



*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 AGENDA**

February 20, 2025

7:00PM

1051 W 2700 S

Perry, UT 84302

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Join via zoom at:

<https://uetn-org.zoom.us/j/7462007176?omn=83102303577>

7:00 PM – **CALL TO ORDER:** Michelle Flynn

- Welcome/Mission Statement and Pledge: Barbie Wright-Molgard

7:10PM – **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*

7:15PM—POP Update

7:20 PM – **FINANCE REPORT**

- Budget Review – Brian Cates

7:30 PM – **MINUTES**

- 01-16-2025 Board Meeting Minutes

7:35 PM – **BUSINESS ITEMS**

- Spring Retreat Date
- Language Access Plan
- Reporting Arrest Policy
- Religious Resolution Policy
- Fundraising and Employee Relationships and Disclosure Policy
- Ethics Policy

8:00 PM --**ACTION ITEMS**

- AI Guidelines Policy
- School Fees
- School Calendar
- Registration Paperwork
- Family Handbook
- Records Policy
- LEA Specific Licenses Policy

8:15 PM **DIRECTOR'S REPORT**

- Staffing Update
- Enrollment/Lottery
- Student Achievement
- Professional Development
- Public Relations

8:30 PM CLOSED MEETING:

9:00 PM – ADJOURN

\*Next scheduled Board Meeting Thursday, March 20, 2025.

## **Rough Draft Promontory School AI in Education Guidelines for Educators & Students**

Promontory School of Expeditionary Learning recognizes the importance of Artificial Intelligence (AI) as a valuable and practical educational resource that equips students for the challenges of college and future careers. As AI becomes an essential part of daily life, we aim to share these resources to offer effective practices that will empower educators and students. Our goal is to inspire innovative teaching methods and encourage the next generation of collaborative creators to engage with AI in a manner that prioritizes safety, appropriateness, and excellence.

### **AI is All Around Us**

- Search Engines
- Facial Recognition
- Smart Cars
- Smart Assistants
- E-Payments
- Media Streaming
- Text Editors
- Navigation Apps
- Social Media Feeds

Types of AI and where you will find them:

Reactive: Responds to data or inputs without learning from that data.

Examples; Adaptive testing, Alexa/Siri, Chess.com

Predictive: Analyzes a data set to learn and predict future events or decisions.

Examples; Netflix suggestions, Google Docs auto-finish, Youtube recommendations, weather forecasting systems

Generative: Creates new content & generates ideas from learned data patterns.

Examples; ChatGPT, Canva Text-to-Image, Adobe Firefly

### **AI in Education**

For teachers:

- Chatbots for support- Online support will free up your time
- Resource recommendations- AI can recommend educational resources, tools, and materials specific to what you are looking for
- Data analysis- AI can analyze data for early identification of struggling students

- Enhance content creation- AI can create engaging learning materials like quizzes, images and simulations
- Facilitate administrative tasks-AI can streamline tasks like scheduling or tracking attendance
- Differentiated instruction- AI enables differentiated instruction by tailoring lessons to the diverse levels within your class
- Language translation- AI breaks down language barriers, translating content in real time
- Accessibility- AI enhances accessibility in the classroom by providing transcription, text-to-speech and other assistive technologies

For students:

- Brainstorm- Brainstorm and then utilize those ideas to generate original work
- Clarify- Clarify understanding by asking for examples or explanations
- Feedback- Gather feedback on original writing by asking for review on grammar, clarity, transitions and more
- Create- Engage to create new materials based on student creativity
- Organize- Let AI help you organize your schedule and stay on top of important tasks and deadlines

**AI DOES:** provide a tool for supported learning

**AI DOES NOT:** replace critical thinking

**AI IS:** appropriate in education when used responsibly

**AI IS NOT:** inherently right or wrong

A student who uses AI to generate an image as cover art and gives proper citation has effectively used AI as a learning tool.

A student who uses AI to copy and paste an entire essay without editing is plagiarizing. Any student found using AI tools irresponsibly will face consequences set by the administration.

Technology is ever changing and as we integrate technology into education we must hold true to our RISE FAR values and maintain integrity and responsibility when using these tools to foster innovation.

AI is a powerful tool that can support learning, creativity, and innovation when used appropriately. AI can be an effective resource when used responsibly, with consideration

for academic integrity, credit, and personal effort. Appropriate use of AI can be a valuable resource in education. A student who uses AI to generate an image as cover art and gives proper citation has effectively used AI as a learning tool, Whereas a student who uses AI to copy and past an entire essay without editing is plagiarizing. Any Student found using AI tools irresponsibly, whether for plagiarism or other unethical practices, will face consequences in accordance with the guidelines set by \_\_\_\_\_. It is crucial that AI is used in a manner that promotes academic growth, integrity, and fairness for everyone. As technology continues to grow and change, we must evolve and integrate new tools into education in a way that holds true our RISE FAR values and maintain integrity and responsibility when using these tools to foster innovation. When using AI in the classroom, it is essential that students remain committed to their own learning, give proper credit for external sources, and act with integrity as they explore innovative solutions. Ultimately, AI is a tool, when used responsibly, can help foster creativity, enhance learning, and prepared students for the world of tomorrow.

### **Educator Best Practices When Using AI Safely in Their Own Work**

- **Ensure Data Privacy and Security:** Before using any AI tool, carefully consider student data privacy laws and policy, prioritizing data privacy measures to protect sensitive student information. Compliance with relevant data protection regulations is crucial.
- **Establish Transparency and Accountability:** Ensure transparency when using AI algorithms in classrooms and in online interactions. Clearly articulate dos and don'ts. Students, teachers, and parents should have a clear understanding of how AI systems may be appropriately used, building trust and accountability for sound academic practices.
- **Engage in Professional Learning:** Engage in continuous professional development to enhance AI literacy and integration skills. In our dynamic educational landscape, stay informed about emerging trends to effectively navigate and leverage transformative changes.

### **Educator Best Practices When Using AI Safely with Students**

- **Teach Ethical and Explainable Use:** Because modern generative AI tools can be easily used to create content related to any academic subject, students must be taught when and how to use them in a responsible and ethical manner. Model honesty, transparency, and explainability for students to best understand.
- **Modernize Assessment:** Prior assessment methods may need to be updated when allowing students to leverage AI on assignments and other learning tasks.

Because instructional design has changed, effective assessment design will likely also require shifts. Therefore, adjust assessment design to focus more on process rather than product, considering a differentiated balance between AI contributions and student cognitive engagement.

- **Ensure Data Privacy and Security:** Before inviting students to use AI, ensure that the systems you recommend have been approved by the school administration and follow all current school policies.
- **Inform Appropriate Stakeholders:** Be transparent with parents, guardians, school administrators, and other appropriate stakeholders about how students will use AI to research, create, and learn, using a class disclosure or other means. Help others to understand that when used in an ethical and safe manner, AI can be a powerful tool for responsible learning.
- **Provide Learning Opportunities for All:** Ensure that AI technologies are accessible to all students. AI may provide opportunities to enable support for students with disabilities, multi-language learners, or other unique needs.
- **Monitor and Evaluate Effectiveness:** Regularly monitor and evaluate the impact of AI technologies on student learning outcomes. Adjust classroom policies and practices based on ongoing assessments to continuously improve the effectiveness and ethical use of AI in teaching and learning.

<https://www.google.com/url?q=https://www.utah.gov/pmn/files/1116147.pdf&sa=D&source=docs&ust=1737061071452237&usq=AOvVaw1aWeCudUDet0Rfagjk-pkU>

## LEA-Specific Licenses Policy

1. The Promontory School Governing Board “The Board” is committed to compliance with Utah State Board of Education (USB E) rules outlining requirements and procedures for obtaining educator licenses required for employment as a licensed educator.
2. The Board also recognizes the license structure of an LEA-specific educator license to allow local District/Charters to determine specific license areas of concentration and endorsement in accordance with R277-301.
3. The Board recognizes the requirements of content knowledge and pedagogical requirements for licensed educators, including required criminal background checks and ethics review.
4. The Board authorizes the Charter Administration to establish administrative regulations consistent with this policy, subject to review and approval by the Board.

### Definitions

1. Associate Educator License (USB E): a license issued to an individual completing the requirements to receive a Professional Educator License. Individuals may be working as an intern, enrolled in a university program, enrolled in a career and technical education (CTE), or an Alternate Pathway to Professional Educator License (APPEL). The requirements of an associate educator license are outlined in R277-301. An associate educator license, license area, or endorsement is valid for three years.
  1. The general requirements include:
    1. completion of a criminal background check;
    2. completion of an ethics review within one calendar year of application; and
    3. one of the following:
      1. a bachelor’s degree or higher from a regionally credited institution;
      2. current enrollment in a university Board-approved educator program:
        - a. that will result in a bachelor’s degree or higher from a regionally credited institution; and
        - b. completed all program requirements with the exception of a capstone clinical experience and any co-requisite coursework; or
      3. skill certification in a specific CTE area.
  4. An educator with an associate educator license may upgrade to a professional educator license at any time prior to expiration of the associate educator license if the educator meets all the requirements of R277-301.

