



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
BOARD RETREAT
AGENDA**

Thursday, November 6, 2025

2830 N 4800 W

Corinne, UT 84307

9:00 AM – CALL TO ORDER: Welcome, Pledge, and Mission Statement –

9:10 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

9:15 AM TRAINING: Strategic Planning for Charter Schools

10:30 AM – BUSINESS ITEMS

12:00-12:30 LUNCH BREAK

12:30-1:30PM—ACTION ITEMS

1:30PM-1:40PM Closing logistics

1:40PM--TEAM BUILDING ACTIVITY

2:00 ADJOURN

***Next scheduled Board Meeting: November 20, 2025**

Cash Receipts Policy

A. PURPOSE

To establish Promontory School of Expeditionary Learning policy for the handling of all cash receipts, to include currency, coin, checks, ACH transactions, and credit card transactions.

B. SCOPE

This policy applies to all Promontory School administration, licensed educators, staff, students, organizations, and individuals that handle cash receipts or accept payment in any form on behalf of the school. The scope includes all activities at the school and in all locations where school activities and public funds are collected.

C. SEGREGATION OF DUTIES

Wherever possible, duties such as collecting funds, maintaining documentation, preparing deposits and reconciling records should be segregated among different individuals. When segregation of duties is not possible due, compensating controls such as management supervision and review of cash receipting records by independent parties should be implemented.

D. DEFINITION

“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)].

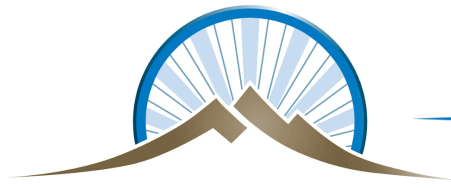
E. POLICY FOR CASH RECEIPTS

1. The school will comply with all applicable state and federal laws.
2. Day-to-day receipting of funds at the school should be done at the front office. Employees shall instruct payers to take all cash, checks, and credit card transactions to the front office staff for receipt, including all lunch payments and fieldwork donations. With approval from the Executive Director, exceptions may be made for receipting to be done in other on-site school locations or approved off-site locations that are conducive to facilitating the event, i.e., Back to School, Celebrations of Learning, etc. Provisions should be made for cash receipting/collection at approved off-site activities or functions. Please refer to the Fundraising Policy.
3. School employees should not open bank accounts, outside of the control of the school, for the receipting or expending of public funds associated with school-sponsored activities. The Executive Director must approve all checking and savings accounts used in school business.
4. All funds shall be kept in a secure location controlled by the front office staff until they can be deposited in an school-approved fiduciary institution. Funds should be deposited daily or within three days after receipt, in compliance with Utah Code 51-4-2(2) (a), in a school approved account. Employees should never hold funds in any location for any reason.

5. If the front office staff has left for the day or funds are receipted on the weekends, administrators should be available to lock cash receipts or cash boxes in a secure location in the school identified by the Executive Director until the next business day. Cash receipts should not be taken home by employees or volunteers, or left in offices not identified as a secure location.
6. All checks should be made payable to Promontory School. Checks should not be made payable to an employee, a specific department, or a program.
7. Appropriate internal controls and segregation of duties should be implemented for all cash activity. Cash should always be verified. Where verification is difficult, cash should be counted by two individuals.
8. All funds (cash, checks, credit card payments, etc.) received must be receipted and recorded by the school's front office. The business manager receives the deposit from the front office, makes the deposit, and records all transactions in the accounting records. Following the deposit and recording of transaction, a copy of the deposit slip is provided to the front office by the Business Manager for comparison to the receipting record.
9. All funds (cash, checks, credit card payments, etc.) received must be receipted and recorded in the school's accounting records. All transactions are recorded in the accounting records by the Business Manager who is not allowed to receive or make deposits.
10. Documents should be available, and should demonstrate that proper cash controls are in place (signatures for approval, tally sheets, reconciliations, etc.).
11. Under no circumstances are disbursements to be made directly from cash receipts (i.e., for purchases, reimbursements, refunds, or to cash personal checks).
12. All payments of fees shall correspond with the approved fee schedule, as required by Board Administrative Rule 277-407.
13. Periodic and unscheduled audits or reviews should be performed for all cash activity.
14. All activities involving cash must be supervised by a school employee or authorized volunteer to ensure adequate controls are in place. Training should be given to those involved in handling cash.

