

BOARD OF DIRECTORS MEETING

**August 21, 2025**

**7:00PM**

**1051 W 2700 S**

**Perry, UT  84302**

**Trustees Officers Director**

Amber Jenks Michelle Wilson Amber Edelman

Hilary Gerhardt Stephanie Nielsen Emily Ross-Assistant

Barbie Molgard-Wright Karen Braithwaite

Adrianne Murray Wendy Jurgens

Becca Ashby Jessica Flinn

**Visitor Zoom Visitors**

Tammy Stutznegger Brian Cates

Lisa Fonseca Kurtis Edelman

Leianna Fonseca Cory Wilson

Shiree Case Dianne

Kacey Quire Michelle Flynn

Cody Quire Lindsay Phenes

Kylie Layton Keely Homer

Kyle Holgreen Sara Vandergon

Landon Layton Rob Christensen

Amanda Lucherini Jessica

Celeste Muhlestein Teresa Lee

Nathan Young Penny Ferguson

Darcy Young

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

·          Welcome/Mission Statement and Pledge: Stephanie Nielsen

7:05 PM – **MINUTES**

·         June 19, 2025 Board Meeting Minutes-Amber Jenks motions to approve.  Adrianne Murray seconds.  Motion is carried.

·        July 21, 2025 Emergency Board Meeting Minutes.  Wend Jurgens was listed as being absent and via zoom.  Correct formatting on 3rd page where Dorothy’s name is listed.  Correct spelling of Hilary’s name.  Barbie motions to approve.  Hilary seconds.  Motion is carried.

 7:10 PM- **TRAINING**: Video from [Utahcharters.org](http://utahcharters.org) titled “Questions to Ask at Your Board Meeting” Emphasis the importance of the board’s role in overseeing the school’s performance by asking questions and understanding the relationship authority and accountability with the school leader.

 7:15 PM – **FINANCE REPORT**– Brian Cates.  The audit has begun.  PTIF continues to perform well with the current balance of over $1.66 million.  Forecast bottom line is approximately $15,000.  The projected cost for the roof project is higher than the actual bids received.  Cash balance is good.  Enrollment is currently lower than expected.  Hard to get a good forecast for the year due to the roof project and the audit.

7:21PM **-  POP Update**: Karen Braitwaite.  Great turn out at back-to-school night. Lots of people have been reaching out to volunteer. Keely Homer discussed float plant for the Peach Days Parade. Will send the office over a closer idea of what kind of budget she needs. Kacey Quire from the safety crew discussed new google forms and videos that will be used to train our volunteer crossing guards. Liability lies with the highway authority which would be Perry city.  Advised to loop in Stephanie Quintero who is over safety on the board. Advised to get in communication with Perry City and get anything in writing that will help with liability if anything happens. The POP General membership meeting will be on September 23, 2025 at 7pm in the library.

7:40 PM – **BUSINESS ITEMS:**

·        **Accounting Manual** - Finance Committee. There are some updates on there from new legislative law that just passed.  Check code and run it past Brian to make sure everything is up to date legally.

·       **Administration of Medication** - Policy Committee. There have been updates to the code.

·       **Admissions Policy** - Policy Committee. Policy covers how new students are accepted, lottery system, and the waitlist. Once a student is on the waitlist, they remain there until accepted or removed. Asked to review the policy.

·       **After school Activities** - POP.  No changes to policy.

·       **Wellness Policy**-Was not included in the board handout email.  Tabled until September.