2. Professional Educator License (USBEL): A license issued to an individual who has demonstrated all of the State established competencies to be an educator. The requirements for a professional educator license are outlined in R277-301. A professional educator license, license area, or endorsement is valid for five (5) years.
  1. The general requirements for a professional educator license include:
    1. all general requirements for an associate educator license under R277-301.
    2. completion of a bachelor's degree or higher from a regionally accredited institution; or skill certification in a specific CTE area; and
    3. one of the following;
      1. a recommendation from a USBEL Board-approved educator preparation program; or
      2. a standard educator license in the area issued by a licensing jurisdiction outside of Utah that is currently valid or is renewable consistent with Utah Code §53E-6-307.
3. Local Education Agency (LEA)-specific Educator License: An individual, approved by the Board of Education who has met locally defined competencies to be an educator, and approved by LEA application to USBEL.
4. License Areas of Concentration: means a designation on a license of the specific educational setting or role for which the individual is qualified, to include the following:
  1. Early Childhood;
  2. Elementary;
  3. Secondary;
  4. Educational Leadership;
  5. Career and Technical Education or "CTE";
  6. School Counselor;
  7. School Psychologist;
  8. Special Education;
  9. Preschool Special Education;
  10. Deaf Education;
  11. Speech-Language Pathologist;
  12. Speech-Language Technician;
  13. School Social Worker; and
  14. Audiologist.
5. Endorsement: means a designation on a License Area of Concentration earned through demonstrating required competencies established by the State Superintendent of Public Instruction that qualifies the individual to: provide instruction in a specific content area; or apply a specific set of skills in an education setting.
6. Mentor: A trained educator who holds a professional educator license, and shall where possible:



1. perform substantially the same duties as the mentored educator with release time work as a mentor; or
2. be assigned as an instructional coach or equivalent position.

### **Local Education Agency (LEA)-specific Educator License**

1. The general requirements for an LEA-specific Educator License include:
  1. completion of a criminal background check and clearance in accordance with R277-214;
  2. completion of an educator ethics review as described in R277-330 within one calendar year of the application;
  3. completion of a bachelor's degree or higher from a regionally accredited college or university; and/or demonstrated content knowledge and pedagogical requirements by:
    1. successfully passing an assessment; or
    2. by demonstrated experience.
  4. Completion of the Educator Licensing Pedagogical Modules which provide training in:
    1. educator ethics;
    2. classroom management and instruction;
    3. basic special education law and instruction; and
    4. Utah Effective Teaching Standards.
2. Approval: An application for an LEA-specific Educator License must receive approval by the Board of Education in a public meeting no more than 60 days prior to the LEA application to USBE.
  1. The request for approval must include the rationale for the appointment of an LEA-Specific license.

### **License and Endorsement Areas**

1. In accordance with R277-301, an LEA-specific Educator License is limited to the following license areas:
  1. Early Childhood;
  2. Elementary;
  3. Secondary; and
  4. Career and Technical Education or "CTE";
2. An LEA-specific Endorsement includes all USBE Endorsement areas, with the exception of special education endorsements.
3. An LEA-specific Educator License/Endorsement is valid for three years in accordance with the LEA application to the USBE.

4. In accordance with R277-301 an LEA-specific Educator License is valid only within the Promontory School Charter and expires immediately upon employment separation.

#### **LEA- specific Educator Training, Mentoring, and Support**

1. The educator must participate in the Charter's Mentoring Program.
  1. The Charter shall provide at least a three-year mentoring program by a trained mentor educator who:
    1. holds a professional educator license and where possible;
    2. performs substantially the same duties as the educator with release time to work as a mentor; or
    3. is assigned as an instructional coach or equivalent position.
    4. The assigned mentor shall assist the educator to meet the Utah Effective Educator Standards established in Rule R277-330, but may not serve as an evaluator of the educator.
  2. The mentoring program shall include:
    1. A formal Professional Learning Plan and support in meeting the requirements of a professional license area; and
    2. On-going training on educator ethics and special education.

#### **Notification of LEA-Specific Educator License**

1. The Charter shall post LEA-specific Educator Licenses, license areas, or endorsements on each school's website. The post shall include:
  1. A disclosure of the fact that the school employs LEA-specific educator licenses, license areas, or endorsements;
  2. The percentage of the types of licenses, licenses areas, and endorsements held by educators employed in the school based on the employees' FTE in the Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS); and
  3. A link to the Utah Educator Look-up tool.

#### **Citations**

Administrative Rule R277-301

Administrative Rule R277-302

Administrative Rule R277-214

Administrative Rule R277-330

Administrative Rule R277-323

Administrative Rule R277-312

Utah Code § 53G-11-403(1)

CTE license area

Utah Educator Look-up



**Last Reviewed** 10/10/2012  
8/19/21  
2/16/23

## Records Policy

### Student Records - Definition/Types

- A. For the purposes of this policy, the term “education records” means records, files, documents, and other materials that contain information directly related to a student and are maintained by an education agency or institution or by a person acting for such agency or institution.
- B. The term “education records” does not include:
  - a. Records that contain only information about a student after he or she is no longer a student in the school.
  - b. Records made by school personnel that are kept in the sole possession of the maker and are not accessible or revealed to anyone other than a temporary substitute for the maker of the record.
- C. A cumulative record shall be maintained for each student from entrance into Promontory School until withdrawal or graduation from the school.
- D. Student records may include:
  - a. Admissions data, personal and family data, including certification of date of birth.
  - b. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
  - c. All achievement records, as determined by tests, recorded grades, and teacher evaluation.
  - d. Health services record, including:
    - i. The findings of screening of health appraisal programs the school conducts or provides.*
    - ii. Information and follow-up to ensure that parents have been notified of identified problems and of how they can obtain needed services for the students.*
    - iii. Immunization records.*
    - iv. Personal health information (i.e., medications, allergies, special health*

*concerns)*

- e. Attendance records.
- f. Student questionnaires.
- g. Records of teacher, counselors or administrative conferences with the student or pertaining to the student.
- h. Verified reports of serious or recurrent behavior patterns.
- i. Copies of correspondence with parents and others concerned with the student.
- j. Records transferred from other schools the student has been enrolled in.
- k. Records pertaining to participation in extracurricular activities.
- l. Information relating to student participation in special programs.
- m. Records of fees assessed and paid.
- n. electronic records that may contribute to an understanding of the student.
- o. other records that may contribute to an understanding of the student.

## **Student Records - Access**

- A. Access to the education records of a student who is or has been in attendance at Promontory School shall be granted to the parent of the student who is a minor or who is a dependent for tax purposes. "Parent" includes a parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.
- B. The school shall presume that a parent has authority to inspect and review the student's records unless it has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights. The custodian of records shall delete all references in educational records to the residence of the managing conservator (custodial parent) prior to their release to the possessor conservator (non-custodial parent).
- C. Whenever a student has attained 18 years of age or is attending an institution of post secondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.
- D. If material in the education record of a student includes information on another student, only the portion of the material relating to the student whose records were requested may be inspected and reviewed.
- E. Upon request of a properly qualified individual, access to a student's education record shall be granted within a reasonable period of time, not to exceed 45 days. The school shall respond to reasonable requests for explanations and interpretations of the records.
- F. Personally identifiable information in education records shall not be released without the written consent of the student's parents, except to the following:
  - a. School officials of Promontory School, including teachers, who have legitimate

educational interests.

- b. Officials of other schools or school systems in which the student seeks or intends to enroll.
  - c. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state and local educational authorities who require access to student or other records necessary in connection with the audit and evaluation of federal or state-supported education programs or in connection with the enforcement of or in compliance with federal legal requirements that relate to such programs.
  - d. Personnel involved with a student's application for, or receipt of, financial aid.
  - e. State and local officials to whom such information is specifically required to be reported or disclosed by state statute.
  - f. Organizations conducting studies for educational agencies or for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted so that personal identification of students and their parents will not be revealed to persons other than authorized personnel of the organizations conducting the studies.
  - g. Accrediting organizations that require the information for purposes of accreditation.
  - h. Parents of a student who is a dependent for tax purposes.
  - i. Appropriate persons who, in an emergency, must have such information in order to protect the health or safety of the student or other person.
  - j. Any person requesting directory information, as defined in local policy, after the school has given public notice of that definition.
  - k. authorized recruiters of the Armed Forces of the United States of America.
- G. In order for personally identifiable information in education records to be released to those other than to the student and those listed above, written consent must be obtained from the student's parents. Such consent shall specify records to be released, the reason for such release, and to whom the records are to be released. Such information may also be released in compliance with a judicial order or subpoena provided that the school makes a reasonable effort to notify the parent and student of the order or subpoena in advance of compliance.
- H. Personal information from student education records shall be transferred to a third party only on the condition that such party will not permit any other party to have access to such information without the written consent of the student's parent.
- I. For the purposes of this policy, "school officials" shall mean any employees, trustees, or agents of the school, or cooperatives of which the school is a member, or of facilities with which the school contracts for placement of special needs students. The term also includes attorneys, consultants, and independent contractors who are retained by the school, by cooperatives of which the school is a member, or by facilities with which the school contracts for placement of special needs students. School officials have a "legitimate educational interest" in a student's records when they are working with the student, considering disciplinary or academic actions, or developing a special needs student's individual education plan; compiling statistical data; or investigating or

evaluating programs.

- J. Each school shall maintain a record, kept with the education record of each student that indicates all individuals, agencies, or organizations that have requested or obtained access to a student's education records. The records shall include at least the name of the person or agency that made the request and the legitimate interest the person or agency had in the information.
  - a. The record will be maintained as long as the school maintains the student's education record.
  - b. The record of access shall be available only to parents, school officials responsible for custody of the records, and those state, local, and federal officials authorized to audit the operation of the school.
  - c. The record shall not include requests for access by or access granted to,
    - i. parents of the student or school officials,*
    - ii. requests accompanied by prior written consent of the parent, or*
    - iii. requests for directory information.*

### **Student Records - Annual Notification of Rights**

- A. The school shall give parents of eligible students in attendance annual notification of their rights under the Family Educational Rights and Privacy Act of 1974 and of the places where copies of this policy may be located, including notice of the right to file complaints concerning alleged failures by the district to comply with the provisions of the act.
- B. Parents of students at Promontory will receive an annual notification of their rights either via email, as a letter that will be sent home with students, and/or via the online family handbook.

