



*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 21<sup>st</sup> century.*

**BOARD OF DIRECTORS MEETING  
BOARD RETREAT  
AGENDA**

Tuesday, April 21, 2026  
2830 N 4800 W  
Corinne, UT 84307

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9:00 AM Call to order:  
Welcome, Pledge, and Mission Statement ----Becca

9:15 AM 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*

9:20 AM Team Building Activity

10:00 AM-12:00PM Training on Structures, Policy, Vision, and Mission  
Valerie Neslen, Sharon Fairbourn, Kassi Capener and Shiree Case

12:00-12:30PM Lunch Break

12:30PM review intensives and expeditions

1:00 PM Policy Review- Governing Board Policy, Gang Policy, accounting manual, travel policy

1:30 PM discussion on Admin Surveys

2:15 PM Adjourn

\*Next scheduled board meeting- May 21, 2026



## GANG PREVENTION POLICY

### Purpose

In accordance with Utah State Code 53E-3-509, the purpose of this policy is to prevent gang activity is to maintain a safe, orderly, and supportive school environment by preventing gang involvement and addressing gang-related activity by and against students, parents, volunteers, and employees of Promontory School of Expeditionary Learning. This will be accomplished through awareness efforts, training, identification, and disciplinary action against those who violate this Policy. This policy establishes expectations for prevention, reporting, intervention, and disciplinary response in accordance with Utah law and State Board of Education rules. A secondary purpose is to provide clear standards and a safe and accessible reporting process for school faculty and personnel suspecting gang activity. This policy shall be implemented without discrimination based on race, ethnicity, disability, religion, national origin, or protected status.

In accordance with:

- Utah State Board of Education rules including R277-436
- Utah Code 53E-3-509
- Applicable student discipline and safe schools laws

### Definitions

1. "Gang" means a group or association of three or more persons whose members:
  - a. form an allegiance;
  - b. engage in criminal activity, which uses violence or intimidation to further its criminal objectives; and
  - c. may have a name, turf, colors, symbols, distinct dress; or
  - d. any combination of the preceding characteristics.
  - e. individually or collectively engage in a pattern of criminal activity; have as one of their primary objectives or activities the commission of one or more underlying crimes including acts by juveniles that would be underlying crimes if committed by adults; and
  - f. have in common an overt or covert organizational or command structure. (CHANGED TO MATCH USBE RULE)
2. "Gang Activity" means the commission of, attempted commission of, conspiracy to commit, or solicitation of two or more underlying crimes acts by a juvenile that would be an underlying crime if committed by an adult.

### Purpose

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



## Publication

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

## Prohibitions

1. No school employee or student may engage in **the following on school property, at school-sponsored events, or in a context that affects the school environment:**
  - a. advocating or promoting a gang or any gang-related activities;
  - b. marking school property, books, or school work with gang names, slogans, or signs;
  - c. conducting gang initiations;
  - d. threatening another person with bodily injury or inflicting bodily injury on another in connection with a gang or gang-related activity;
  - e. aiding or abetting an activity described under Subsections (2)(f)(i) through (iv) in Utah state code 53E-3-509 by a person's presence or support;
  - f. **Wearing symbols, apparel, gestures, markings, or items reasonably determined by administration to materially disrupt the school environment, intimidate others, or communicate gang affiliation.**
  - g. ~~displaying or wearing common gang apparel, common dress, or identifying signs or symbols on one's clothing, person, or personal property that is disruptive to the school~~
  - h. ~~environment; and~~
  - i. ~~communicating in any method, including verbal, non-verbal, and electronic means, designed to convey gang membership or affiliation.~~
2. No school employee or student may make a false allegation of advocating or promoting a gang or any gang-related activities. **False accusations may result in disciplinary action.**

## Actions Required of the School

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



iii. — outlining the action taken at the school regarding the incident.

## Reporting & Investigation Requirements

1. All school employees who become aware of suspected or confirmed gang-related activity shall immediately report the information to school administration.
2. Upon receiving a report, Administration, or their designee, shall:
  - a. assess reported incidents promptly;
  - b. gather facts prior to labeling conduct as gang-related; and
  - c. avoid conclusions based solely on race, ethnicity, clothing style, neighborhood, friendships, or slang.
3. School Administration, or their designee, shall promptly report to law enforcement when the activity involves criminal conduct, threats, or safety risks.
  - a. If a safety threat is made, Administration shall follow Threat Assessment policies and procedures.
4. Reports shall be documented in accordance with school procedures.

## Parent/Guardian Notification

1. Gang-related incidents, such as graffiti or damage to school property, shall result in parent or guardian notification and appropriate administrative and/or law enforcement actions, which may include obtaining restitution from those responsible for the damage.
2. If a serious gang-related incident, such as a substantiated threat or safety risk, as determined by the school administrator and/or in consultation with local law enforcement, occurs on school property, at school-sponsored events, or in a context that affects the school environment on school property, at a school-related activity, or at a location normally considered under school control, parents and guardians of students affected shall be notified as soon as reasonably practicable following confirmation of the incident.
3. When notifying the broader school community of a serious incident, the school will:
  - a. provide general information without personally identifiable student information;
  - b. emphasize school safety; and
  - c. outline actions taken in response.