·       **Board make up and committees**-

|  |  |
| --- | --- |
| Arts Council | (needs at least 1 teacher, admin, board member, and parent)  Amber Edelman  Becca Ashby  Jess Flinn  Wendy Jurgens |
| Audit Committee | Finance Committee |
| Board Member Recruiting | [Stephanie Quintero](mailto:squintero@promontoryschool.org)  [Becca Ashby](mailto:bashby@promontoryschool.org)  [Hilary Gerhardt](mailto:hilaryharlan@gmail.com)  Jess Flinn |
| Board Retreat | [Stephanie Nielsen](mailto:stephanie.nielsen@promontoryschool.org)  [Adrianne Murray](mailto:adrianne.murray@promontoryschool.org)  Becca Ashby |
| Director Evaluation | Executive Committee |
| Emergency Plan | [Hilary Gerhardt](mailto:hilaryharlan@gmail.com)  Stephanie Quintero  Amber Jenks  [Amber Edelman](mailto:aedelman@promontoryschool.org)  Katie Hammer  Wendy Jurgens |
| Executive Committee | Becca Ashby  Stephanie Quintero  [Barbie Molgard-Wright](mailto:barbie.molgard-wright@promontoryschool.org) |
| Finance  (Treasurer + Board Chair + 1) | Amber Edelman  [Barbie Molgard-Wright](mailto:barbie.molgard-wright@promontoryschool.org)  [Adrianne Murray](mailto:adrianne.murray@promontoryschool.org)  [Stephanie Nielsen](mailto:stephanie.nielsen@promontoryschool.org)  Red Apple |
| Grants | [Amber Edelman](mailto:aedelman@promontoryschool.org)  [Stephanie Nielsen](mailto:stephanie.nielsen@promontoryschool.org)  Amber Jenks  [Becca Ashby](mailto:bashby@promontoryschool.org)  [Michelle Wilson](mailto:mwilson@promontoryschool.org) |
| Great Thinkers | Karen Braithwaite  Amber Edelman  Michelle Wilson  Jess Flinn  Amber Jenks  Teachers:  Spring Martin  Glenna Petersen  Lisa Wells  Dorothy Dobson |
| Hiring | Barbie Molgard-Write Becca Ashby  Dorothy Dobson  Amber Edelman  [Hilary Gerhardt](mailto:hilaryharlan@gmail.com)  Amber Jenks |
| History | Dorothy Dobson  Amber Edelman  Amber Jenks |
| Library Committee | [Karen Braithwaite](mailto:kbraithwaite@promontoryschool.org)  [Hilary Gerhardt](mailto:hilaryharlan@gmail.com)  [Jessica Flinn](mailto:mrsjessicaflinn@hotmail.com)  Amber Jenks  [Dorothy Dobson](mailto:DDobson@promontoryschool.org)  [Becca Ashby](mailto:bashby@promontoryschool.org)  Library staff member  Wendy Jurgens |
| Military Families | Tammy Stutznegger (Enrollment)  Dorothy  Dobson  Amber Edelman  Stephanie Quintero  Amber Jenks  Jess Flinn  Wendy Jurgens |
| Policy Committee | [Hilary Gerhardt](mailto:hilaryharlan@gmail.com)  Becca Ashby  Dorothy Dobson (formatting)  Michelle Flynn  Stephanie Quintero  Michelle Wilson  Adrianne Murray  Barbie Molgard-Wright  Amber Jenks  [Stephanie Nielsen](mailto:stephanie.nielsen@promontoryschool.org) |
| Public Relations  (help with fundraising i.e mega celebration silent auction) | [Amber Edelman](mailto:aedelman@promontoryschool.org)  Amber Jenks  Darcy Young  [Barbie Molgard-Wright](mailto:barbie.molgard-wright@promontoryschool.org)  [Stephanie Quintero](mailto:squintero@promontoryschool.org)  POP |
| Root & Wings | Admin Team  Dorothy Dobson  Amber Edelman  [Adrianne Murray](mailto:adrianne.murray@promontoryschool.org)  4 teachers |
| School Land Trust Council (Must have a parent majority and all must be trustees.) | Becca Ashby (Lead)  All Trustees |
| Sex Education | Dorothy Dobson  Amber Edelman  Parents  Michelle Wilson  Becca Ashby  Jess Flinn  Michelle Flynn  Katie Hammer |
| Special Projects - Campus/Crew/Facility/West side | Expansion Committee  Becca Ashby  Darcy Young  Dorothy Dobson  Amber Edelman  Stephanie Quintero  [Hilary Gerhardt](mailto:hilaryharlan@gmail.com)  [Barbie Molgard-Wright](mailto:barbie.molgard-wright@promontoryschool.org) |
| Wellness Committee | Becca Ashby  Adrianne Murray  Katie Hammer  Amanda Walker  Jess Flinn  [Michelle Wilson](mailto:mwilson@promontoryschool.org) |