### **Student Records - Directory Information**

- A. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent from parents or guardians to individuals or outside organizations for appropriate reasons.
- B. Parents/guardians may choose to withhold any item considered to be directory information by submitting a written notification to the school their child attends within thirty (30) days from the district's public notice of the provisions of this policy each school year.
- C. Directory information shall include a student's name, grade level, telephone listings, address, participation in officially recognized activities and sports, awards, honors, and

- degrees received, photograph and video images, parent's e-mail address, date of birth, and dates of attendance.
- D. Directory information to be released to recruiters representing the United States Military includes the name, address, and telephone listings of students.
- E. The primary purpose of directory information is to release information from a student's education records for certain school publications such as:
- a. Drama and musical production programs
  - b. Yearbooks
  - c. School honor rolls or other types of recognition lists
  - d. Celebrations of Learning programs
  - e. Information may also be released to certain organizations such as:
  - f. Companies dealing with such things as school yearbooks and student pictures.
  - g. Parent volunteer organizations
  - h. State, county, and city agencies such as DCFS, courts, law enforcement
- F. Directory information may be released to any individual or organization not mentioned above that files a written request with the director and is approved by the governing board.
- G. Public notice shall be given annually of the school's intent to release the above information. The notice shall include parent/guardian right to notify the school, in writing within 45 days, that he/she does not want certain elements or all of the information about the student released. The written notice may be delivered in person, through the mail system, or electronically. The school reserves the right to require additional identification and/or documentation to verify the individual submitting the written notice is who they claim to be and/or they have the legal authority to restrict directory information.

### **Student Records - Fee for Copy**

- A. No fee shall be charged to search for or to retrieve the education records of a student. A fee may be charged for copies of education records that are made for the parents or students under this policy.
- B. The fee shall be set on an annual basis and shall not exceed the actual cost to the charter school for the of copying the records. Hardship cases shall be dealt with on an individual basis.

### **Student Records - Transfer of Records**

- A. The school may request transcripts from previously attended schools for students



transferring into the school; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

- B. The school shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll.

## **Employment - Personnel Records**

- A. Personnel records of the school are designated as private.
- B. All information contained in the personnel file of an employee shall be made available to that employee upon reasonable written request by the employee, except for documents which are classified as protected by the school. Photocopies of non protected documents in an employee's file may be made at the employee's expense.
- C. With regard to public access to information in personnel records, the school has determined that personnel files are private and of such a nature that it is in the public interest to prevent disclosure. Consequently, the school shall not make available to the public, employee personnel files. If the school denies access to a file under this section, the person requesting access shall be informed within five days of the denial as to why the data is exempt from disclosure. The notice need not be in writing unless the request was in writing.

## **Access and Management**

- A. This policy is adopted pursuant to the Government Records Access and Management Act Utah Code Ann. (1992) § 63-2-701 (GRAMA) and applies to school records relating to information practices, including classification, access, appeals, management, and retention of documents.
- B. Records are scheduled for retention, transfer, or disposition according to the procedures contained in Utah Code 63G-2-901 through 909.
- C. A person may request access to the school's records if that person meets the requirements set forth in this policy.
- D. The business administrator is hereby designated as Records Administrator for all business (non-personnel) records. The school head secretary is hereby designated as Records Administrator for all personnel records.
- E. Public records shall include official minutes and actions and decisions of the governing board unless the record involves information, which is classified as private, controlled, or protected. Public records also include official school policies, contracts, minutes,

accounts, employment records to the extent they disclose only names, gender, job titles, job descriptions, business addresses, business telephone numbers, gross salaries, working hours and dates of employment. Public records shall also include formal criminal charges against an employee unless in the judgment of the governing board the charges are without foundation and fact.

- F. Public records shall be open for public inspection during regular office hours.
- G. Private documents shall include personnel files including but not limited to applications, nominations, recommendations, evaluations, proposals for advancement or appointment, all documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical conditions, and military status.
- H. All student records, including electronic student information, are designated as "education records" and the disclosure of such education records is not governed under GRAMA but under 20 U.S.C. §12-32(g) and 34 C.F.R. §99 et seq. and 34 C.F.R. §300 et seq. The school may not release information related to educational records without parental consent, except as provided in the Family Educational Rights and Privacy Act (FERPA).
- I. Private records shall be open only to the subject of the record and other authorized individuals or agencies. Access to student records shall be provided in accordance with FERPA (See Policy regarding Student Records).
- J. Controlled records shall include medical, psychiatric, or physiological data of an individual which, if disclosed, could be detrimental to the individual's mental health or safety.
- K. Protected records include any information that, if disclosed, would jeopardize the life or safety of an individual or security of school property or programs; documents that, if disclosed, would place the school at a disadvantage in contract negotiations, property transactions, or bargaining positions or could enable circumvention of an audit; records related to potential litigation or personnel or hearing; records generated in meetings which are closed in accordance with the Utah Open Public Meetings Law; and test questions.
- L. Protected records shall only be open to authorized individuals and agencies or in response to court order.
- M. Exempt records include student records which are protected by the Family Educational Rights and Privacy Act.
- N. Any document which is copyrighted, either by formal filing under federal copyright laws or by informal claim of copyright, or which is covered by a patent, trademark, or

other protected designation, shall not be copied or provided to any person without an order of a court of competent jurisdiction ordering such disclosure or written permission from the author of the record.

- O. Access to school records may be obtained under the following procedures:
- a. Request to view school records should be addressed to the appropriate records administrator during the regular business hours.
  - b. Individuals requesting to view records classified as "Private, Controlled and Protected" shall be required to submit their request in writing. Requestors must prove their right to access to the records through personal identification, written release from the subject of the record, power of attorney, court order or other appropriate means.
  - c. The records officer shall determine whether access to the requested records is to be granted or denied.
    - i. *If the request is approved, the record shall be provided as soon as possible and not more than ten (10) working days from the date the request is received.*
    - ii. *If the request is denied, the records officer must specify the reason in writing and the requestor shall be informed of the right to appeal.*
  - d. A fee shall be charged for the school's actual cost of duplicating a requested record and also for the personnel time in compiling and obtaining the record. A fee schedule for this service shall be adopted by the board.
  - e. The school shall require all fees of the requestor to be paid before copying if fees are expected to exceed \$50.00, or if the requestor has not paid fees from a previous request.
  - f. Each requestor shall submit a written request specifically identifying those documents requested. This request shall specifically state whether the documents sought are:
    - i. *to be copied; or*
    - ii. *identified to determine whether they are subject to disclosure; or*
    - iii. *to be allowed to inspect a specific record. In the event that a document is specifically identified and designated for copying, the requestor shall submit sufficient funds with the written request to pay for all copies requested to be copied.*
  - g. The school shall respond to the request to copy within fifteen (15) days. The school hereby finds that it does not have adequate resources to respond to document requests and appeals in the time period set forth in §63-2-204 of GRAMA and therefore it opts these alternative time periods.
  - h. The school shall respond to an appropriate request by:
    - i. *Approving the request and providing the records,*
    - ii. *Denying the request,*
    - iii. *Notifying the requestor that it does not maintain the records, or*
    - iv. *Notifying the requestor that extraordinary circumstances exist which make it impractical to approve or deny the request and specifying the earliest time when the records will be available.*
  - i. If access is denied, the requestor may appeal to the Director. The requestor shall file a written request for a hearing with the director at least ten (10) working days prior to the desired hearing date.
    - i. *Upon receiving the request, the director shall schedule a mutually convenient time, date and location for the hearing and notify all parties.*
    - ii. *The requestor has the right to be represented by legal counsel at the hearing. If*

*the requestor is to be represented by legal counsel, the director must be notified at least ten (10) working days in advance of the hearing and a list of all persons to be called and documents to be submitted into evidence shall be given to the school. If the requestor has legal counsel present at the hearing, the director may also be represented by legal counsel.*

*iii. Within ten (10) working days after the hearing, the director shall notify the requestor in writing of the action recommended.*

*iv. If the requestor is not satisfied with the action recommended an appeal may be filed with the governing board.*

*v. Appeals to the governing board shall follow the same procedures and timelines outlined above.*

*vi. If the board upholds the action recommended in the hearing with the director, the requestor has the right to appeal the board's decision to a court of competent jurisdiction.*

P. The school shall adhere to the general schedule for records retention approved by the State Records Committee.

Q. Records which are not covered by the general schedule shall be submitted to the State Records Committee for scheduling.

R. If an appropriate requestor requests to have copies of more than fifty (50) pages of records, the school may in its sole discretion provide the requestor with facilities to make copies and require the requestor to make copies him or herself at his or her own expense.

S. An individual may contest the accuracy or completeness of any public, or private, or protected record concerning him/her by requesting the school to amend the record. However, this provision does not affect the right of access to private or protected records. This provision does not apply to records relating to title of real property, medical records, judicial case files, or any other records that the school determines must be maintained in their original form to protect the public interest or preserve the integrity of the record keeping system.

a. The request to amend shall contain the requester's name, mailing address, daytime telephone number and a brief description explaining why the specific record should be amended.

b. The school shall issue an order either approving or disapproving the request to amend no later than thirty (30) days after the request is made. The order shall state reasons for the decision. If the request is denied, the requester may submit a written statement contesting the information in the record. The school shall place the statement with the record, if possible, and disclose the statement whenever the contested record is disclosed.