## Discipline and Consequences

Gang-related conduct will result in disciplinary action consistent with the school policies and applicable law. Consequences may include, but are not limited to:

- loss of privileges
- exclusion from extracurricular activities
- exclusion from school-sponsored events
- suspension or expulsion
- restitution for damage to school property
- law enforcement involvement



Disciplinary decisions will consider the severity of the behavior, student age, and prior interventions, and shall be implemented in compliance with applicable IDEA and Section 504 requirements.

## Prevention & Intervention

The School will implement developmentally appropriate prevention strategies in an effort to reduce the risk of gang involvement, which may include but is not limited to:

- promoting a positive school culture and student belonging
- instruction in social-emotional skills, conflict resolution, and decision-making
- providing access to extracurricular, leadership, and engagement opportunities

Students identified as at risk of, suspected of, or involved in gang activity will receive targeted, tiered interventions aligned with the school's support systems, which may include but is not limited to:

- counseling and behavioral supports
- mentoring and family engagement, including parent/guardian meetings
- referrals to community-based resources
- attendance and academic supports
- Other supports as appropriate

To support student safety and well-being, the school may collaborate with:

- local law enforcement;
- community organizations; and
- other prevention and intervention supports

In alignment with the goals of Utah Administrative Code R277-436, the school may utilize available resources and funding to support evidence-based gang prevention and intervention efforts when appropriate.

## Training

1. School employees shall receive training on gang prevention and intervention as part of ongoing professional development.
2. To the extent feasible, training may be provided by qualified professionals, which may include community prevention specialists or law enforcement partners.
3. Training will support staff in recognizing early warning signs of gang involvement and in responding in ways that promote student safety and positive engagement that help students resist involvement in gang-related activities.
4. ~~The training of school employees shall include training regarding gang prevention and intervention.~~
5. ~~To the extent possible, school faculty and personnel shall be trained by experienced evidence based trainers that may include community gang specialists and law enforcement as part of comprehensive strategies to recognize early warning signs for youth in trouble and help students resist serious involvement in undesirable activity, including joining gangs or mimicking gang behavior.~~



6. Annual training should include:

- Warning signs
- De-escalation
- Reporting expectations
- Avoiding profiling / bias
- Social media threats
- Intervention resources
- Trauma-informed supports

## Records / Confidentiality

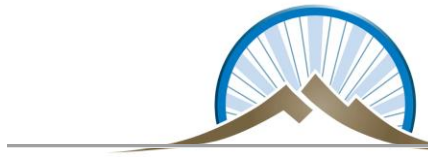
- Reports shall be kept confidential to the extent permitted by law, including applicable Family Educational Rights and Privacy Act protections, and information shall be shared only with staff who have a legitimate educational or safety need to know.

~~This policy shall be implemented without discrimination based on race, ethnicity, disability, religion, national origin, or protected status. (MOVED TO PURPOSE)~~

## Publication

This policy shall be distributed and made publicly available to students, parents/guardians, and employees through one or more appropriate communication methods, which may include handbooks, the school website, or other readily accessible formats.

Tab 1

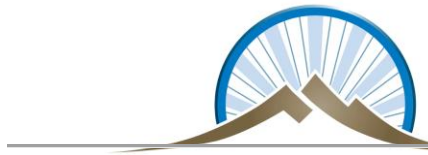


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## ACCOUNTING MANUAL

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## ACCOUNTING PROCEDURES

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

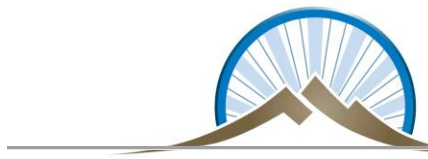
All accounting and financial reporting will be the responsibility of the Business Manager, under the direction of the board of trustees and the director. A complete general ledger will be kept, and Year-To-Date financial reports submitted to the Board of Trustees each month. All support documents and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

The school shall maintain financial practices consistent with applicable Utah law, USBE rules, federal grant requirements, Generally Accepted Accounting Principles (GAAP), and board-approved internal controls.

Duties involving authorization, custody of assets, recording, and reconciliation should be separated whenever practical.

## DEPOSITS

- As the school staff receives payments or donations from the public, the receiving staff members will record the purpose of the funds, total and date on an envelope and submit the envelope to the business manager for recording and depositing of the funds.
  - Copies of all checks will be made and attached to the accounting system deposit slip and bank receipt.
  - Deposits will be made in a timely manner.
  - Cash received should be counted by two individuals when practical.
  - Pre-numbered receipts should be issued when appropriate.
  - Deposits should occur within 1–3 business days.
  - Funds shall be secured in a locked location until deposited.
  - Restricted donations must be tracked separately by purpose.
- The school shall maintain a chart of accounts that meets the needs of the organization's expenditures and reporting requirements of the ~~Utah State Office of Education~~ [Utah State Board of Education](#)



- and Federal Education Department. Each funding program revenue item and expenditure item shall be recorded using the class function in the accounting system.