7:46 PM --**ACTION ITEMS**

7:50· **Grievance Policy**-Current policy is messy. There is a need to know what steps a person has taken to resolve an issue before submitting a grievance. Policy needs further work and is not ready for approval. Hilary motions to table.  Amber Jenks seconds.  Motion is carried to table.

7:53· **Volunteers and Visitor Policy**-Still working on. Adrianne Murray motions to table. Hilary seconds.  Motion is carried to table.

7:54**· TSSA**--Is a framework for teacher and student support success plan. Applied for annually through the state. Proposed plan is to use the funding to pay the salaries of the full-time instructional coach (Janni Richards) and the special education coach (Jennifer Delaney). Any remaining funds will be used to pay our IT person (Carrisa Dominy). Amber Jenks motions to approve. Barbie seconds. Hilary Abstains.  Motion is carried.

7:58**· Shine Policy**- New policy related to Utah code. It aims to support highly needed educators with additional financial support. Proposed to designate special education teachers and secondary mathematics teachers as the two high needs areas.  The allotted amount for the school year is $19,273 which will be divided equally among the approved employees. Policy needs to be reapproved every year. Barbie approves. Adrianne seconds.  Motion is carried.

8:02· **LEA License Policy**. Ensures that the school has a policy in place to ensure teachers are qualified. Policy outlines the procedure for teachers who may not have the right credentials. School aims to have all gen ed teachers with their professional license instead of working under an LEA license as soon as possible. Policy needs to be posted on the website. Policy also needs to be formatted with the letterhead to match the other ones. Hilary motions to approve. Adrianne seconds.  Motion is carried.

8:05**· Head Injury Policy**–Required policy but hasn’t been on the website for along time. UPdated need to be included in registration paperwork and PE. Coach Stew may send something home with his class to ensure compliance. A concussion and head injury information acknowledgement form must be reviewed and signed annually by parents or legal guardians regardless of sports participation. Barbie motions to approve. Hilary seconds.  Motion is carried.

8:10**· LRBI (Least Restrictive Behavioral Interventions**)-LRBI manual outlines best practices for supporting students with challenging behaviors, focusing on positive preventative and least restrictive strategies. SB170 established legal requirements for behavior interventions, reporting, documentation, and parent notification of restraining or seclusion. Staff must be trained on safe interventions and de-escalation, documenting incidents, and emphasizing data collection, review, and ongoing monitoring. Barbie motions to approve. Amber Jenks seconds.  Motion is carried.

8:14**·  Time and Efforts Policy**-Part time employees are compensated with federal or non-federal funds.  Their hours are tracked via the time clock system.  Salaried employees not using the time clock will submit a semiannual certification to the director for approval. Records will be collected digitally, printed, and stored in records room for 5 years. Hilary motions to approve. Adrianne seconds.  Motion is carried.

8:22·  **Board officers and executive committee**–The board is considering adding a teacher liaison, but it needs to align with the bylaws, charter, and policies.  Stephanie Quintero has been acting as interim Vice-chair, and Barbie as treasurer. Concerns about the board’s newness and the time commitment required for executive officer positions. At this time, no changes will be made.  No vote needed.  We will revisit at a later date.

A clarification is made to the Shine policy to include the math specialist in this policy as she works with secondary math. Board agrees with this addition.

8:50 PM **DIRECTOR’S REPORT**

·        **Staffing Update**-We have a full teaching staff, are looking for one more sped teacher to create a more equitable case load for our sped department, and are currently in the process of hiring two classroom aides.