## **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)/Utah FERPA (UFERPA)**

PPRA/Utah FERPA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a psychological or psychiatric examination, test, or treatment, or any survey, analysis, or evaluation in which the evident intended effect is to cause the student to reveal information concerning one or more of the following protected areas about the student or any family member (“protected information survey”) except as part of a suicide prevention program as described in 53G-9-702, if the protected information survey is administered by the state of Utah, or if there is a reasonable belief that there is an emergency, child abuse, neglect, or a serious threat to the well being of the student

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior, orientation, or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any protected information survey that is part of a suicide prevention program described in 53G-9-702;
2. Any protected information survey administered by the state of Utah
3. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
4. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

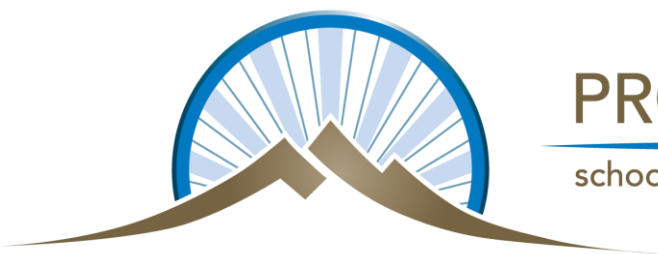
These rights transfer from the parents to a student who is 18 years old or an emancipated minor under

Promontory School is in the process of creating and adopting policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Promontory School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Promontory School will also directly notify through Parent Square parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Promontory School will make this notification to parents at the beginning of the school year if they have identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided at least **two weeks** notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202



# PROMONTORY

school of expeditionary learning

## BOARD OF DIRECTORS MEETING AGENDA

**January 16, 2025**

**7:00PM**

**1051 W 2700 S**

**Perry, UT 84302**

### **Trustees:**

Michelle Flynn  
Dorothy Dobson  
Becca Ashby  
Emily Morgan  
Barbie Molgard-Wright  
Riley Riser  
Hilary Gerhardt  
Adrianne Murray

### **Officers**

Jessica Flinn  
Michelle Wison  
Amber Jenks  
Kandice Scothern

### **Director:**

Amber Edelman

### **Visitors:**

Tammy Stutznegger  
Brian Cates—Zoom  
Stacy Butts—Zoom  
Holly Jeppson--Zoom  
Matt Flynn--Zoom  
Donovan Malone--Zoom  
Mary Carter--Zoom  
Melissa--Zoom  
Sara Jensen  
Glenn Dyke  
Christina Hesley

7:02 PM – **CALL TO ORDER:** Michelle Flynn

· Welcome/Mission Statement and Pledge: Adrianne Murray

7:05PM – **PUBLIC COMMENT**—No public comment

7:06PM—**POP Update**—Carnival is scheduled for January 31st.

7:08 PM – **FINANCE REPORT**

· Budget Review – Brian Cates. Discussed a few items at finance meeting. End of calendar year items. PTIF report—not a lot of change. Same amount of interest earned. Budget summary. Overall we are at 2.8% operating margin, about 50% through the fiscal year. We have a lot of project expenses. Cash balance is good—leveling off over the last couple of months. Enrollment still holding steady. Revenue allotment had some increases and some decreases. Influx of new programs—additional grants that will increase our margin a little more. Saw a decrease in our state sped funding for this fiscal year. Newest grant which is replacing the elevate grant, once in place, we will see an increase in funds. Grant is about

\$86,000. Still in a good spot for this year.

#### 7:13 PM – **MINUTES**

- 11-21-2024 Board Meeting Minutes– Hilary motions to approve. Riley seconds. Stephanie abstains. Motion is carried.
- 12-19-2024 Emergency Meeting Minutes–Barbie motions to approve. Adrienne seconds. Stephanie, Dorothy, Hilary abstain. Motion is carried.

#### 7:15 PM – **BUSINESS ITEMS**

- **Gifted and Talented**–Amber has been working to get a program started at our school. Received a grant. WIND Time (what I need time). Provide opportunities for students to help them grow and stretch. Currently in our  $\frac{1}{2}$  and  $\frac{3}{4}$  classes. Also helps with remedial help. Sheri Riser has been leading that with her team. 30 minutes extra math and 30 minutes extra reading. Use to enhance their learning opportunities. Will ask for more funding as the need increases.
- **Procedures to Review Complaints** - Executive Board. Two policies in one big policy. Last updated in 2023. Amber suggested that we break it up into two policies–to simplify it. Discussed doing town hall meetings regularly. Want to do one so the board can make a presence–but want something that is of interest so we have people attend. Amber suggested maybe doing one on the Adventure side of Promontory as per Mr. A.  $\frac{7}{8}$  Sports we have about 20-28 who do not want to go on the ski day. Discuss importance of Adventure. Dorothy mentioned that we need to market these kind of activities. We have a month to update anything in the policy. Let Michelle know of anything that needs to be addressed.
- **PPRA-UT Ferpa Notice** - Policy Committee –not 30 days, now 45 days. Michelle will make changes.
- **Records Policy** - Policy Committee–Check codes to make sure they are correct.
- **Family Handbook**–Updating it to include Adventure and fieldwork requirements. Amber started updating it.
- **Registration Paperwork**–Updating it to include adventure and fieldwork requirements/expectations. Vote on in February.

#### 7:38 PM –**ACTION ITEMS**

- **AI Guidelines Policy**–Table until February. Will be discussed with teachers on Friday, January 17th and Donovan. Stephanie motions to table. Dorothy seconds. Motion is tabled.
- **School Fees**– Currently \$97 for all middle school students. In discussion about possibly increasing fees next year. State board possibly trying to do away with school fees completely. Table to February.
- **School Calendar**–close to being completed, but not quite ready. August 20th will be the 1st day of school. Aug 18th back to school night. Fall break Oct 15-17th. Winter Break Dec 21-Jan 2 (matches Box Elder). May 28th last day of school. Will vote on in February.
- **Erate**–Is a federal program where we about \$68,000–but it is a 50% so we pay 50%, they pay 50%. Looking at some projects, but nothing to report at this time.

#### 7:45 PM **DIRECTOR'S REPORT**

- **Staffing Update**: We just hired Duncan Christensen as a  $\frac{5}{6}$  aide for Ms. Tami, we hired Toni Rathbone as a SPED aide, and we hired Lillian Auble and Heidi Carlson as RTI aides. We have also hired two Americorp aides to help in  $\frac{5}{6}$  and  $\frac{7}{8}$  math. Amber will be sending out letters of intent next month to all staff. Then will start posting jobs for any teacher positions that come up.
- **Enrollment/Lottery**: Currently at 439, with 83 on the waitlist



- **Student Achievement:** Each community held their Celebrations of Learning and all did a great job!

- **Professional Development:** Dorothy did an expedition training in 5%. We did an aide training on child abuse and fuzzy boundaries. Our data coordinators trained our teachers on reading data and providing data-informed teaching. We had a great time at our employee Christmas party!

- **Public Relations:** Charterology Magazine just published their article about our Back to School Night. Our website is completely updated and looks amazing. We have a social media schedule for what we will be posting. Playground should be open this week sometime! We will be holding a raffle to win school sweatshirts. Refer people to Promontory, and be entered into the raffle when they enroll!

We were recognized by the state for completing our progress monitoring at the recommended rates!

8:03 PM **CLOSED MEETING:** Becca motions to go into a closed meeting to discuss the character, professional competence, or physical or mental health of a person. Dorothy seconds. Motion is carried.

9:07 PM – **ADJOURN**– Stephanie motions to adjourn. Dorothy seconds. Motion is carried.

\*Next scheduled Board Meeting Thursday, February 20, 2025.

# Promontory School

School Year 2025-2026

WEBSITE

AUGUST 2025							SEPTEMBER 2025							OCTOBER 2025							YEAR AT A GLANCE			
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S				
					1	2		1	2	3	4	5	6				1	2	3	4	August 18		Back to School	
3	4	5	6	4	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	August 20	School Starts	First Day of School	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18		Testing	Kindergarten Assessments	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25		School Starts	First Day of Kindergarten	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		September 1	No School	Labor Day	
31						10							21							21	October 16,17	No School	Fall Break	
NOVEMBER 2025							DECEMBER 2025							JANUARY 2026							November 26,27,28		Thanksgiving Recess	
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	December 22 - January 2		Winter Recess	
						1		1	2	3	4	5	6					1	2	3	January 19, 2026		Martin Luther King Jr. Day	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	February 16		Presidents' Day	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	March 30 - April 3		Spring Break	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	May 25		Memorial Day	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	May 28	School Ends	Last Day of School	
30						17							15							19	January 9		End of Semester	
FEBRUARY 2026							MARCH 2026							APRIL 2026							Friday's		Early Out	Early Release Days
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S				
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4	Oct 13 & 14		Student Lead Conferences	
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	March 11.,12,13		Student Lead Conferences	
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18				
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	13-Feb		No School	Comp Day
							29	30	31					26	27	28	29	30			16-Mar		No School	Comp Day
						19							20							19	October 15		No School	Comp Day
MAY 2026							JUNE 2026							JULY 2026										
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S				
					1	2		1	2	3	4	5	6				1	2	3	4	18-Aug		No School	Professional Development (Legislative Days)
3	4	5	6	4	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	19-Aug		No School	Professional Development (Legislative Days)
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	29-Aug		No School	Professional Development (Legislative Days)
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	13-Mar		No School	Professional Development (Legislative Days)
24	25	26	27	28	29		28	29	30	31				26	27	28	29	30	31					
31						19																		

## DAILY SCHOOL SCHEDULE

AM Kindergarten:

PM Kindergarten:

Grades 1-8

Early Release Days

Board Approved Date

MONTH	STUDENT DAYS PER MONTH	FULL DAYS	EARLY RELEASE DAYS	TEACHER COMP DAYS	LEGISLATIVE PD DAYS
August	0				
September	0				
October	0				
November	0				
December	0				
January	0				
February	0				
March	0				
April	0				
May	0				
June	0				
<b>Total Days</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Hours</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

#### CALENDAR CHECKLIST

1. Fill in the blank white spaces on the count template and edit the start/end times. The gray/blue s
2. Verify that the total days and total hours meet requirements (exactly 180 days / 990 hours minin
3. Confirm days being used for teacher compensation days and legislative days and that they are
4. Confirm Kindergarten assessment days. Can be at the beginning and/or the end (not the middle
5. Confirm new and returning teacher work days, compare to previous school year days, and note
6. October 1 should be a regular day with no days off or field trips. If October 1st falls over a week
7. Remind Directors to leave a cushion for snow/emergency make-up days. Consider building in o
8. Check that Legislative Days are labeled and scheduled after the first day of school.
9. For multi-campus schools, determine which campus is the district campus and which calendar
10. Boards must approve calendar and it must be turned into R&C and HR by March 30 to send to

SCHOOL NAME> 2024-2025

NEW TEACHERS ONLY WORK DAYS	ALL TEACHERS ONLY WORK DAYS	TEACHER DAYS PER MONTH
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
0	0	0
N/A	N/A	N/A

spaces will auto-populate.  
num). Kinder must be a minimum of 2 hrs/day (even short  
clearly labelled.  
e) for a maximum of 10 days.  
differences to HR and Director.  
end, verify that the Friday / Monday is in session.  
ne snow day annually.  
  
will serve as the district calendar.  
o USBE and posted on the school website.

