-\$24,000	\$0	-\$24,000	67.0%	31.5%
435 Lawn Care & Snow Removal	-\$4,223	-\$672	-\$20,000	\$0	-\$20,000		3.4%
443 Lease of Copy Machines	-\$18,113	-\$12,764	-\$21,000	\$0	-\$21,000	67.0%	60.8%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
450 Construction Services (West Side)			-\$85,000	\$55,000	-\$30,000		
TOT	-\$128,730	-\$61,315	-\$212,500	\$55,000	-\$157,500		
Promontory School of Expeditionary Learning - Expense - 500 Other Services - 49.7% (8 School budgets)							
520 Liability, Property, D&O Insurance	-\$15,254	-\$15,490	-\$18,000	-\$2,000	-\$20,000	75.0%	77.5%
531 Telephone	-\$4,063	-\$3,205	-\$6,000	\$0	-\$6,000	67.0%	53.4%
540 Marketing	-\$13,715	-\$8,794	-\$10,000	\$0	-\$10,000		87.9%
580 Travel	-\$1,980	-\$492	-\$12,000	\$0	-\$12,000		4.1%
581 Board Expenses	-\$1,359	-\$1,042	-\$2,200	\$0	-\$2,200		47.4%
582 Board EL Attendance / Travel	-\$2,700		-\$4,000	\$0	-\$4,000		
590 Field Work Travel / Entrance Fees	-\$3,682	-\$3,725	-\$19,200	\$0	-\$19,200		19.4%
590 Adventure	-\$7,128	-\$7,459	-\$6,728	-\$731	-\$7,459		100.0%
TOT	-\$49,881	-\$40,207	-\$78,128	-\$2,731	-\$80,859		
Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 77.5% (16 School budgets)							
611 Classroom / Expedition	-\$61,453	-\$60,834	-\$53,000	-\$7,834	-\$60,834	75.0%	100.0%
611 Adventure	-\$1,292	-\$672	-\$1,500	\$0	-\$1,500		44.8%
611 Special Education Materials	-\$3,333	-\$5,864	-\$4,500	-\$2,000	-\$6,500		90.2%
612 Office Supplies	-\$26,647	-\$14,427	-\$22,000	\$0	-\$22,000		65.6%
613 Professional Development Supplies	-\$2,669	-\$7,389	-\$2,500	-\$4,889	-\$7,389		100.0%
614 POP Expenses	-\$863	-\$647	-\$2,500	\$0	-\$2,500		25.9%
620 Energy Supplies	-\$35,494	-\$25,001	-\$37,000	\$0	-\$37,000	67.0%	67.6%
630 Food and Kitchen	-\$69,627	-\$57,756	-\$75,000	-\$10,000	-\$85,000	67.0%	67.9%
641 Textbooks & Curriculum	-\$21,149	-\$2,663	-\$5,000	\$0	-\$5,000		53.3%
644 Library	-\$6,251	-\$5,221	-\$7,000	\$0	-\$7,000		74.6%
644 Yearbooks	-\$2,700	-\$3,754	-\$2,700	-\$1,054	-\$3,754	100.0%	100.0%
644 Book Fair	-\$1,298	-\$1,273	-\$1,298	\$0	-\$1,298		98.1%
650 Tech-Related Supplies	-\$3,124			\$0			
670 Software	-\$16,098	-\$13,694	-\$17,000	\$0	-\$17,000		80.6%
680 Maintenance & Cleaning Supplies	-\$34,353	-\$14,655	-\$19,000	\$0	-\$19,000		77.1%
680 Lawn Maintenance Supplies			\$0	\$0	\$0		
TOT	-\$286,351	-\$213,849	-\$249,998	-\$25,777	-\$275,775		
Promontory School of Expeditionary Learning - Expense - 700 Property - 83.5% (4 School budgets)							
710 Land & Site Improvement	-\$9,873	-\$88,034		-\$150,000	-\$150,000		58.7%
733 Furniture and Fixtures	-\$12,243	-\$23,819	-\$7,000	-\$16,819	-\$23,819		100.0%
734 Technology-Related Hardware	-\$99,087	-\$183,390	-\$150,000	-\$33,335	-\$183,335		100.0%
739 Equipment	-\$32,257	-\$17,012	-\$5,000	-\$12,012	-\$17,012		100.0%
TOT	-\$153,460	-\$312,255	-\$162,000	-\$212,166	-\$374,166		
Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 66.9% (5 School budgets)							
810 Dues and Fees	-\$3,003	-\$2,618	-\$4,200	\$0	-\$4,200	67.0%	62.3%
810 Background Checks	-\$851	-\$2,184	-\$700	-\$1,600	-\$2,300		95.0%
811 Charter School Association Dues	-\$2,688	-\$1,994	-\$2,688	\$694	-\$1,994		100.0%
820 Facility Mortgage Payment	-\$407,583	-\$271,722	-\$407,583	\$0	-\$407,583	67.0%	66.7%
890 Misc. Expenditures		-\$300	-\$1,000	\$0	-\$1,000		30.0%
TOT	-\$414,124	-\$278,817	-\$416,171	-\$906	-\$417,077		
TOT	\$172,601	-\$81,819	\$260,189	\$171,767	\$431,956		