F. PETTY CASH/CHANGE FUNDS POLICY

1. Petty cash and change funds must be authorized by the school business manager.
2. All petty cash and change funds will be reflected on the school's accounting records and reconciled monthly.
3. These funds should not exceed amount designated by the school business manager.
4. All petty cash funds and change funds should be kept locked, in a secure location.
5. Checks may not be made payable to "cash" or "bearer" and cashed by the school or school employees to create change funds or petty cash funds outside of the approved petty cash and change fund accounts.
6. Reimbursements to petty cash accounts will be made only when supported by receipts and approved by the Executive Director.
7. Expenditures should not be paid out of change funds. Change funds will be included in all tally forms or on deposit count sheets, and accounted for with each use.
8. Funds are subject to unannounced counts by school personnel at any time.



PROMONTORY

school of expeditionary learning

PROMONTORY SCHOOL WELLNESS POLICY

RATIONALE

The link between nutrition, physical activity and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well being. Healthy eating and physical activity are essential to reduce risk for many chronic diseases. Schools have a responsibility to help students learn, establish and maintain lifelong healthy eating and activity patterns. Well planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

GOAL

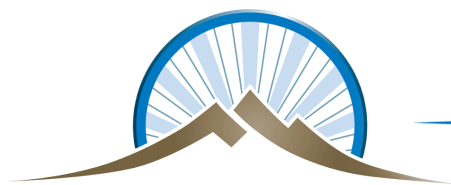
All students in Promontory School shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. ~~All staff in Promontory School are encouraged to model healthy eating and physical activity as a valuable part of daily life.~~

Promontory School recognizes that a healthy lifestyle includes balance — enjoying nutritious foods, staying active, and learning to make mindful choices when it comes to treats and celebrations. Promontory teachers and staff will use these opportunities to talk with students about making balanced choices — understanding that enjoying treats in moderation, alongside healthy foods and regular activity, supports lifelong wellness

To meet this goal, the Promontory School adopts this school wellness policy with the following commitments to nutrition education, physical activity, nutrition guidelines, other school based activities and implementations. This policy is designed to effectively utilize school and community resources to equitably serve the needs and interest of all students and staff, taking into consideration differences in culture. Evidence based or best practice recommendations also influence the policy/goals. A committee of multiple positions within the community and school shall oversee compliance of the wellness policy. Committee membership is available to all.

NUTRITION EDUCATION GOALS

Wellness Policy	Created: 02/12/2017	Last Updated: 11/16/2023 06/15/2023 11/21/2019
-----------------	---------------------	--



PROMONTORY

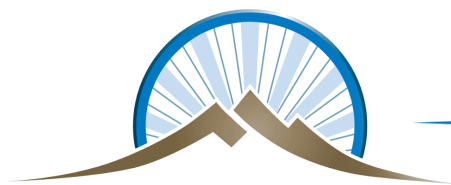
school of expeditionary learning

- The school cafeteria or eating area serves as a learning laboratory to support nutrition education with a goal of three nutritional learning activities per year.
- Utilizing the food service area as a learning laboratory to support classroom instruction through menu offerings and information supporting healthy eating.
- The school will provide education for students to help them learn skills needed to practice lifelong healthy eating based on school meal nutrition standards and Smart Snacks standards. Information on these standards can be found at
 - <https://www.schools.utah.gov/curr/health?mid=908&tid=1>,
 - <https://www.fns.usda.gov/tn/guide-smart-snacks-school> and
 - <https://www.schools.utah.gov/cnp/NSLP?mid=1201&tid=0>.

WHAT ARE THE SMART SNACKS STANDARDS FOR FOODS?

To qualify as a Smart Snack, a snack or entrée must first meet the general nutrition standards:

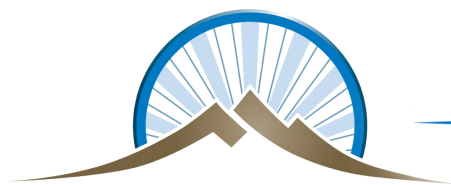
- Be a grain product that contains 50 percent or more whole grains by weight (have a whole grain as the first ingredient); or
- Have as the first ingredient a fruit, a vegetable, a dairy food, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable (for example, ¼ cup of raisins with enriched pretzels); and
- The food must meet the nutrient standards for calories, sodium, fats, and total sugars.