STUDENT HOUR CALCULATIONS	STUDENT FULL DAYS
Start	8:30 AM
End	3:00 PM
Elapsed Time	390.00
Passing Time	30
Lunch	30
Total Minutes	330.00
EMPLOYMENT AGREEMENT INFO	
DAYS	NEW TEACHERS
Start Date	
End Date	
23-24 Work Days	
24-25 Work Days	0
Difference	0

USBE CALENDAR SUBMISSIONS	
Opening Institute:	
First Day:	
Fall Break:	
Thanksgiving:	
Winter Break:	
Spring Break:	
Other Non-School Days:	
Last Day:	
Website Link:	



## Promontory School Employee Professional Code of Ethics

“Promontory School” of Expeditionary Learning, has established this code to provide professional conduct expectations for employees to cultivate and sustain the positive culture of Promontory School. This code is not intended to override any applicable laws or administrative rules, Board bylaws, or to limit the duties, obligations or legal requirements with which Promontory School or its employees must comply.

**General Statement of Expectation:** Employees are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. Employees are expected to adhere to a high standard of ethical conduct and to act in accordance with Promontory School’s Mission, Vision, and Core Values. Unethical actions, or the appearance of unethical actions, are not acceptable.

Promontory School’s values of RISE FAR (respect, integrity, service, excellence, family, adventure, and responsibility) apply not only to students, but to employees as well. Employees shall:

- Use no offensive, vulgar, or profane language, actions, or gestures.
- Be fair, kind, and generous in praise.
- Cooperate with colleagues, crew teachers, specialists, parents, aides, administration, and the School Board for the general improvement and positive culture of the school. • All employees shall conduct themselves in a professional manner, whether in or out of their classrooms, on fieldwork, or supporting a Promontory School activity (ex. Peach Days Parade participation).

At Promontory School, we strive to create a culture of unity and inclusion. “Crew” is a large part of creating this culture. The term “crew” comes from educator Kurt Hahn, founder of Outward Bound. Hahn’s quote “We are crew, not passengers, strengthened by acts of consequential service to others” inspired the EL Education motto, “We are crew.” The culture of crew impels all members of a school community to work together as a team, to pitch in, to serve and help others. Far more than a traditional classroom, one’s “Crew” is a tightly knit family unit that begins every single day of school with a morning meeting which facilitates deepening relationships, team building, sharing, developing group norms, and shaping and reshaping their culture. Teachers, and students, and staff listen actively and attentively to one another. In crew, students re-define what it means to be a learning community that really supports and challenges one another. At Promontory School this crew is a paramount focus and expectation that is important to the success of our school as a whole.

In addition, employees are bound by the following Utah Educator Professional

Standards. [R277-515-3 Educator as a Role Model of Civic and Societal Responsibility](#)

This section of Utah code outlines the importance of complying with federal, state, and local laws. It also provides specific information concerning the Utah State Professional Ethics, including: 1) any illegal behavior; 2) denying any benefit to students based on gender, nationality, religious belief, cultural background, etc.; 3) maintaining confidentiality; 4) gift giving or receiving, and; activities which may be considered to be in conflict of interest.

This is a very important portion of state standards for educators and shall be reviewed in full by following the link above.

[R277-515-4. Educator Responsibility for Maintaining a Safe Learning Environment and Educational Standards](#)

This code is primarily concerned with ensuring the safety and progression of students under the supervision of each educator, including: lack of discrimination; administering and submitting student assessment in good faith; teaching the Core Standards and; using time effectively. This entire list can be found below and at the link above.

(1) A professional educator maintains a positive and safe learning environment for a student and works toward meeting an educational standard required by law.

(2)(a) Failure to strictly adhere to this Subsection (2) shall result in licensing discipline in accordance with Rule R277-215.

(b) The professional educator, upon receiving a Utah educator license:

(i) shall take prompt and appropriate action to prevent harassment or discriminatory conduct toward a student or school employee that may result in a hostile, intimidating, abusive, offensive, or oppressive learning environment;

(ii) shall resolve a disciplinary problem according to law, LEA policy, and local building procedures and strictly protect student confidentiality and understand laws relating to student information and records;

(iii) shall supervise a student appropriately at school and a school-related activity, home or away, consistent with LEA policy and building procedures and the age of the students;

(iv) shall take action to protect a student from any known condition detrimental to that student's

physical health, mental health, safety, or learning;

(v)(A) shall demonstrate honesty and integrity by strictly adhering to all state and LEA instructions and protocols in managing and administering a standardized test to a student consistent with Section 53E-4-312 and Rule R277-404;

(B) shall cooperate in good faith with a required student assessment;

(C) shall submit and include all required student information and assessments, as required by statute and rule; and

(D) shall attend training and cooperate with assessment training and assessment directives at all levels;

(vi) may not use or attempt to use an LEA computer or information system in violation of the LEA's acceptable use policy for an employee or access information that may be detrimental to young people or inconsistent with the educator's role model responsibility;

(vii) may not knowingly possess, while at school or any school-related activity, any pornographic or indecent material in any form;

(viii) may not knowingly use school equipment to view, create, distribute, or store pornographic or indecent material in any form; and

(ix) may not knowingly use, view, create, distribute, or store pornographic or indecent material involving children.

(3) An LEA shall report violations of Subsection (2) to UPPAC.

(4)(a) Failure to adhere to this Subsection (4) may result in licensing discipline in accordance with Rule R277-215.

(b) A penalty shall be imposed, most readily, if an educator has received a previous documented warning from the educator's employer.

(c) A professional educator:

(i) shall demonstrate respect for a diverse perspective, idea, and opinion and encourage contributions from a broad spectrum of school and community sources, including a community whose heritage language is not English;

(ii) shall use appropriate language, eschewing profane, foul, offensive, or derogatory comments or language;

(iii) shall maintain a positive and safe learning environment for a student;

(iv) shall make appropriate use of technology by:

(A) involving students in social media responsibly, transparently, and primarily for purposes of teaching and learning per school and district policy;

(B) maintaining separate professional and personal virtual profiles;



- (C) respecting student privacy on social media; and
- (D) taking appropriate and reasonable measures to maintain confidentiality of student information and education records stored or transmitted through the use of electronic or computer technology;
- (v) shall work toward meeting an educational standard required by law;
- (vi) shall teach the objectives contained in a Core Standard;
- (vii) may not distort or alter subject matter from a Core Standard in a manner inconsistent with the law;
- (viii) shall use instructional time effectively consistent with LEA policy; and
- (ix) shall encourage a student's best effort in an assessment.

#### [R277-515-5. Professional Educator Responsibility for Compliance with LEA Policy](#)

Included in this section of Utah code in this section is the need to follow the specific policies and procedures of the Local Education Authority (LEA). The entire list can be found below and at the link above.

- (1)(a) Failure to strictly adhere to this Subsection (1) shall result in licensing discipline in accordance with Rule R277-215.
- (b) A professional educator:
  - (i) understands, respects, and does not violate appropriate boundaries:
    - (A) established by ethical rules and school policy and directive in teaching, supervising, and interacting with a student or colleague; and
    - (B) described in Subsection R277-515-2(1); and
  - (ii) shall conduct financial business with integrity by honestly accounting for all funds committed to the educator's charge, as school responsibilities require, consistent with LEA policy.
- (2) An LEA shall report violations of Subsection (1) to UPPAC.
- (3)(a) Failure to adhere to this Subsection (3) may result in licensing discipline in accordance with Rule R277-215.
- (b) A penalty shall be imposed most readily, if an educator has received a previous documented warning from the educator's employer.
- (c) The professional educator:
  - (i) understands and follows a rule and LEA policy;

(ii) understands and follows a school or administrative policy, procedure, or documented directive specific to a rule or policy;

(iii) resolves a grievance with a student, colleague, school community member, and parent professionally, with civility, and in accordance with LEA policy; and

(iv) follows LEA policy for collecting money from a student, accounting for all money collected, and not commingling any school funds with personal funds.

### [R277-515-6. Professional Educator Conduct](#)

Conduct necessary for every school employee is listed in this Utah code. Some of the emphasized behaviors included are: integrity and honesty; communicating with civility; working to improve one's professional understanding, and; honoring all contracts. The entire list can be found below and at the link above.

(1) A professional educator exhibits integrity and honesty in relationships with an LEA administrator or personnel.

(2)(a) Failure to adhere to this Subsection (2) may result in licensing discipline in accordance with Rule R277-215.