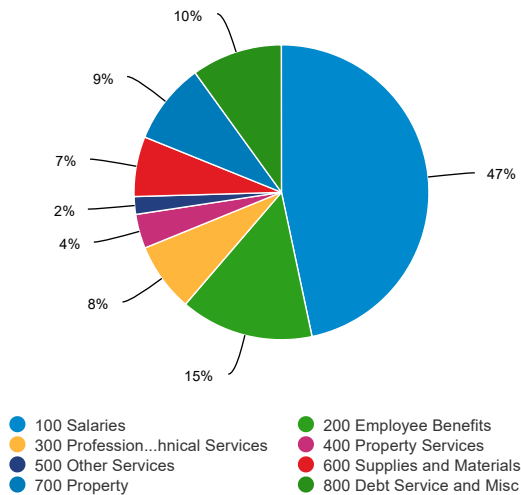
Financial Summary

Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
Revenue (3 School categories)					
1000 Local Revenue	\$27,899	\$29,796	\$37,656	7.1%	74.1%
3000 State Revenue	\$2,498,831	\$3,668,764	\$3,781,101	65.5%	66.1%
4000 Federal Revenue	\$125,419	\$547,564	\$803,664	1.1%	15.6%
TOT	\$2,652,149	\$4,246,124	\$4,622,421		
Expense (8 School categories)					
100 Salaries	-\$1,262,631	-\$1,936,284	-\$1,956,284	63.4%	64.5%
200 Employee Benefits	-\$366,659	-\$670,326	-\$612,076	67.0%	59.9%
300 Professional and Technical Services	-\$198,234	-\$260,528	-\$316,728	56.8%	62.6%
400 Property Services	-\$61,315	-\$212,500	-\$157,500	45.7%	38.9%
500 Other Services	-\$40,207	-\$78,128	-\$80,859	23.5%	49.7%
600 Supplies and Materials	-\$213,849	-\$249,998	-\$275,775	47.5%	77.5%
700 Property	-\$312,255	-\$162,000	-\$374,166	-0.0%	83.5%
800 Debt Service and Misc	-\$278,817	-\$416,171	-\$417,077	66.1%	66.9%
TOT	-\$2,733,968	-\$3,985,935	-\$4,190,465		
TOT	-\$81,819	\$260,189	\$431,956		

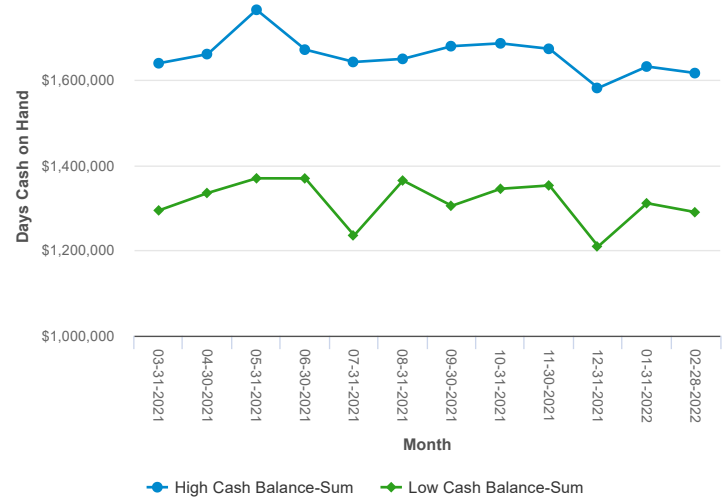
Financial Metrics

Financial Metric	Covenant	Target	Forecast
Operating Margin		4.0	9.34
Debt Service Ratio	1.2	1.30	2.06
% Building		<16	8.8
Unrestricted Days Cash		100	166