### ACCOUNTS PAYABLE & PURCHASING

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

- The school will follow purchasing policies and procurement laws laid out by the State of Utah and by the ~~Utah State Office of Education~~ [Utah State Board of Education](#).
  - Any purchase up to \$5,000 will require the approval of the director of the school.
  - Any purchase \$5,000 or more up to \$50,000; at least two bids will be obtained and reviewed by the finance committee and due diligence and prudence will be used in making the decision of which vendor is chosen.
  - Any purchase of \$50,000 or more; will require a sealed bid process at an open board meeting or an RFP (Request for Proposal), with a vote of the board deciding the vendor.
- The school director shall have the authority to initiate purchases needed to operate necessary school programs, within the guidelines described in this policy manual. The director shall be responsible for staying within the major categories of the approved budget.
- All checks require two signatures by an authorized signer. All signers are required to furnish a signature card to the schools chosen financial institution. The business manager may not be a check signer.
- The director may, as needed, purchase allowable supplies, materials and equipment that fall within the approved budget.
- The purchasing requirements laid out apply to discretionary or one-time purchases or new commitments and do not apply to on-going, existing monthly or periodic commitments that have been previously agreed upon.

### ETHICAL CONDUCT IN PURCHASING

- Ethical conduct in managing the organization's purchasing activities is required.



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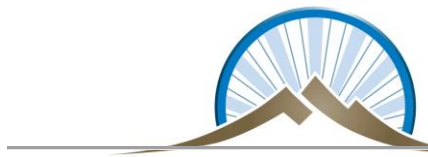
- Staff shall discourage the offer of and decline individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services. Staff shall notify their immediate supervisor if they are offered such gifts.
- Employees and board members shall complete annual conflict-of-interest disclosures.
- Staff may not use school purchasing authority for personal benefit.
- Suspected fraud must be reported immediately to administration or school board leadership.
- 

## PAYROLL

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

## BUDGET

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



## AUDIT AND STATE REPORTS

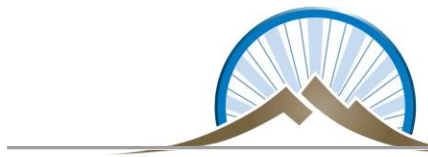
- An annual audit will be budgeted for and performed by an outside certified public accountant. The school's business manager will work with the auditor and assist in completing the audit in a timely manner. The business manager will file the audit with the appropriate authorities by the due date.
-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

## BANK RECONCILIATION

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

## CASH MANAGEMENT

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



## ASSETS & CAPITALIZATION

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

## RECORDS

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

## Data Privacy & Cyber Security

- Staff shall protect student and employee confidential data.
- Banking requests involving changes to payment information require independent verification.
- Suspected phishing, fraud, or data breaches must be reported immediately.
- Access to accounting systems shall be role-based.



## ORGANIZATIONAL STRUCTURE OF GOVERNING BODY

Promontory School of Expeditionary Learning is a non-profit corporation located in Northern Utah. A Volunteer board of trustees will govern Promontory School of Expeditionary Learning.

### **BOARD OF TRUSTEES**

A volunteer board of trustees will govern Promontory School of Expeditionary Learning. The initial number of the board is 5 but shall be no less than 5 and no more than 9, with an expectation of 7 as the desired usual. At least two of the voting members of the board must be a parent of a child currently attending Promontory School of Expeditionary Learning.

### **BOARD MEMBERS**

The voting board members will elect the board offices of Chair, Vice-Chair, Treasurer and Secretary.

#### **Election and Tenure**

Board members shall be elected or reelected by a majority of the existing Board of Trustees at each June annual meeting. Board terms shall end on June 30<sup>th</sup> of the respective term.

The initial developmental board members (Those who joined the Board in the first year of the development of the school) may stay on the Board indefinitely as long as they desire, unless removed by a majority board vote, in order to maintain the original vision of Promontory School of Expeditionary Learning.

New board members shall not serve on the board for more than 2 three-year terms. After which, they may be re-elected to the Board only after at least a one year sabbatical.

At least two of the board members must be a parent of a child currently attending the school.

#### **Removal of Board Members**

Any trustee who has 2 or more unexcused absences at board meetings and/or does NOT complete assignments regularly to the satisfaction of the Board, having been given due notice, shall be subject to removal if the remaining Board so deems by a majority vote. Regardless of the foregoing, any Trustee



may be removed by a majority vote of the Board of Trustees whenever in its judgment the best interests of the corporation will be served thereby, but such removal shall be without prejudice, if any, of the person so removed.