(b) A penalty shall be imposed most readily, if an educator has received a previous documented warning from the educator's employer.

(c) The professional educator:

(i) shall communicate professionally and with civility with a colleague, school and community specialist, administrator, and other personnel;

(ii) shall maintain a professional and appropriate relationship and demeanor with a student, colleague, school community member, and parent;

(iii) may not promote a personal opinion, personal issue, or political position as part of the instructional process in a manner inconsistent with law;

(iv) shall express a personal opinion professionally and responsibly in the community served by the school;

(v) shall comply with an LEA policy, supervisory directive, and generally-accepted professional standard regarding appropriate dress and grooming at school and at a school-related event;

(vi) shall work diligently to improve the educator's own professional understanding, judgment, and expertise;

(vii) shall honor all contracts for a professional service;

(viii) shall perform all services required or directed by the educator's contract with the LEA with professionalism consistent with LEA policy and rule; and

(ix) shall recruit another educator for employment in another position only within a LEA timeline and guideline.

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## **Fundraising and Employee Relationships and Disclosure Policy**

### **A. PURPOSE**

The purpose of this policy is to establish Promontory School of Expeditionary Learning policy governing the initiation, authorization, and review of all fundraising activities of the school. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with state and federal laws.

Promontory School encourages community and business partnerships that enhance and supplement the public education system. The school also desires to protect students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are coercive and disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit.

Promontory School encourages school staff, board members, and parent volunteers to organize and execute efforts to enhance and supplement the public education system through fundraising efforts. The school also desires to protect students from fundraising efforts that burden the students with fundraising for public education. The school does not encourage or support fundraising events that rely on student solicitation to raise funds. However, the school does recognize the value of students raising funds when connected to expeditions, fieldwork, and/or intensives and supports such fundraising activities as they comply with the outlined policy.

Promontory School believes in acting with humanity and contributing to the community. Fundraisers for charity may also be considered and will comply with the procedures of the outlined policy.

### **B. SCOPE**

This policy applies to all school administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for school-sponsored events.

It is expected that in all dealings, school employees will act ethically and consistent with the school's ethics training, the Utah Educators Standards, the Public Officers' and Employees' Ethics Act, and State procurement law.

### **C. GENERAL POLICY STATEMENTS FOR SCHOOL-SPONSORED ACTIVITIES**

1. "Public funds" are 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]).
2. Fundraising is permitted within the school to allow the school to raise additional funds to supplement school-sponsored academic and co-curricular programs.
3. "School-sponsored" means activities, fundraising events, clubs, camps, clinics, programs, sports,

etc., or events, or activities that are authorized by the school and support the school or



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authorized curricular school clubs, activities, sports, classes or programs that also satisfy one or more of the following criteria. The activity:

- a. Is managed or supervised by a school employee.
  - b. Uses the school's facilities, equipment, or other school resources.
  - c. Is supported or subsidized, more than inconsequently, by public funds, including the public school's activity funds or minimum school program dollars.
  - d. Does not include non-curricular clubs specifically authorized and meeting all criteria of Utah Code 53A-11-1205 through 1208.
4. The school is committed to principles of gender equity and compliance with Title IX guidance. The school commits to use all facilities, unrestricted gifts and other available funds in harmony with these principles. The school reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. Fundraising opportunities should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.
5. All fees for school-sponsored activities must be properly noticed and approved by the director and board and are subject to fee waiver provisions in R277-407.
6. The director, consistent with school policy, has the responsibility to waive fees, if appropriate. Individual teachers, coaches, advisors, etc. do not have the authority to waive board-approved fees.
7. Annually, the school will review all planned camps, clinics, activities, and fundraisers and determine those designated as school-sponsored.
8. All monies raised through fundraisers for school-sponsored activities are considered public funds. The school is ultimately responsible for the expenditure and allocation of all monies collected and expended through student, school organized fundraising.
9. The collection of money associated with fundraisers for school-sponsored activities will comply with the school cash receipting policies.
10. The expenditure of any public funds associated with fundraisers for school-sponsored activities will comply with the school cash disbursement policies.
11. Properly approved school-sponsored activities may:
- a. Use the school's name, facilities, and equipment.
  - b. Utilize school employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
  - c. Be insured under the school's risk management policy (pending approval by the school risk manager) or general liability insurance policy.
  - d. Provide additional compensation or stipends for school employees with the approval of the director, or immediate supervisor, and under school payroll policies.
12. School-sponsored activities must comply with all fee approval and fee waiver provisions established in Utah Code and Utah State Board of Education rules. Schools may be responsible

for providing student transportation for these activities.

13. Authorization and supervision of fundraising for school-sponsored activities: **a. Fundraising shall be approved in writing, prior to the activity, by the director and board and supervised by school employee(s) designated by the director. The**

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**approvers shall ensure that the activity is appropriately classified as a school sponsored activity.**

**i. All revenue producing activities, including fundraising projects, must support the school vision and educational philosophy.**

**ii. Proposals for fundraising projects should answer the following questions:**

**1. For what purpose do we need additional funds?**

**2. How much revenue do we intend to generate?**

**3. How does this fundraiser align with Promontory School's mission statement, values, policies, philosophies and educational beliefs?**

b. Donations from individuals or organizations will follow the school's gift and donation policy.

c. The sale of banners, advertising, signs, or other promotional material that will be displayed on school property must be approved by the director before the items are initiated or printed, and must meet community standards. Partisan or political advertising and advertising for products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students, are prohibited.

d. All fundraising projects for construction, maintenance, facilities renovation or improvement and other capital equipment purchases must be approved in writing by the director and the board. (See capital fundraising section below.)

#### **D. GENERAL FUNDRAISING STANDARDS FOR SCHOOL SPONSORED ACTIVITIES**

1. The school reserves the right to prohibit, restrict or limit any fundraising activities. 2. Faculty and student participation in fundraisers is typically voluntary. However, employees may be directed to supervise specific activities as an employment assignment. Students, including fee-waiver-eligible students, may be required to participate fully in school, team, or group-wide fundraisers in order to benefit from fundraisers.
3. Participation in fundraising shall not affect a student's grade. Students shall not be required to participate in fundraising activities as a condition of belonging to a team, club or group, nor shall a student's fundraising effort affect his/her participation time or standing on any team, club or group, except as to fee waiver requirements.
4. Competitive enticements for participation in fundraisers are discouraged. If prizes or rewards are offered by a selected fundraising vendor, they should only be awarded to groups, classes or students, and must be disclosed and approved prior to the fundraiser. Rewards, prizes,

commissions, or other direct or indirect compensation shall not be received by any teacher, activity, club or group director, or any other school employee or volunteer.

5. Schools may not impose a sales quota (or the like) as part of fundraising efforts, and students or parents shall not be required to pay for any unsold items, or pay for goals not met. 6. Door-to-door sales are prohibited.

7. Approval may be denied for fundraising activities that would expose the school to risk of financial loss or liability if the activity is not successful.

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8. Fundraising activities shall be age appropriate, and shall maintain the highest standards of ethical responsibility and integrity.

9. Fundraising revenues should be accounted for at an individual contribution level or participation level. Participation logs should be retained and turned into the business manager to be included with the deposit detail.

10. Employees who approve, manage, or oversee fundraising activities are required to disclose if they have a financial or controlling interest or access to bank accounts in a fundraising organization or company.

11. Records of all fundraising efforts shall be open to the parents, students and donors, including accurate reporting on participation levels and financial outcomes. This policy does not require the release of students' personally identifiable information protected by FERPA.

## **F. EMPLOYEE RELATIONSHIPS & DISCLOSURE**

### **1. Participation in Private or Non-School-Sponsored Events**

#### **a. School employees:**

- (1) May participate in a private but public education-related activity, such as LDS seminary graduation and firesides, extracurricular travel, etc.
- (2) Must ensure that personal participation in activities is separate and distinguishable from the employee's public employment, official job title, or job duties.
- (3) May not contact students in the school using education records or information obtained through public employment unless the records or information are available to the general public.
- (4) May not use school time to discuss, promote, or prepare for a private or non-school sponsored activity.
- (5) May offer public education-related services, programs or activities to students, provided they are not advertised or promoted during school time or using any type or amount of school resources.
- (6) May use school or student publications available to the general public to advertise and promote the private or non-school-sponsored activity.
- (7) May not require private or non-school-sponsored activities for credit or participation in school programs.

- (8) Must satisfy all requirements of Utah Code 53A-1-402.5, regarding ethical conduct standards, and R277-107, regarding educational services outside of the educator's regular employment.
2. School employees may purchase advertising space to promote private or non-school sponsored events in the same manner as the general public. The school employee's employment and experience can be used to demonstrate qualifications. The advertisement must specifically state that the activity is not school-sponsored. (See R277-107-5 through 6.)
3. School employees may engage in outside employment with a private entity or other separate organizations that does not interfere with school duties or job functions. Employees must complete the school disclosure agreement annually when engaging in outside employment that is similar to the employee's official job duties or functions.



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4. Parental notification is required if school students are recruited to participate in these activities.
5. School employees may not set up bank accounts for activities or fundraisers associated with school responsibilities or job functions.
6. School employees may not direct fees or fundraiser proceeds from school-sponsored activities to outside entities.
7. School employees may not direct operating expenditures to outside funding sources or groups to avoid school procurement rules (such as equipment, uniforms, salaries or stipends, improvements, maintenance for facilities, etc.).
8. School employees must comply with school procurement policies and procedures, including complying with competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.