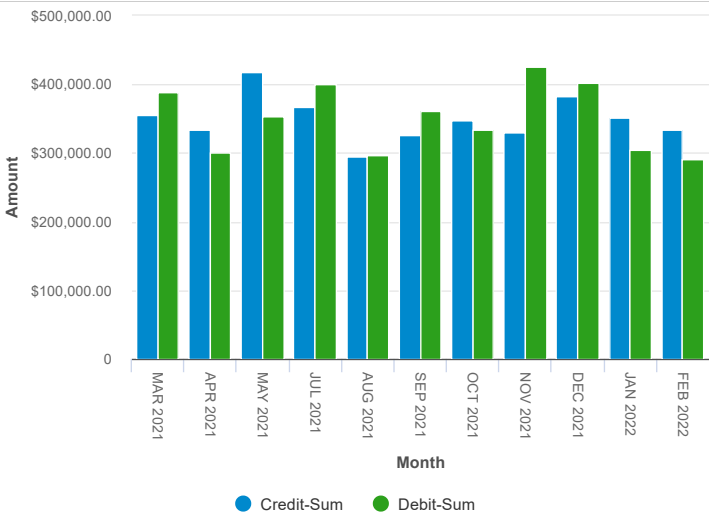
Expense Distribution



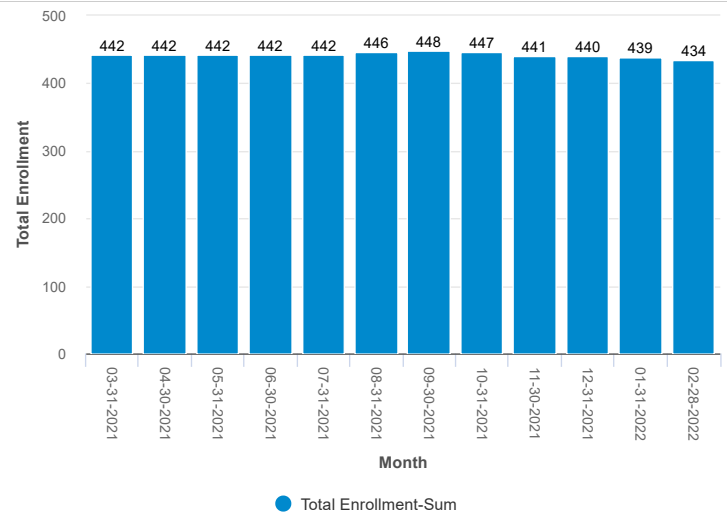
Cash Balance



Revenue vs Expenses



Enrollment Trend



STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

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, 2021 through February 28, 2022

Summary

Beginning Balance	\$ 994,843.57	Average Daily Balance	\$ 995,835.56
Deposits	\$ 2,412.91	Interest Earned	\$ 2,412.91
Withdrawals	\$ 0.00	360 Day Rate	0.3590
Ending Balance	\$ 997,256.48	365 Day Rate	0.3639

Date	Activity	Deposits	Withdrawals	Balance
07/01/2021	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 994,843.57
07/31/2021	REINVESTMENT	\$ 304.35	\$ 0.00	\$ 995,147.92
08/31/2021	REINVESTMENT	\$ 277.52	\$ 0.00	\$ 995,425.44
09/30/2021	REINVESTMENT	\$ 260.76	\$ 0.00	\$ 995,686.20
10/31/2021	REINVESTMENT	\$ 280.14	\$ 0.00	\$ 995,966.34
11/30/2021	REINVESTMENT	\$ 284.50	\$ 0.00	\$ 996,250.84
12/31/2021	REINVESTMENT	\$ 312.85	\$ 0.00	\$ 996,563.69
01/31/2022	REINVESTMENT	\$ 330.18	\$ 0.00	\$ 996,893.87
02/28/2022	REINVESTMENT	\$ 362.61	\$ 0.00	\$ 997,256.48
02/28/2022	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 997,256.48

{Effective: 07/31/2021}

The GASB Fair Value factor at June 30, 2021 is 1.00335237

{Effective: 01/31/2022}

The GASB Fair Value factor at December 31, 2021 is 1.00002368

Bullying and Hazing Policy

I. Purpose

Promontory School is committed to providing all students with a safe school environment in which all members of the school community are treated with respect. Bullying, cyber-bullying and hazing of students and employees are prohibited, are against federal, state and local policy, and are not tolerated by Promontory School. In accordance with Utah state code 53G-9-6 & R277-613, the purpose of this policy is to eliminate all types of bullying, abusive conduct, and hazing by and against students and employees of Promontory School of Expeditionary Learning including civil rights violations or actions based on a student's or employee's actual or perceived race, color, national origin, sex, disability, religion, religious clothing, gender identity, sexual orientation, or other physical or mental attributes. This will be accomplished through awareness efforts, training, identification, and disciplinary action (both students 53G-8-205 and employees) against those who violate this Policy. A secondary purpose is to provide clear standards and a safe and accessible reporting process for victims of bullying and hazing.