### **Requirements**

In order to understand the mission of the school and make decisions in the interest of the school, each new voting member shall be required to review the Structures Policy thoroughly for complete understanding and attend/participate in other board directed training as applicable, [including but not limited to ethics trainings, Governance vs Management, and role clarification](#). When possible, board members should actively participate in trainings offered by USCB and UAPCS, including yearly conferences.

### **Vacancies**

Any trustee may resign at any time by giving written notice, either paper or electronic, to the chair of Promontory School of Expeditionary Learning. Such resignation shall take effect at the time specified therein, and unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective. The Board shall publicly announce the number of vacancies and consider nominations from parents and community at large.

Vacancies shall be filled by the affirmative vote of a majority of trustees then in office.

## **EXECUTIVE OFFICERS OF THE BOARD**

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

### **Chair**

The chair shall, subject to the direction and supervision of the board of trustees:

1. preside at all meetings of the board of trustees;
2. see that all orders and resolutions of the board of trustees are carried into effect; and
3. perform the duties of the chair and when so acting shall have all the powers of and be subject to all the restrictions upon the chair.

### **Vice-Chair**

The vice-chair shall assist the chair and shall perform such duties as may be assigned by the chair or by the board of trustees. The vice-chair shall, at the request of the chair, or in the Chair's absence or



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inability to act, perform the duties of the chair and when so acting shall have all the powers of and be subject to all the restrictions upon the chair.

## **Treasurer**

The treasurer shall:

1. be the principal financial officer of the corporation and have the care and custody of all its funds, securities, evidences of indebtedness and other personal property and deposit the same in accordance with the instructions of the Board of Trustees;
2. receive and give receipts and a quittance for moneys paid on account of the corporation, and pay out of the funds on hand all bills, payrolls and other just debts of Promontory Academy of whatever nature upon maturity;
3. unless there is a controller, be the principle accounting officer of the corporation and as such prescribe and maintain the methods and systems of accounting to be followed, keep complete books and records of account, prepare and file all local , state and federal tax returns and related documents, prescribe and maintain an adequate system of internal audit, and prepare and furnish to the chair and the board of trustees statements of accounts showing the financial position of Promontory School of Expeditionary Learning and the results of its operations;
4. upon request of the board, make such reports to it as may be required at any time; and
5. perform all other duties incident to the office of treasurer and other such duties as from time to time may be assigned to him/her by the chair of the board of trustees.

Assistant treasurers, if any, shall have the same powers and duties, subject to supervision by the treasurer.

## **Secretary**

The secretary shall:

1. keep the minutes of the proceedings of the board of trustees and any committees of the board;
2. see that all notices are duly given in accordance with the provisions of these bylaws or as required by law;
3. be custodian of the corporate records and of the seal of the corporation; and
4. In general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the chair or by the board of trustees.

Assistant secretaries, if any, shall have the same duties and powers, subject to supervision by the secretary.

## **ADVISORY BOARD**



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Promontory School of Expeditionary Learning shall have an advisory board. The advisory board shall be made up of parents, and experts in fields such as budget, education, law, etc. Advisory Board members shall serve two-year terms, with no limit to terms served consecutively and shall be elected or re-elected by a majority of the voting Board Members at each annual June meeting or as otherwise determined by the Board.

Advisory Board members shall serve an indefinite term and shall make an effort to attend as many board meetings as they are able. Advisory Board members may be removed at any time by a majority of Voting Board Members.



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## Board Crews

The Board shall have power to set up special committees (called crews) that shall answer directly to the Board. These crews will generally be made up of Founding Members (those who will make a significant contribution to the development of the school) and be a crucial part of the implementation plan during the planning year before the school opens. These crews may include Procurement, Special Education, Technology, Marketing, Grants, Donations, Partnerships, etc.

## Parent Crews/ Parent Advisory Crew

A parent advisory crew will be made up of 3-5 parent volunteers who will oversee the forming of and the operating of parent crews. They will make sure each parent of the school has the opportunity to be assigned to a parent crew. Parent crews will assist the Board and school administration in overseeing such things as playground equipment, transportation, records, newsletters, fine arts, exhibition night, fundraising, grants etc.

## Parent Liaison

From the parent advisory crew, a single parent will be nominated (by the parent advisory crew) and approved (by the executive committee) each school year to be the Parent Liaison. At the invitation of the Board Chair, this person will become a non-voting member of the Governing Board and will attend Board meetings as a representative of parents of Promontory School of Expeditionary Learning students. The Parent Liaison will have the dual role of communicating to parent crews the needs and desires of the Governing Board, as well as being available to work with parents who wish their own concerns to be heard at Board meetings. He or she will bring any concerns, requests, and comments from parents and parent crews to the board. While all parents are invited to attend open Board meetings, it can be helpful to parents to have an advocate sitting on the Board as well.