#### **G. Capital Fundraising/Large Fundraising Projects**

1. **All** fundraising projects for construction, maintenance, facilities renovation or improvement, and other capital equipment purchases must be approved in writing by the director and the board. Prior to the initiation of a large capital drive or specific fundraising drive, the following will be provided to the business manager for evaluation and recommendation to the director and board:
  - a. Prospective construction, maintenance or renovation plans and estimated costs
  - b. Proposed naming opportunities
  - c. Proposed fundraising timeline
  - d. Loans or financing agreements
  - e. Maintenance or upkeep requirements and costs
  - f. Assurances of compliance with Title IX (e.g., available for use by both male and female students and/or for several purposes or activities)
2. The director will make a recommendation to the board. The board reserves the right to tentatively approve plans, pending fundraising, donations, equity, or other conditions.





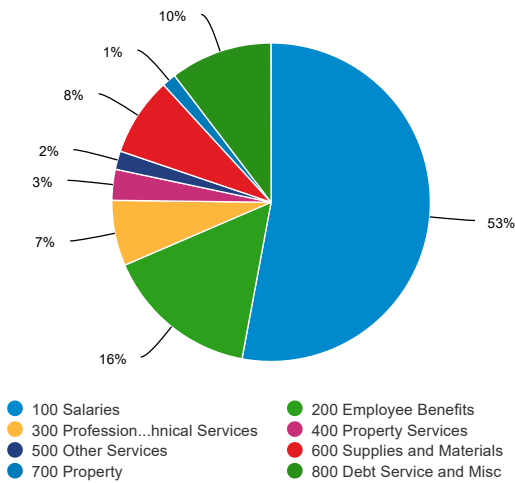
## Financial Summary

	Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
<b>Revenue (3 School Category records)</b>						
	1000 Local Revenue	\$124,928	\$150,000	\$210,126	34.5%	59.5%
	3000 State Revenue	\$2,976,784	\$5,181,971	\$5,164,113	56.8%	57.6%
	4000 Federal Revenue	\$108,299	\$343,797	\$345,345	15.9%	31.4%
<b>TOT</b>		<b>\$3,210,011</b>	<b>\$5,675,768</b>	<b>\$5,719,584</b>		
<b>Expense (8 School Category records)</b>						
	100 Salaries	-\$1,699,880	-\$2,899,750	-\$2,889,750	53.6%	58.8%
	200 Employee Benefits	-\$510,991	-\$848,300	-\$852,300	53.7%	60.0%
	300 Professional and Technical Services	-\$224,467	-\$362,648	-\$363,521	12.7%	61.7%
	400 Property Services	-\$59,421	-\$170,500	-\$170,500	17.7%	34.9%
	500 Other Services	-\$62,179	-\$104,000	-\$103,000	-0.0%	60.4%
	600 Supplies and Materials	-\$302,504	-\$416,754	-\$435,754	-0.0%	69.4%
	700 Property	-\$259,200	-\$75,000	-\$78,086	-0.0%	331.9%
	800 Debt Service and Misc	-\$260,059	-\$566,339	-\$566,334	-0.0%	45.9%
<b>TOT</b>		<b>-\$3,378,701</b>	<b>-\$5,443,291</b>	<b>-\$5,459,245</b>		
<b>TOT</b>		<b>-\$168,689</b>	<b>\$232,477</b>	<b>\$260,339</b>		

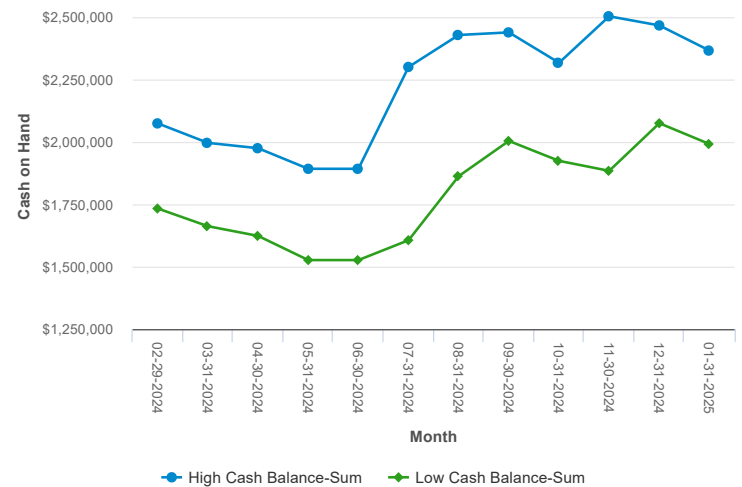
## Financial Metrics

	Financial Metric	Covenant	Target	Forecast
	Operating Margin		4.0	4.55
	Debt Service Ratio	1.15	1.30	1.47
	% Building		<16	9.7
	Unrestricted Days Cash	40	100	145