II. Definitions

A "Bullying" means a school employee or student intentionally committing a written, verbal, or physical act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:

- (a) Causing physical or emotional harm to the school employee or student ;
- (b) causing damage to the school employee's or student's property;
- (c) placing the school employee or student in reasonable fear of:
 - (i) harm to the school employee's or student's physical or emotional well-being; or
 - (ii) damage to the school employee's or student's property;
- (d) creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - (i) the pervasiveness, persistence, or severity of the actions; or
 - (ii) a power differential between the bully and the target; or
- (e) substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

B. "Abusive conduct" means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause

1. intimidation, humiliation, or unwarranted distress; or
 2. exploits an employee's known physical or psychological disability
 - a. single act does not constitute abusive conduct
- C. "Hazing" means intentionally or knowingly committing an act that:
1. endangers the physical health or safety of a school employee or student;
 - a. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
 - b. involves consumption of any food, liquor, drug, or other substance;
 - c. involves forced or coerced actions or activities of a sexual nature or with sexual connotations;
 - d. involves other physical activity that endangers the physical health and safety of a school employee or student; or
 - e. involves physically obstructing a school employee's or student's freedom to move; and
 2. is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or
 3. if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.
 4. The conduct described in above constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.
- D. "Cyberbullying" means the use of email, instant messaging, chat rooms, cell phones, or other forms of information technology to send or post text, video, or images with the intent, knowledge, or with a reckless disregard, that the text, video, or image will hurt, embarrass, or threaten another individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
- E. "Retaliate" means an act or communication intended:
1. as retribution against a person for reporting bullying or hazing; or
 2. to improperly influence the investigation of, or the response to, a report of bullying or hazing.
- F. "Communication" means the conveyance of a message, whether verbal, written, or electronic.
- G. "School" means Promontory School of Expeditionary Learning.
- H. "School board" means the board of trustees for Promontory School of Expeditionary Learning.
- I. "School employee" means:
1. school teachers;
 2. school staff;
 3. school administrators; and
 4. all others employed or authorized as volunteers, directly or indirectly, by the school or school board.

III. Publication

A copy of this policy shall be included in student conduct handbooks, employee

handbooks, and available on the Promontory School of Expeditionary Learning website.

IV. Prohibitions

- A. No school employee or student may engage in bullying, abusive conduct, or cyberbullying a school employee or student;
 - 1. on school property;
 - 2. at a school related or sponsored event

 - 3. while the school employee or student is traveling to or from a location or event described above.
- B. No school employee or student may engage in hazing a school employee or student at any time or in any location.

- C. No school employee or student may engage in retaliation against:
 - 1. a school employee;
 - 2. a student; or
 - 3. an investigator for, or witness of, an alleged incident of bullying, cyberbullying, hazing, or retaliation.
- D. No school employee or student may make a false allegation of bullying, cyberbullying, hazing, or retaliation against a school employee or student.
- E. No Student may make a false allegation of bullying, abusive conduct, cyberbullying, hazing, or retaliation against:
 - 1. a school employee
 - 2. a student.

V. Actions Required of the School

- A. The School shall establish and publish in a handbook or other readily available format:
 - 1. procedures allowing for anonymous reporting of bullying, abusive conduct, hazing, retaliation, and false accusations;
 - 2. names and positions of persons responsible for taking, investigating, and responding to reports of bullying, abusive conduct, hazing, or retaliation. At least two School employees (preferably one male and one female) in appropriate positions of authority shall be identified to receive reports.
- B. In addition to the published procedures and notification above, the School shall establish procedures and plans for:
 - 1. involving parents or guardians of a perpetrator or victim/student
 - a. if the parent's student threatens to commit suicide; or
 - b. bullying, abusive conduct, hazing, retaliation, or false reports, in the process of responding to, and resolving, conduct prohibited in this Policy;
 - 2. referring a victim of bullying, abusive conduct, cyberbullying, or hazing to counseling following parental notice and consent;
 - 3. to the extent permitted by federal and state law, including the federal Family Educational Privacy Right Act of 1974, as amended, informing the parents or guardians of a student who is a victim of bullying or hazing of the actions taken against the perpetrators of the bullying or hazing;
 - 4. publicizing this policy, preferably including electronic publication and availability, to School employees, to students, and parents/guardians of students; and
 - 5. training School employees and students to recognize and prevent bullying, hazing, or retaliation.