PROMONTORY

school of expeditionary learning

Nutrient	Snack	Entrée
Calories	200 calories or less	350 calories or less
Sodium	200 mg or less	480 mg or less
Total Fat	35% of calories or less	35% of calories or less
Saturated Fat	Less than 10% of calories	Less than 10% of calories
Trans Fat	0 g	0 g
Total Sugars	35% by weight or less	35% by weight or less

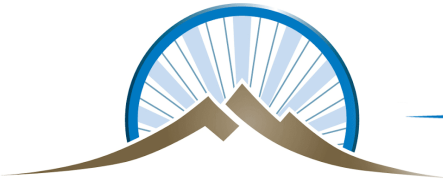


Are there healthy exemptions to certain nutrient requirements?

The Smart Snacks Standards reflect practical and flexible solutions for healthy eating. A few foods or combinations of foods are exempt from certain nutrient standards. Refer to the table below for examples of these exemptions.

Food	Smart Snacks Standards Exemptions
Fresh and frozen fruits and vegetables, with no added ingredients except water	Exempt from all nutrient standards
Canned fruits packed in 100% juice or light syrup, with no added ingredients except water	
Canned vegetables (no salt added/low sodium), with no added fats	
Reduced-fat cheese (including part-skim mozzarella)	Exempt from the total fat and saturated fat standards, but must meet all other nutrient standards
Nuts, seeds, or nut/seed butters	
Apples with reduced-fat cheese*	
Celery with peanut butter (and unsweetened raisins)*	
Whole eggs with no added fat	Exempt from the total fat standard, but must meet all other nutrient standards
Seafood with no added fat (e.g., canned tuna packed in water)	
Dried fruits with no added sugars	Exempt from the sugar standards, but must meet all other nutrient standards
Dried cranberries, tart cherries, or blueberries, sweetened only for processing and/or palatability, with no added fats	
Trail mix of only dried fruits and nuts and/or seeds, with no added sugars or fats	Exempt from the total fat, saturated fat, and sugar standards, but must meet all other nutrient standards

*Paired exemptions are always required to meet the calorie and sodium limits for Smart Snacks.



PROMONTORY

school of expeditionary learning

PROMOTION OF HEALTHY EATING AND NUTRITION GUIDELINES

- Encourage the increased consumption of a variety of healthy foods, including fruits, vegetables, whole grain and low fat dairy products.
- Offer food and beverages outside the lunch and breakfast meal service which are a good source of nutrients, moderate in sodium, moderate or low in fat, and moderate in sugar that is not naturally occurring in the food, moderate in calories and are in compliance with smart snacks guidelines and regulations.
- Strive to improve student nutrition behaviors on the school campus; include an increase of healthier meal choices by students to include fruits, vegetables, whole grains, and low fat dairy products.
- Serve school meals which meet the USDA nutrition standards (<https://www.fns.usda.gov/school-meals>) for all meals. Provide sufficient choices, including new foods and food prepared in new ways to meet the taste preference of the students.
- Designated lunch periods for all students offer sufficient time to enjoy eating healthy foods. Lunch periods will be scheduled near the middle of the school day when possible.
- Students shall be encouraged to test healthy food items with which they are not familiar to promote behavior change and healthy school meal consumption.

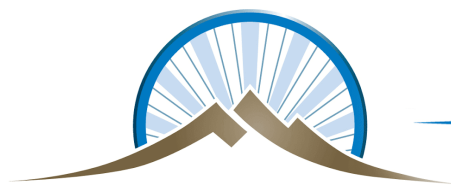
PROMOTION OF HEALTHY EATING AND NUTRITION GUIDELINES

- ~~Food and beverages are not used as reward or punishment as they may undermine healthy eating practices, interfere with kids' natural ability to regulate their eating and also encourage them to eat when they're not hungry to reward themselves or alternatively withhold food to punish themselves. Refer to the Wellness Policy~~

Allow food-based rewards occasionally, as long as:

- A **healthy alternative** is also provided.
- The activity or learning ties back to your wellness education goals (e.g., “enjoying treats mindfully,” “balancing choices”).
- The treat is not used as a bribe, but as part of a celebration or recognition.
- ~~Procedures and Guidelines for a list of alternative ways to reward children.~~

Wellness Policy	Created: 02/12/2017	Last Updated: 11/16/2023 06/15/2023 11/21/2019
-----------------	---------------------	--



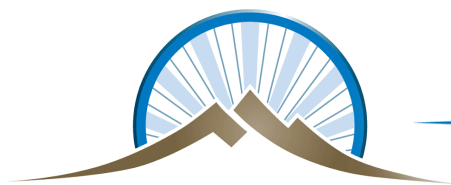
PROMONTORY

school of expeditionary learning

- ~~Classroom celebrations that involve food will be allowed at the Administration's discretion. Such celebrations shall comply with the following:~~
 - ~~All foods made available will comply with state and local food safety and sanitation regulations.~~
 - ~~Healthy snack choices and/or options will be offered to students, faculty and staff as part of the celebration. See smart snack table above for suggestions as well as guidance from the Director for any additional clarification.~~
 - ~~Faculty, staff, and parents will make healthy and fun activities the focus being of the celebration rather than food.~~