·        **Enrollment/Lottery**-Current enrollment is at 405 with 42 students on the waitlist.

·        **Professional Development**-Pineview Full Day PD, Part-time staff Aide Bootcamp, Blind Mule Full Day Behavior Training, Online Annual Trainings, Benefits meeting, and 401 K, CKLA, Tang Math, and UFLI

·        **Public Relations**-Upcoming Peach Days Parade Plans in place. Would like to discuss with PoP Parade Committee handing out flyers with information about Promontory and a QR code to our waitlist.  Facebook Marketing: Peregrine Post for Official Content from the school, Regularly posting teacher bios, Regularly posting updates about school current events.  Falcon Mascot - Hiding mascot for a prize in the community. Mascot naming contest. Movie in the Park - September 12th. IT Specialist - Has a Marketing Degree with marketing experience, and plans to assist with branding and marketing this year!

·        **Charter Goal Agreement-**

|  |  |  |  |
| --- | --- | --- | --- |
| Regulatory and reporting compliance | Percentage of teachers properly licensed and endorsed for their teaching assignment | 100% | Anticipate 100% |
| Regulatory and reporting compliance | Percentage of employees and board members with completed criminal background checks | 94% | Currently in progress due to office construction. We expect to be fully compliant very soon. |

·        **Updated Performance Review Section in Employee Handbook**–Reinforces a culture of growth, professionalism, and alignment with Promontory’s values, Establishes clear accountability measures for instructional and professional expectations, Defines support structures (e.g., coaching, PIPs) and outlines steps for addressing escalating concerns, Clarifies contract terms and emphasizes confidentiality in all personnel matters.

·        **School Improvement Plan**–

**Expeditionary Learning:**

* “Back to our Roots” - True to our charter and Expeditionary Learning (EL) model, better integration of our core subjects and standards throughout our EL practices (fieldwork, expeditions, etc.); true EL learning is an all-encompassing model of teaching using a collection of evidence-based practices
* Core Practices -   
  - Bookmarks for our Essential  
  Core Practices this year!  
  - Provided teachers their own  
  Core Practice manuals

**Professional Development**

* Swan Valley - Focused on Expeditionary Learning, purposeful schedule & WIN Time, differentiation, SIP goals
* Pineview - Focused on Expeditionary Learning, utilizing an aide effectively, accommodations vs modifications, team building (“Every Piece is Essential”)
* Modeling core Expeditionary Learning practices such as crew meetings, learning targets, and success criteria

**Personnel:**

* Assistant Director - Emily Ross
* Instructional Coach - Janni Richards
  + SPED Coach - Jennifer Delaney
  + Expedition Expert - Dorothy Dobson
* Math Specialist - Sonya Shaw
* SPED Secretary - Missi Conover

**Academics:**

* WIN Time
* Intentional School-Wide Scheduling
* Expeditionary Learning Core Practices
* ELL (RTI) Aide - Bryn Cole

·       **2025-26 Administrative Vision-**

Our school is positioned to have an incredibly successful school year, with highly qualified, licensed educators and expeditionary learning opportunities for our students with increased focus on academics. Our staff will have more support this year than before!

Expeditionary Learning sparks curiosity, nurtures character, and offers students meaningful, real-world learning experiences. At Promontory, the vision is to bring together the best of Expeditionary Learning and a strong focus on academic achievement. Every student deserves BOTH—and that’s the heart of our work: creating an engaging, challenging, and supportive environment where all learners can thrive.

9:35 PM – **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 two minutes each. We appreciate your input and invite your comments.*       *- Promontory Board of Trustees*

Lisa Fonseca–Proposed aligning the school calendar with Box Elder School District calendar and start school after the Box Elder County Fair. Many employees participate in the fair through 4-H.

 9:40 PM – ADJOURN-Hilary motions to adjourn. Barbie seconds.  Motion is carried.

  \*Next scheduled Board Meeting Thursday, September 18, 2025