VI. Actions Required if Prohibited Acts are Reported

- A. Each reported complaint shall include:
 - (1) name of complaining party;
 - (2) name of offender (if known);
 - (3) date and location of incident(s);

- (4) a statement describing the incident(s), including names of witnesses (if known).
- B. Each reported violation of the prohibitions noted previously shall be promptly investigated by a School administrator or an individual designated by a School administrator. Formal disciplinary action is prohibited based solely on an anonymous report of bullying, abusive conduct, hazing, or retaliation.
- C. Verified violations of the prohibitions noted previously shall result in consequences or penalties. Consequences or penalties may include but are not limited to:
 1. student suspension or removal from a school-sponsored team or activity including school sponsored transportation;
 2. student suspension or expulsion from school or lesser disciplinary action;
 3. employee suspension or termination for cause or lesser disciplinary action;
 4. employee reassignment; or
 5. other action against a student or employee as appropriate.
- D. Actions must also include, as appropriate:
 1. procedures for protecting the victim and other involved individuals from being subjected to:
 - a. further bullying, abusive conduct, cyberbullying, or hazing, and
 - b. retaliation for reporting the bullying or hazing.
 2. prompt reporting to law enforcement of all acts of bullying, hazing, or retaliation that constitute suspected criminal activity.
 3. prompt reporting to the Office of Civil Rights (OCR) of all acts of bullying, abusive conduct, cyberbullying, hazing, retaliation that may be violations of student(s)' or employee(s)' civil rights.
 4. procedures for a fair and timely opportunity for the accused to explain the accusations and defend his actions prior to student or employee discipline.
 5. procedures for providing due process rights to (licensed staff), local employee discipline policies or Section 53A-11-903 and local policies (students) prior to long term (more than 10 day) student discipline or employee discipline.

6. following Promontory's Grievance policy should a formal grievance be filed

VII. Training

- A. The training of school employees shall include training regarding bullying, abusive conduct, cyberbullying, hazing, retaliation and discrimination based on Discrimination under the following federal laws: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990;
- B. how bullying, cyber-bullying, hazing and retaliation are different from discrimination and may occur separately from each other or in combination;
- C. bullying, cyber-bullying, hazing, and retaliation based upon the students' or employees' actual or perceived characteristics, including race, color, national origin, sex, disability, religion, gender identity, sexual orientation, or other physical or mental attributes or conformance or failure to conform with stereotypes; and
- D. the right of free speech and how it differs for students, employees, and parents;
- (ii) complement the suicide prevention program required for students under Rule R277-620 and the suicide prevention training required for licensed educators consistent with Subsection 53G-9-704(1); and
- (iii) include information on when issues relating to this rule may lead to student or employee discipline.
- E. To the extent possible, programs or initiatives designed to provide training and education regarding the prevention of bullying, abusive conduct, cyberbullying, hazing, and retaliation should be implemented.
- F. In addition to training for all students and School employees, students, employees, and volunteer coaches involved in any extra-curricular activity shall:
 1. participate in bullying, abusive conduct, cyberbullying, and hazing

- prevention training prior to participation;
- 2. repeat bullying, abusive conduct, cyberbullying, and hazing prevention training at least every three years;
- 3. be informed annually of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy.

G. An LEA shall maintain training participant lists or signatures, to be provided to the Board upon request. R277-613-7

VIII. Additional Notes

- A. 53G-9-6 requires that this policy be developed with input from
 - (1) students,
 - (2) parents,
 - (3) teachers,
 - (4) school administrators,
 - (5) school staff, or
 - (6) law enforcement agencies.
- B. All information received in a complaint, names of complainants shall be treated with the utmost confidence to the extent possible. Administrators shall notify the complainant before revealing his name.

Corporal Punishment Policy

In compliance with the provisions Utah State Code 53G-8-302, School employees may not inflict or cause the infliction of corporal punishment upon a student.

A School employee may, when acting within the scope of employment, use reasonable and necessary physical restraint in self defense or when otherwise appropriate under the following circumstances:

- a) To protect a student or another individual from physical injury,
- b) To obtain possession of a weapon or other dangerous object in the possession or under the control of a student,
- c) To restrain or remove a student from a situation when the student is violent or disruptive, or is a danger to him/herself or others, or
- d) To protect property from being damaged, when physical safety is at risk.