## Teacher Liaison

The teacher liaison is a non-voting representative selected annually from the full-time licensed faculty. To apply, interested teachers must submit their names to the Executive Committee at the beginning of the school year. Once selected by the Committee, the Board Chair will officially invite the Liaison to participate in Board meetings. This position is voluntary and is not eligible for additional compensation.

The Liaison serves as a vital bridge between the Governing Board and the school staff. They are responsible for communicating Board objectives to the faculty and bringing staff feedback or concerns directly to the Board's attention.



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## **Board Liaisons (Optional Positions)**

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

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

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

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

## **Parent Liaison**

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

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

## **Teacher Liaison**

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

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



## **BOARD MEETINGS**

### **Regular Meetings**

Regular meetings of the board shall be held at least 10 times each year. Notice for these meetings shall be given at least one week in advance to board members and at least 24 hours public notice to the public. Notices will be posted on our school website and submitted to the Utah Public Meetings website. An annual meeting will be held each year in June.

Board meetings will remain open to the public unless a closed session is convened by a majority vote of members present and shall only be for reasons allowable by State Statute. Closed sessions will be subject to the requirements of Utah State Open Meetings Laws.

Board members will review Utah Open Meetings laws on an annual basis.

### **Special Meetings**

Special Meetings of the Board of Trustees may be called by or at the request of the chair or any two trustees. The person or persons authorized to call special meetings of the board of trustees will provide proper notice and may fix any place, date and time for holding any special meeting of the board called by them; which special meeting will follow normal open meeting requirements as outlined by the State of Utah.

## **Board Meetings**

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

### **Regular Meetings**

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



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

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

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

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

## Special Meetings

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

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

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

## Emergency Meetings

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

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

## Closed Sessions

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



# PROMONTORY

school of expeditionary learning

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## TRAVEL POLICY

### I. Purpose

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

### II. Definitions

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

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

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

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

Business Purpose: [Official school-related reason for travel.](#)

Reasonable Expense: [Necessary, cost-conscious expense comparable to market rates.](#)

Immediate Family: [To clarify non-reimbursable personal travel.](#)

### III. Policy

#### 1. Conference Selection and Participation

- a. Efforts should be made to select conferences that support Promontory's mission, vision, and teaching philosophy.
- b. Efforts will be made to take advantage of conferences conducted within the state and intermountain area and shall be vetted by the leadership team and ~~Director~~.

[Administration](#)



- ~~e. Efforts will be made to ensure fair and orderly rotation in conference participation by faculty and appropriate staff. The same individuals should not be prioritized for participation year-over-year and are limited to two (2) conferences per year.~~
  - d. Conference opportunities should be distributed fairly when practical, based on role relevance, school need, performance expectations, available funding, and prior opportunities.
  - e. Individuals with specifically assigned roles or program skill sets may be prioritized for targeted conferences, but only as approved by the Director.
  - f. Conference participants shall be encouraged to share materials and ideas with other faculty and staff upon return through staff meetings, community crew meetings, or other appropriate means identified by the leadership team and/or Director.
2. Allowances and Conference Expenses
- a. Only authorized conference fees and travel expenses will be reimbursed by Promontory. Any unauthorized conference attendance and expenses will be the responsibility of the attendee.
  - b. Conference attendance fees will be paid by Promontory as part of Professional Development budgetary expenses.
  - c. Conference travel expenses will be reimbursed by Promontory as part of the travel budget expenses.
  - d. Travel allowances will be reimbursed in accordance with the travel guidelines and procedures.
  - e. Expenses are subject to budget availability.
  - f. Reimbursement is not guaranteed without compliance.
  - g. Personal upgrades are employee responsibility.
3. Conference Requests
- a. A Conference Attendance Request form shall be submitted to the Director for review and approval.
  - b. Once approved, a Travel Authorization Request form will need to be submitted to the Director for approval. A travel request shall consist of:
    - i. A justification for travel and how the conference will benefit the employee and Promontory.
    - ~~ii. Anticipated travel and conference expenses~~
    - iii. Copies of conference itineraries
    - iv. estimated total cost
    - v. substitute coverage needs
    - vi. funding source (Title, grant, general fund, etc.)
    - vii. post-conference sharing plan



#### 4. Participation

##### a. Board Members

- i. Board members may travel to attend board directed conferences using the same procedures and forms. Travel is to be approved by the Board Chair.

##### b. Administration

- i. The Promontory Director and administration may travel and attend conferences as appropriate and approved by the proper authority. For the Director to travel, approval is given by the Board Chair. For administrators to travel, approval is given by the Director.

##### c. Teachers

- i. Teachers may travel to conferences to meet their PD requirements and as travel budget limitations allow.
- ii. All travel must be approved by the Director **prior** to travel taking place. Otherwise, travelers will be responsible for all expenses incurred.

##### d. Aides/Staff Members

- i. ~~As a general rule, aides and general staff are not authorized for out-of-state travel. The leadership team can make a case for attendance at out-of-state conferences, but final approval must be obtained by the Director.~~
- ii. Support staff travel may be approved when clearly connected to assigned duties, student programs, or organizational need.