Classroom Celebrations

- Celebrations involving food are permitted at the administration's discretion.
- Each celebration should include at least one **healthy food choice** and one **mindful treat** option.
- Faculty, staff, and parents are encouraged to make activities and community connection the focus of celebrations rather than food.
- Students may help plan celebrations that reflect healthy habits and cultural inclusivity.
- Distribution of food-based birthday treats remains discouraged, but non-food or shared classroom experiences are recommended.
 -
- In some classrooms a snack time may be implemented at the Administration's discretion in order to combat fatigue, particularly for those who have an earlier lunch period.
- ~~Distribution of food-based birthday treats in the classroom will not be allowed and parents will be encouraged to bring non-food items as birthday treats.~~
- Advertisement of foods not in compliance with smart snacks regulations is not allowed. This includes foods sold in competition with the school lunch program (Ex. fundraisers) during school hours.g, foods sold in competition with the school lunch program. (Ex. fundraisers)
- Provide student's opportunities to practice healthy habits – they can choose from an array of healthy food options, eat in relaxed and comfortable surroundings and enjoy



PROMONTORY

school of expeditionary learning

daily physical activity.

PHYSICAL ACTIVITY

- Schools should ensure that every student from kindergarten through twelfth grade receives regular, age appropriate, quality physical education and follow the state core curriculum guidelines found at <http://www.uen.org/core/pe/>.
- Provide within the school environment a safe enjoyable activity for all students including those who are not athletically gifted.
- Provide, through physical education, safe and satisfying physical activity for all students, including those with special needs.
- Provide for fitness education to help students understand and improve or maintain their physical well-being.
- Promote the benefits of doing regular amounts of physical activity now and through life.
- Schools should ensure that physical activity facilities on school grounds are kept safe and well-maintained.

GOALS FOR PHYSICAL EDUCATION

- Our students can demonstrate willingness to try new activities and skills with a positive attitude.
- Our students can demonstrate good sportsmanship toward themselves and crew members.

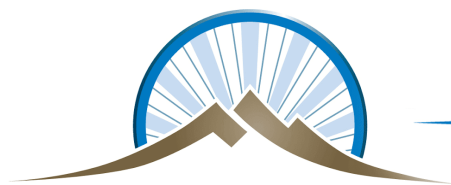
GOALS FOR OTHER SCHOOL BASED ACTIVITIES

- After-school events will promote a balanced approach to wellness, combining healthy food options, mindful treats, and opportunities for active participation, and promote positive social connections.
- Dining room supervisory staff (teachers, aids, etc.) shall receive appropriate training in how to maintain a safe, orderly, and pleasant eating environment.

STAFF AS ROLE MODELS

- ~~Train the staff who supervise student dining areas to encourage healthy eating patterns through a positive daily experience. Annual training is required of all nutritional staff in accordance with state professional standards.~~
- Promontory teachers and staff will use these opportunities to talk with students about

Wellness Policy	Created: 02/12/2017	Last Updated: 11/16/2023 06/15/2023 11/21/2019
-----------------	---------------------	--



PROMONTORY

school of expeditionary learning

making balanced choices, understanding that enjoying treats in moderation, alongside healthy foods and regular activity, supports lifelong wellness.

FOOD SAFETY/FOOD SECURITY

- All foods made available will comply with state and local food safety and sanitation regulations.
- Implement Hazard Analysis and Critical Control Point (HACCP) plans and guidelines to prevent food illness in school.
- All food service equipment and facilities must meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation and workplace safety.
- All food and nutrition labels and or manufacture information are available upon request and will be obtained to the best of ability.

MEASURING IMPLEMENTATION:

- The Nutrition Director with the help of supporters will conduct a review of the progress toward school wellness policy goals each year and identify areas for improvement. The progress report shall be available to the public posted on the schools website.
- Prepare and submit a yearly report to the school's administrators regarding the progress toward implementation of the school wellness policy and recommendations for any revisions to the policy as necessary. This report shall be available to the public upon request.
- Assess how well the policy is being managed and enforced periodically, not going more than 3 years without assessment.

Wellness Policy	Created: 02/12/2017	Last Updated: 11/16/2023 06/15/2023 11/21/2019
-----------------	---------------------	--