When an employee exercises physical restraint on a student, the employee shall write a report outlining the incident and the reasons for the use of physical restraint within three (3) days following the incident. This report shall be filed with the Director, who then is responsible for sending a copy of the report to the Board. The original of the report shall be kept in the employee's file.



Data Governance Plan

1.0 Purpose

Data governance is an organizational approach to data and information management that is formalized as a set of policies and procedures that encompass the full life cycle of data; from acquisition, to use, to disposal. Promontory School takes seriously its moral and legal responsibility to protect student privacy and ensure data security. Utah's Student Data Protection Act (SDPA), U.C.A. 53E-9-3 requires that Promontory School adopt a Data Governance Plan.

2.0 Scope and Applicability

This plan is applicable to all employees, temporary employees, and contractors of the Agency. The plan must be used to assess agreements made to disclose data to third-parties. This plan must also be used to assess the risk of conducting business. In accordance with Promontory School's policy and procedures, this plan will be reviewed and adjusted on a regular basis, as needed. This plan is designed to ensure only authorized disclosure of confidential information.

3.0 Data Maintenance and Protection

Promontory School recognizes that there is risk and liability in maintaining student data and other education related data and will incorporate reasonable data industry best practices to mitigate this risk.

3.1 In accordance with R277-487, Promontory school shall do the following:

- Designate an individual as the information Security Officer
- Adopt the CIS Controls or comparable
- Report to the USBE by October 1 each year regarding the status of the adoption of the CIS controls or comparable and future plans for improvement.

4.0 Roles and Responsibilities

Promontory School acknowledges the need to identify parties who are ultimately responsible and accountable for data and content assets. These individuals and their responsibilities are as follows:

4.1 Data Manager Roles and Responsibilities:

- Authorize and manage the sharing, outside of the student data manager's education entity, of personally identifiable student data for the education entity as described in this section
- provide for necessary technical assistance, training, and support
- Act as the primary local point of contact for the state student data officer
- Ensure that the following notices are available to parents:
 - annual FERPA notice (see 34 CFR 99.7)
 - PPRA/UT FERPA policy and notice
 - directory information policy notice (see 34 CFR 99.37)
 - survey policy and notice (see 20 USC 1232h and 53E-9-203)
 - data collection notice (see 53E-9-305)

4.2 Information Security Officer

- Oversees adoption of the CIS controls

- Provide necessary technical assistance, training, and support as it relates to IT security

5.0 Plan

The following 5 subsections provide data governance plans and processes for Promontory School:

- Data Security and Privacy Training for Employees
- Data Disclosure
- Record Retention and Expungement
- Data Quality
- Transparency

The Promontory School Data Governance Plan includes the following:

- Requires Data Stewards to manage confidential information appropriately and in accordance with all legal mandates, Utah State Board administrative rules, and school policies and procedures.
- Complies with all legal, regulatory, and contractual obligations regarding privacy of Agency data. Where such requirements exceed the specific stipulation of this plan, the legal, regulatory, or contractual obligation shall take precedence.
- Ensures that all Promontory School employees comply with the policy and undergo annual security training.
- Provides policies and processes for maintaining industry standard information and physical security safeguards to protect student data.

Furthermore, Promontory School Data Governance Plan also contains a Data Breach Response Plan which:

- Defines the goals and the vision for the breach response process.
- Defines to whom it applies and under what circumstances,
- Defines a breach, staff roles and responsibilities, standards and metrics (e.g., to enable prioritization of the incidents), as well as reporting, remediation, and feedback mechanisms.
- Emphasizes Promontory School's established culture of openness, trust and integrity.

5.1 Privacy Training for Employees

Promontory School will provide a range of training opportunities for all district employees with access to student educational data or confidential educator records in order to minimize the risk of human error and misuse of information.

All employees will be required to participate in a privacy training as part of the annual compliance training. Completion of Promontory School's compliance training is a condition of employment.

5.2 Data Disclosure

Providing data to persons and entities outside of the Promontory School increases transparency, promotes education in Utah, and increases knowledge about Utah public education. This plan establishes the protocols and procedures for sharing data maintained by Promontory School. It is intended to be consistent with the disclosure provisions of the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, 34 CFR Part 99 and Utah's Student Data Protection Act (SDPA), U.C.A 53E-9-3.