#### 5. Expenses

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

- i. Conference attendance fees
- ii. Travel to and from the conference
- iii. Overnight accommodations

##### b. Per Diem and M&IE rates will be calculated based on the location of the conference. Rates used will be based on federal General Services Administration recommendations at the following website. <https://www.gsa.gov/travel-resources>

##### ~~c. To incentivize responsible use of school funds, the difference between allowed lodging rates and actual lodging expenses will be split 50/50 with the traveler.~~

##### d. Employees are expected to seek cost-effective lodging options and steward public funds responsibly.



## NON-Reimbursable:

- alcohol
- entertainment
- spouse/family expenses
- room service (unless approved)
- traffic tickets
- upgrades
- personal shopping
- unrelated sightseeing

## 6. Multiple Attendees

- If multiple attendees are attending the same conference, rental car sharing is expected to occur for out-of-state conferences. Carpooling is encouraged for in-state conferences or conferences out-of-state if driving is preferred over flying.
- Each traveler will submit their own Travel Authorization Request form. For hotel accommodations, each traveler will have their own room. Room sharing is not allowed except in the case of a VRBO/ABNB/Condo type rental is acquired, but individuals will be required to have their own room.
- Shared transportation encouraged when practical.
- Safety and scheduling may justify separate arrangements.
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7. Use of Travel Rewards: ~~The use of travel rewards programs (i.e. hotel and airline points) by travelers is permitted, and the rewards earned from official school travel may be used by travelers for personal benefits.~~ **Incidental rewards earned through standard bookings may be retained so long as travel decisions prioritize school cost, efficiency, and policy compliance.** However, travelers are prohibited from making any travel decisions that are not favorable to Promontory in order to gain more or better rewards.

8. Mileage Reimbursement: A traveler may elect to drive to a conference. Travelers will be reimbursed for the mileage driven to and from the conference up to the cost of the lowest reasonable airfare or simply for the mileage value, whichever is less. **Mileage reimbursement shall use the current IRS approved rate unless otherwise set by board policy.**

9. Travel Scheduling: All travel reservations are to be made only **after** approval has been received by the Director. Reservations and holds may be allowed if there are no hold, change, or cancellation fees associated with the advanced registration. This includes airfare, rental car, and



lodging.

10. Travel Advance: Travelers are eligible for up to a 90% travel advance for lodging and meals expenses for out-of-state travel. Travel advances may be approved in limited circumstances with reconciliation due within 10 business days of return.

11. Travel Expense Report

- a. A Travel Expense Report must be completed and submitted no later than 30 calendar days after return from travel. Any expenses submitted subsequent to the 30-day requirement may not be reimbursed.
- b. All expenses that are requested for reimbursement must be supported by an itemized receipt or other sufficient documentation.
- c. Reimbursements will not be made for expenses that are not properly supported, not in compliance with this policy, related to travel that is not for a clear Promontory purpose or not approved by the leadership team and/or Director.
- d. False claims may result in discipline and repayment.

12. Monitoring

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

13. Safety and Liability- Travelers are expected to comply with all applicable laws, school policies, and travel procedures while conducting school business. Employees shall use reasonable judgment and act in a safe, professional manner throughout travel. Any traveler using a personal vehicle for approved school travel must maintain the legally required insurance coverage. Accidents, injuries, or safety incidents that occur during travel shall be reported to administration as soon as reasonably possible.

## **Intensive Title: Camp Half-Blood: Journeys of the Demigods**

**Teacher: Nichole Harrison**

**Date: May 18th-26th**

### **Brief narrative describing the intensive and its purpose**

Students will step into the world of Greek mythology through an immersive Percy Jackson themed expeditionary learning experience inspired by the novel *The Lightning Thief*. Through reading, discussion, writing, and outdoor adventure, students will explore the concept of the hero's journey and what it means to show courage, perseverance, and teamwork in real life.

Throughout the week, students will train as "demigods" at Camp Half-Blood while learning about Greek gods, myths, monsters, and ancient stories. Literacy will be integrated through read-aloud sessions, reflective journaling, narrative writing, and mythology research. Students will maintain a Hero's Field Journal where they record reflections, sketches, observations, and writing pieces connected to their adventures.

The intensive includes three outdoor fieldwork experiences that connect directly to the story: a kayaking expedition representing Poseidon's domain and a hiking adventure representing a hero's quest through the wilderness, and a culminating event, Camp Half-Blood training Arena at Box Elder High School. Students will practice perseverance, teamwork, and observation skills while documenting their experiences in their journals. Students will also share their Hero's Field Journals and reflections about what it means to be a hero both in literature and in life.

### **Great Thinkers for this intensive–Rick Riordan and Carol S. Pearson**

Rick Riordan, author of *The Lightning Thief*, shows how stories can make learning fun. His quote, "My goal in the classroom was always to make sure they were having so much fun that they didn't realize they were learning." will be my focus throughout this intensive. Carol Pearson teaches about hero archetypes and the hero's journey, helping us see how courage, teamwork, and perseverance shape real heroes. Together, they help us explore myths, stories, and our own hero adventures. I will use these great thinkers as models to guide students in their journal reflections and throughout daily adventures.

### Guiding Question(s)

- What qualities make someone a true hero?
- How do myths and stories help us understand courage, perseverance, and identity?
- How can outdoor adventure help us experience the challenges that heroes face in stories?
- How can we use reading and writing to reflect on our own journey as heroes?

### Learning Target(s)

- I can identify elements of the hero's journey in mythology and literature.
- I can explain the roles of Greek gods, heroes, and monsters in myths.
- I can use descriptive language and narrative writing to describe an adventure experience.
- I can demonstrate teamwork, perseverance, and courage during outdoor challenges.
- I can record observations, reflections, and ideas in a Hero's Field Journal.
- I can connect events from the book to real-world experiences during fieldwork.
- I can present my learning and reflections about the hero's journey.
- I can apply mathematical reasoning, and algebraic thinking by solving strategy games and puzzles .
- I can ask questions, define and carry out investigations, and design a solution during engineering challenges.

### Fieldwork, Experts, Etc. (include contact person and contact information)

## Fieldwork, Experts, Etc.

### Fieldwork Day 2 – Kayaking Expedition: Poseidon's Challenge

Location: Mantua Reservoir

Students will experience an outdoor water adventure representing **Poseidon's domain**. They will practice kayaking skills, teamwork, and navigation while reflecting on how Percy Jackson uses courage and persistence when facing challenges connected to water.

Learning Connections:

- teamwork
- perseverance
- observation of nature
- descriptive writing

### **Fieldwork Day 4 – Hero's Quest Hiking Expedition**

Location: Mantua Nature Hike, Water Fall Canyon Hike or Ogden Nature Center

Students will hike together as a team and complete **hero challenges** along the trail including navigation, teamwork puzzles, and observation activities.

Students will record:

- nature sketches
- trail reflections
- descriptive writing

### **Fieldwork Day 6 – Camp Half-Blood Training Arena- (Request Made)**

Location: Box Elder High School

Students will experience a pentathlon put on by the Box Elder High School Track Team which will include running, throwing shot put, high jump, long jump, and sprinting experiences.

### **Possible Experts**

Mythology or Classics professor from Weber State or Utah State

Local Hiking Expert-Crystal Porowski

Kayaking instructor or expert-Reach out to our parents (Asked Darcy)

Box Elder Track Team-Checking into dates for the Pentathlon at Box Elder High School

**Notes: Materials needed, permission slips needed, cost and funding, etc.**

Permission slips required for:

- Kayaking trip
- Hiking fieldwork

Materials Needed:

Hero Field Journals  
Craft supplies for shields and camp badges  
Obstacle course equipment  
Maps and clipboards  
Kayaking gear  
Safety equipment

Estimated cost:

\$10-\$15 per student depending on transportation and equipment rentals if needed.

## Utah Core Standards-

### Social Studies

- 5.2.1 – Understand cultural beliefs and traditions through mythology.
- 6.2.3 – Compare belief systems and traditions of different cultures.
- 6.2.4 – Identify examples of cultural expression in literature and art.

### English Language Arts

- 5.RL.1–3 – Analyze characters, settings, and events in literature.
- 5.W.3 – Write narrative texts describing real or imagined experiences.
- W.6.7 – Conduct short research projects.
- SL.6.4 – Present ideas and reflections clearly.

### Physical Education / Health

- 5.1 & 6.1 – Demonstrate competence in motor skills and movement patterns.
- 5.2 & 6.2 – Demonstrate teamwork, cooperation, and perseverance during physical challenges

### Math/Science-

- 5.OA.1 – Operations and Algebraic Thinking–Use parentheses, brackets, or braces in numerical expressions
- 6.G – Geometry– Solve real-world and mathematical problems involving area, surface area, and volume
- 5.1.4,6.2.4–Engineering– *Ask questions, plan and carry out investigations, and define problems that can be solved with design solutions.*

## Daily Schedule-

### Percy Jackson Intensive:

#### Day 1 – Entering Camp Half-Blood

Focus: Introduction to the hero's journey, Greek mythology, and literacy

8:00–8:20 – Morning Activities

*“What makes someone a hero?”*

8:20–8:35 – Morning Crew

8:35–9:30 – Entry Event: Welcome to Camp Half-Blood

- Cabin assignments based on Greek gods
- Read aloud from *The Lightning Thief*
- Discussion: Percy's challenges

9:30–10:30 – Greek God Exploration-

- Zeus – lightning myths
- Athena – strategy puzzles-Math
- Poseidon – water activity-Science
- Ares – teamwork challenge

10:45–11:45 – Hero Field Journal Creation

11:45–12:15 – Lunch

12:15–2:15 – Mythology Monster Investigation and research- Create a monster trading card through Canva

- Monster profile trading cards: Medusa, Cyclops, Minotaur, Hydra, etc.