5.2.1 External disclosure of Personally Identifiable Information (PII)

5.2.1.1 Parental Access to Educational Records

In accordance with FERPA regulations 20 U.S.C. § 1232g (a)(1) (A) (B) (C) and (D), LEAs will provide parents with access to their child's education records, or an eligible student access to his or her own education records (excluding information on other students, the financial records of parents, and confidential letters of recommendation if the student has waived the right to access), within 45 days of receiving an official request. Promontory School is not required to provide data that it does not maintain, nor is Promontory School required to create education records in response to an eligible student's request.

5.2.1.2 Third Party Vendor

Third party vendors may have access to students' personally identifiable information if the vendor is designated as a "school official" as defined in FERPA, 34 CFR §§ 99.31(a)(1) and 99.7(a)(3)(iii).

All third-party vendors contracting with Promontory School must be compliant with Utah's Student Data Protection Act (SDPA), U.C.A §53A-1-1401. Vendors determined not to be compliant may not be allowed to enter into future contracts with Promontory School without third-party verification that they are compliant with federal and state law, and board rule.

5.2.1.3 Governmental Agency Requests

Promontory School may not disclose personally identifiable information of students to external persons or organizations to conduct research or evaluation that is not directly related to a state or federal program reporting requirement, audit, or evaluation. The requesting governmental agency must provide evidence the federal or state requirements to share data in order to satisfy FERPA disclosure exceptions to data without consent in the case of a federal or state

- A. Reporting requirement
- B. Audit
- C. Evaluation

The Director or designee will ensure the proper data disclosure avoidance are included if necessary. An Interagency Agreement must be reviewed by legal staff and must include "FERPA-Student Level Data Protection Standard Terms and Conditions or Required Attachment Language."

5.2.2 External disclosure of Non-Personally Identifiable Information (PII)

5.2.2.1 Priority

Promontory School recognizes good research as a building block for understanding and improving education. Priority is given to projects that:

- A. Yield useful products or data for ourschools.
- B. Align with District programs, goals, and mission.
- C. Are not intrusive or interrupt classroom/school activities.

No access to data will be granted for research purposes that do not meet the above criteria. The Director has full discretion in the evaluation of research proposals

5.2.2.2 General Directions

A completed application must include the following items listed below. Please allow 2-3 weeks for a decision once completed materials have been received.

1. A completed Research Project Request (Form 521). (You may reference details from your research proposal on the application.)
2. Copy of your research proposal.
3. Copy of all interview protocols, surveys, questionnaires, observation guides, etc.
4. Copy of all disclosures and consent forms.
5. Copy of the IRB approval (or documentation that IRB approval is pending)
6. Copy of the vita or resume of the investigator(s). (Optional)

5.3 Record Retention and Expungement

Promontory School recognizes the risk associated with data following a student year after year that could be used to mistreat the student. The LEA shall review all requests for records expungement from parents and make a determination based on the following procedure.

5.3.1 Procedure

The following records may not be expunged: grades, transcripts, a record of the student's enrollment, assessment information.

The procedure for expungement shall match the record amendment procedure found in [34 CFR 99, Subpart C](#) of FERPA.

1. If a parent believes that a record is misleading, inaccurate, or in violation of the student's privacy, they may request that the record be expunged.
2. The LEA shall decide whether to expunge the data within a reasonable time after the request.
3. If the LEA decides not to expunge the record, they will inform the parent of their decision as well as the right to an appeal hearing.
4. The LEA shall hold the hearing within a reasonable time after receiving the request for a hearing.
5. The LEA shall provide the parent notice of the date, time, and place in advance of the hearing.
6. The hearing shall be conducted by any individual that does not have a direct interest in the outcome of the hearing.
7. The LEA shall give the parent a full and fair opportunity to present relevant evidence. At the parents' expense and choice, they may be represented by an individual of their choice, including an attorney.
8. The LEA shall make its decision in writing within a reasonable time following the hearing.
9. The decision must be based exclusively on evidence presented at the hearing and include a summary of the evidence and reasons for the decision.
10. If the decision is to expunge the record, the LEA will seal it or make it otherwise unavailable to other staff and educators.

5.4 Data Quality

Data quality is achieved when information is valid for the use to which it is applied, is consistent with other reported data and users of the data have confidence in and rely upon it. Good data quality does not solely exist with the data itself, but is also a function of appropriate data interpretation and use and the perceived quality of the data. Thus, true data quality involves not just those auditing, cleaning and reporting the data, but also data consumers. Data quality is addressed in five areas:

5.4.1 Data Governance Structure

The Promontory School data governance plan is structured to encourage the effective and appropriate use of educational data. The Promontory School data governance structure centers on the idea that data is the responsibility of all Promontory School departments and schools and that data driven decision making is the goal of all data collection, storage, reporting and analysis. Data driven decision making guides what data is collected, reported and analyzed.

5.4.2 Data Collection

When possible and to avoid data duplication, data is collected at the lowest level available.

5.5 Transparency

Annually, Promontory School will publicly post:

- Promontory School data collections
- Metadata Dictionary as described in Utah's Student Data Protection Act (SDPA), U.C.A §53A-1-1401

Updated 1/2020

Dissemination of Information About Juvenile Offenders

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

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

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

Donations, Gifts & Sponsorships Policy

A. PURPOSE

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

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

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

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

B. SCOPE

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

C. GENERAL POLICY STATEMENTS

1. "Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Promontory School or

- other public bodies [Utah Code 51-7-3(26)]. All monies received through donations, gifts, or sponsorships are considered public funds.
2. All funds, property, or goods donated become public funds and the property of the school, and should be used for the purpose for which they were donated and in accordance with State and school policies.
 3. Promontory School recognizes that fundraising efforts, donations, gifts, sponsorships, and public support vary among schools. The school is committed to appropriate distribution of unrestricted funds and the management of donations and gifts to ensure that the educational opportunities for all students are equal and fair.
 4. Promontory School is committed to principles of gender equity and compliance with Title IX guidance. The school commits to use all facilities, unrestricted donations and gifts, and other available funds in harmony with these principles. The school reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. The benefits derived from donations and gifts should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.
 5. Promontory School will comply with all applicable state and federal laws; the State procurement code (Utah Code 63G-6a); State Board of Education rules, including construction and improvements; IRS Publication 526 "Charitable Contributions"; and other applicable IRS regulations.
 6. The collection of funds or assets associated with donations, gifts, or sponsorships will comply with the school cash receipting policies. The expenditure of any public funds associated with donations, gifts, or sponsorships will comply with the school cash disbursement policies.
 7. Donations, whether in-kind, cash, or otherwise, shall be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become exclusive property of the school upon delivery.
 8. Promontory School employees may not direct operating expenditures to outside funding sources to avoid school procurement rules (operating expenditures include equipment, uniforms, salaries or stipends, improvements or maintenance for facilities, etc.).
 9. Promontory School employees must comply with school procurement policies and procedures, including complying with obtaining competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.
 10. Donations and gifts should be accounted for at an individual contribution level.
 11. Donations, gifts, and sponsorships shall be directed to the school or school program(s). Donations, gifts, and sponsorships shall not be directed at specific school employees, individual students, vendors, or brand name goods or services.
 12. Donated funds shall not compensate public employees, directly or indirectly.
 13. If donations or gifts are offered in exchange for advertising or other services, an objective valuation will be performed and a charitable receipt will be issued by the Business Manager.

14. Donations or gifts shall not be accepted that advertise or depict products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students.
15. Donations or gifts shall not be accepted that are inconsistent with the mission, values, policies, philosophies or educational beliefs of Promontory School.
16. Donations, gifts, and sponsorships given by vendors to specific programs (e.g., drama, sports teams) or school employees shall be evaluated for compliance with Utah Code 63G-6a-2304.5, "Gratuities, Kickbacks, Unlawful use of position or influence." As required by state law, donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. School employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.
17. Donations and gifts over \$250 will be provided with an acknowledgment of the contribution from the school for IRS purposes. The acknowledgment will be in the form of a receipt issued by the Business Manager. These receipts will be generated from the information provided on the "Donations, Gifts, and Sponsorships" form.

Material Distribution Policy

Campus Distribution

Written and printed materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on Promontory School of Expeditionary Learning property by a teacher, staff, student, parent, or volunteer without the prior approval of the director.

Non-education related materials are prohibited from being produced on school equipment such as copiers, computers, fax machines and other technical equipment. Only authorized personnel are permitted to operate school equipment.

Community Distribution

All external public relations efforts are managed through the front office of the school, safeguarding the privacy of the school community as well as the integrity of the school image.

All visiting media personnel must be approved, sign in and be accompanied on campus by authorized school personnel.

School-Wide Distribution

All written, printed and electronic communication to parents/guardians beyond teacher-to-classroom communication should be approved by the director prior to distribution.

Classroom Distribution

Written, printed and electronic communication from teachers to classroom parents/guardians should be proofread and free of grammatical and other errors. Communication sent to all classroom parents/guardians should be made available to the director, i.e., carbon copied (“Cc”) on electronic communication.

All communication should be professional and courteous.