2:15–2:45 – Reflection journaling using RACES and intro to great thinkers.

*“How might a hero defeat the monster you researched?”*

2:45–3:00 – Closing Crew

## **Day 2 – Poseidon’s Water Quest (Kayaking)**

**Focus: Perseverance, teamwork, nature observation**

**8:00–8:20 – Morning Activities**

*Math and Science Exploration through Percy Jackson*

**8:20–8:35 – Morning Crew**

**8:35–9:00 – Safety briefing & preparation**

**9:00–12:00 – Kayaking Adventure**

- Team paddling challenge
- Navigation challenge
- Observation scavenger hunt

**12:00–12:30 – Picnic Lunch**

**12:30–1:30 – Reflection & Hero Field Journal writing/ Kayaking**

**1:30–2:00 – Return to School**

**2:00–2:15–Read Aloud**

**2:20–2:45 – Journal Reflection and Character sketch using RACES–**

*“How did today feel like a hero’s quest?”*

**2:45–3:00 – Closing Crew**

## **Day 3 – Monsters & Mythology**

**Focus: Narrative writing and mythological analysis**

**8:00–8:20 – Morning Activities (Mythology puzzle challenge)**

**8:20–8:35 – Morning Crew**

**8:35–10:00 – Read aloud from *The Lightning Thief* and discussion**

- How Percy solves problems

**10:00–11:45 – Narrative Writing Workshop**

- *“My Encounter with my Mythological Monster”*
- Focus on dialogue, suspense, descriptive language

**11:45–12:15 – Lunch**

**12:15–1:45–Art projects (45 minutes each)- Build a Hero Shield representing personal strengths and team creation of Camp Half-Blood Flags for Day 6 adventures.**

**1:45–2:15– Read Aloud or Watch an Episode of the new Percy Jackson Series (Obtain Parent Permission)**

**2:15–2:45- Journal reflection and Character Sketch writing:**

*“How would you act if you faced the monster you wrote about today? What qualities would a hero need to succeed?”*

**2:45–3:00 – Closing Crew**

## **Day 4 – Hero’s Quest Hiking Expedition**

**Focus: Perseverance, observation, literacy**

**8:00–8:20 – Morning Activities (Trail prep & expectations)**

**8:20–8:35 – Morning Crew**

**8:35–9:30 – Travel to hiking location**

**9:30–12:00 – Hero’s Quest Hike**

- Trail challenges: navigation, teamwork puzzles, observation

**12:00–12:30 – Picnic Lunch**

**12:30–1:15 – Trail poetry writing–Students will write inspired nature poems with a Percy Jackson twist.**

**1:15–2:00 – Return to school**

**2:00–2:45 – Read Aloud/Lesson tie in on Great thinkers**

**Journal Reflection and Character Sketch**

*“Which moment required the most perseverance?”*

2:45–3:00 – Closing Crew

## **Day 5 – Early-Out Day (Demigod Training & Journals)**

**Focus: Reflection, skill-building, and preparation for final challenge**

8:00–8:20 – Morning Activities (Strategy games and logic math puzzles)

8:20–8:35 – Morning Crew

8:35–11:15 – Camp Half-Blood Skill Stations

- Athena – strategy games–Problem Solving–Math
- Hermes – agility course
- Apollo – poetry workshop
- Hephaestus – engineering challenge–Science

11:15–11:50 – Hero Field Journal Work

- Revise and reflect on fieldwork and skill stations–finalize field journals

11:50–12:00 – Early-out dismissal

## **Day 6 – Camp Half-Blood Training Arena (Full Day)**

**Focus: Culminating adventure, final reflection, and presentation**

8:00–8:20–Morning Crew–Prep for Pentathlon

8:20–8:45 – Drive to Box Elder High School

8:45–10:45 – Camp Half-Blood Outdoor Challenge–Possibly joining Box Elder High School Pentathlon–Request made through Box Elder’s track team event for students.

- Obstacle course–Distance running
- Capture the Flag
- Shot Put Throwing
- Long Jump/High Jump
- Sprints challenge

**10:45–11:30 – Hero Field Journal Sharing–Small group presentations**

- **Students present their reflections, sketches, and writings**

**11:30–12:00 – Lunch**

**12:00–1:45 – Final Crew Adventure Activities**

- **Mini challenge relays and team competitions**
- **Teacher-guided reflections on heroism and personal growth**

**1:45–2:15–Return to the school-**

**2:15–2:45 – Closing Journal Reflection–Final Reflection on Great Thinkers**

- ***“What does it truly mean to be a hero?”***

**2:45–3:00 – Closing Crew & Camp Half-Blood Hero Certificates**