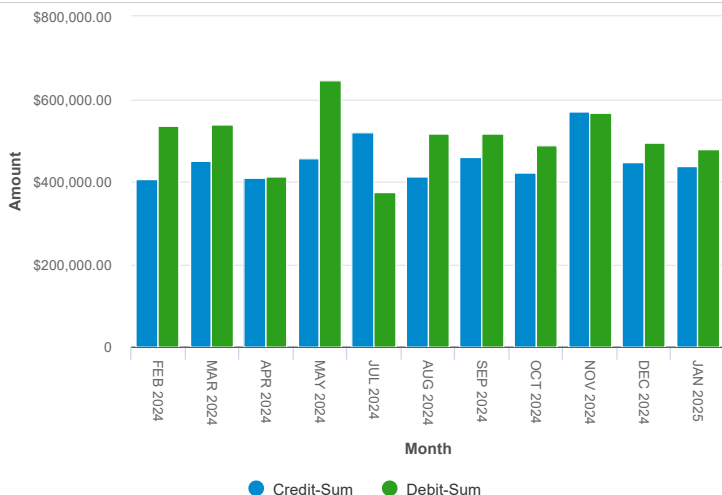
## Expense Distribution



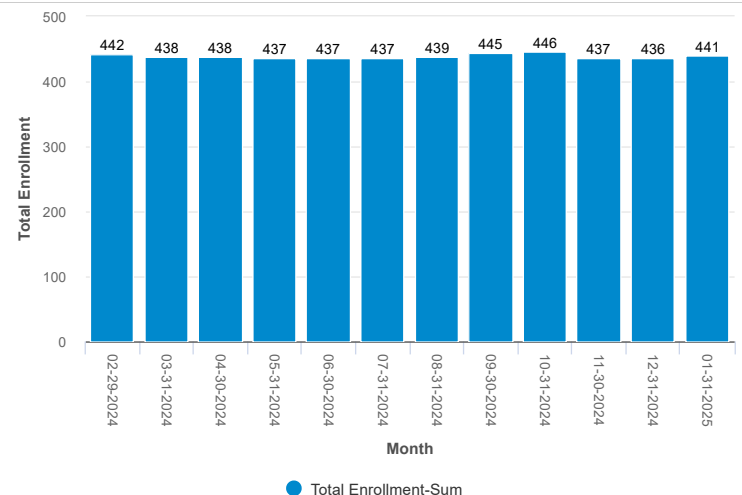
## Cash Balance



## Revenue vs Expenses



## Enrollment Trend



## Finance Manager : School Budget | Current Yr Budget

### Current Yr Budget

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
<b>Promontory School of Expeditionary Learning - Revenue - 1000 Local Revenue - 59.5% (11 School Budget records)</b>							
1510 Interest on Investments	\$184,332	\$72,879	\$70,000	\$55,000	\$125,000	58.0%	58.3%
1610 Lunch Program	\$58,534	\$31,329	\$60,000	\$0	\$60,000		52.2%
1720 Yearbook Income	\$3,317	\$49	\$0	\$49	\$49		100.0%
1720 Bookfair Income	\$1,246	\$936	\$0	\$0	\$0		
1720 Uniforms	\$403	\$341	\$0	\$341	\$341		100.0%
1741 Middle School Fees	\$6,525	\$4,657	\$7,000	\$0	\$7,000		66.5%
1920 Fieldwork/Expedition Donations	\$7,180	\$7,092	\$6,000	\$1,092	\$7,092		100.0%
1920 Community Donations	\$11,670	\$2,224	\$1,000	\$1,224	\$2,224		100.0%
1923 POP Income			\$3,000	\$0	\$3,000		
1923 Adventure			\$0	\$0	\$0		
1990 Miscellaneous/Background Checks/Fines	\$41,434	\$5,420	\$3,000	\$2,420	\$5,420		100.0%
<b>TOT</b>	<b>\$314,642</b>	<b>\$124,928</b>	<b>\$150,000</b>	<b>\$60,126</b>	<b>\$210,126</b>		
<b>Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 57.6% (36 School Budget records)</b>							
3010 Regular School Prgm K-12	\$1,697,638	\$1,046,904	\$1,782,591	\$10,212	\$1,792,803	58.0%	58.4%
3020 Professional Staff	\$92,293	\$61,622	\$96,907	\$8,731	\$105,638	58.0%	58.3%
3105 Special Education -- Add-On	\$386,286	\$263,801	\$495,499	-\$67,308	\$428,191	58.0%	61.6%
3110 Special Education -- Self-Contained		\$6,932	\$11,884	\$0	\$11,884	58.0%	58.3%
3120 Special Education -- Extended Year	\$3,759	\$2,317	\$3,974	-\$3	\$3,971	58.0%	58.4%
3125 Special Education -- State Programs	\$7,519	\$5,016	\$8,599	\$0	\$8,599	58.0%	58.3%
3128 Special Education -- Stipends for ESY	\$3,910	\$3,390	\$0	\$3,390	\$3,390	100.0%	100.0%
3153 Students At-Risk Add-on	\$83,974	\$76,128	\$104,396	\$26,110	\$130,506	58.0%	58.3%
3211 Gifted and Talented	\$4,660		\$4,660	-\$4,660	\$0		
3230 Class Size Reduction - K-8	\$176,933	\$108,999	\$187,129	-\$426	\$186,703	58.0%	58.4%
3400 Teacher Salary Supplement			\$0	\$0	\$0		
3410 Flexible Allocation	\$1,077	\$650	\$1,122	-\$13	\$1,109	58.0%	58.6%
3520 School Land Trust	\$64,964	\$67,210	\$67,210	\$0	\$67,210	100.0%	100.0%
3566 Professional Learning	\$3,596	\$2,305	\$0	\$3,952	\$3,952	58.0%	58.3%
3579 Mental Health Grant	\$2,293		\$38,577	\$1,420	\$39,997		
3582 Beverly T. Sorenson Elem Arts	\$20,000	\$21,000	\$36,000	\$0	\$36,000	58.0%	58.3%
3596 School Safety Grant	\$3,000		\$3,000	\$0	\$3,000		
3655 Digital Teaching & Learning	\$26,319		\$26,000	-\$3,464	\$22,536		
3719 Charter School Local Replacement	\$1,412,098	\$861,038	\$1,476,065	\$0	\$1,476,065	58.0%	58.3%
3725 Charter School Admin Costs	\$51,980	\$48,743	\$84,192	-\$985	\$83,207	58.0%	58.6%
3770 School Lunch (Liquor Tax)	\$45,395	\$13,084	\$45,000	\$0	\$45,000		29.1%
3800 TSSA Program	\$110,236	\$70,159	\$120,128	\$145	\$120,273	58.0%	58.3%
3800 Suicide Prevention	\$1,000	\$1,000	\$1,000	\$0	\$1,000	100.0%	100.0%
3800 Educator Professional Time	\$49,252	\$55,447	\$56,943	-\$1,496	\$55,447	100.0%	100.0%
3800 Public Ed Capital & Tech Fund			\$0	\$0	\$0		
3800 Early Interactive Software Program			\$12,580	-\$12,580	\$0		
3800 Elevate Grant			\$90,000	-\$90,000	\$0		
3800 CSI Grant			\$0	\$49,988	\$49,988		
3814 Master Pilot Grant			\$0	\$40,235	\$40,235		
3846 Innovation Grant		\$50,000	\$0	\$50,000	\$50,000	100.0%	100.0%
3868 Teacher Materials and Supplies	\$4,395	\$11,935	\$9,472	\$2,463	\$11,935	100.0%	100.0%
3870 PCBL Competency Based Learning			\$100,000	-\$47,528	\$52,472		
3872 Substance Prevention	\$4,000	\$4,000	\$4,000	\$0	\$4,000	100.0%	100.0%
3876 Educator Salary Adjustment	\$297,386	\$187,457	\$315,043	\$6,311	\$321,354	58.0%	58.3%
3878 Special Education- Extended Year			\$0	\$0	\$0		
3880 Enhancement of School Meal Pgm		\$7,648	\$0	\$7,648	\$7,648	100.0%	100.0%
<b>TOT</b>	<b>\$4,553,963</b>	<b>\$2,976,784</b>	<b>\$5,181,971</b>	<b>-\$17,858</b>	<b>\$5,164,113</b>		
<b>Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 31.4% (12 School Budget records)</b>							
4079 Foods for Local Schools Co-op	\$5,905		\$0	\$0	\$0		
4500 SRSA (REAP) Grant	\$50,583	\$54,892	\$50,583	\$4,309	\$54,892	100.0%	100.0%
4522 IDEA Preschool			\$1,950	\$1	\$1,951		

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
4524 IDEA Part-B			\$82,879	\$335	\$83,214		
4571 National School Lunch Prgm	\$17,593	\$8,897	\$17,000	\$0	\$17,000		52.3%
4572 Free & Reduced Reimbursement	\$59,220	\$33,514	\$55,000	\$0	\$55,000		60.9%
4573 National School Breakfast	\$18,417	\$10,996	\$17,000	\$0	\$17,000		64.7%
4575 Supply Chain Assistance	\$13,076		\$0	\$0	\$0		
4801 Title IA			\$51,501	\$387	\$51,888		
4860 Title IIA			\$7,884	\$0	\$7,884		
4890 Title IVA	\$10,000		\$10,000	\$0	\$10,000		
4893 Stronger Connections Grant			\$50,000	-\$3,484	\$46,516		
<b>TOT</b>	<b>\$174,794</b>	<b>\$108,299</b>	<b>\$343,797</b>	<b>\$1,548</b>	<b>\$345,345</b>		
<b>Promontory School of Expeditionary Learning - Expense - 100 Salaries - 58.8% (15 School Budget records)</b>							
121.24 Administration	-\$196,028	-\$118,849	-\$200,000	\$0	-\$200,000	58.0%	59.4%
131.1 Teachers	-\$1,271,948	-\$810,640	-\$1,335,000	\$0	-\$1,335,000	58.0%	60.7%
131.1 Merit Pay/Winter Bonus	-\$50,090		-\$30,000	\$0	-\$30,000		
131.1 Special Education Teachers	-\$154,649	-\$133,603	-\$240,000	\$0	-\$240,000	58.0%	55.7%
131.1 Stipends	-\$121,182	-\$43,436	-\$150,000	\$10,000	-\$140,000		31.0%
132.1 Substitute Teachers	-\$60,377	-\$31,075	-\$40,000	\$0	-\$40,000		77.7%
132.1 PTO Cash Out	-\$10,550	-\$10,000	-\$10,550	\$0	-\$10,550		94.8%
142.21 Counselor	-\$49,562	-\$36,092	-\$64,000	\$0	-\$64,000	58.0%	56.4%
152.24 Office Salaries	-\$109,237	-\$76,712	-\$155,000	\$0	-\$155,000	58.0%	49.5%
161.1 Community Aides/ Literacy Aides	-\$327,791	-\$161,645	-\$286,100	\$0	-\$286,100	58.0%	56.5%
161.1 Special Education Aides	-\$182,008	-\$78,975	-\$79,600	\$0	-\$79,600	58.0%	99.2%
161.1 RTI / Title I	-\$35,979	-\$32,646	-\$44,600	\$0	-\$44,600	58.0%	73.2%
162.22 Library Aide	-\$38,555	-\$24,690	-\$32,300	\$0	-\$32,300	58.0%	76.4%
182.26 Custodial/Maintenance Salaries	-\$119,763	-\$78,850	-\$116,600	\$0	-\$116,600	58.0%	67.6%
191.31 Kitchen Salaries	-\$113,324	-\$62,668	-\$116,000	\$0	-\$116,000	58.0%	54.0%
<b>TOT</b>	<b>-\$2,841,044</b>	<b>-\$1,699,880</b>	<b>-\$2,899,750</b>	<b>\$10,000</b>	<b>-\$2,889,750</b>		
<b>Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 60.0% (8 School Budget records)</b>							
220 FICA	-\$211,916	-\$125,659	-\$223,000	\$0	-\$223,000	58.0%	56.3%
230 Retirement	-\$115,108	-\$71,757	-\$116,000	\$0	-\$116,000	58.0%	61.9%
241 Health Insurance	-\$399,482	-\$287,472	-\$450,000	\$0	-\$450,000	58.0%	63.9%
242 Life and Disability Insurance	-\$5,298	-\$3,386	-\$5,300	\$0	-\$5,300		63.9%
243 HRA/Flex Spending	-\$13,615	-\$8,605	-\$17,000	\$0	-\$17,000		50.6%
244 Dental Insurance	-\$22,510	\$184	-\$23,000	\$0	-\$23,000		-0.8%
270 Worker's Compensation Fund	-\$8,181	-\$11,265	-\$9,000	-\$4,000	-\$13,000		86.7%
280 Unemployment Insurance	-\$7,453	-\$3,031	-\$5,000	\$0	-\$5,000		60.6%
<b>TOT</b>	<b>-\$783,564</b>	<b>-\$510,991</b>	<b>-\$848,300</b>	<b>-\$4,000</b>	<b>-\$852,300</b>		
<b>Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 61.7% (9 School Budget records)</b>							
323.21 SpEd Services OT, Psych, other	-\$112,145	-\$79,068	-\$98,000	\$0	-\$98,000		80.7%
330.22 Expeditionary Learning Contract			\$0	\$0	\$0		
331.22 Professional Development	-\$22,485	-\$8,984	-\$17,000	\$0	-\$17,000		52.8%
345.23 Audit Services	-\$16,540	-\$15,604	-\$17,000	\$0	-\$17,000		91.8%
345.25 Business Services	-\$77,328	-\$46,459	-\$79,648	\$0	-\$79,648	58.0%	58.3%
345.25 Professional Services	-\$15,128	-\$348	-\$3,000	-\$873	-\$3,873		9.0%
347.21 Speech Therapy Services	-\$79,473	-\$47,271	-\$80,000	\$0	-\$80,000		59.1%
349.23 Legal Services		-\$2,765	-\$10,000	\$0	-\$10,000		27.7%
350.25 Technical Services (IT)	-\$58,048	-\$23,967	-\$58,000	\$0	-\$58,000		41.3%
<b>TOT</b>	<b>-\$381,147</b>	<b>-\$224,467</b>	<b>-\$362,648</b>	<b>-\$873</b>	<b>-\$363,521</b>		
<b>Promontory School of Expeditionary Learning - Expense - 400 Property Services - 34.9% (6 School Budget records)</b>							
412.26 Water / Sewage / Garbage	-\$11,209	-\$8,784	-\$12,500	\$0	-\$12,500		70.3%
422.26 Lawn Care & Snow Removal	-\$8,199		-\$20,000	\$0	-\$20,000		
423.26 Custodial Services	-\$49,992	-\$29,162	-\$52,000	\$0	-\$52,000	58.0%	56.1%
430.26 Repairs / Maintenance / Monitoring	-\$18,073	-\$5,444	-\$35,000	\$0	-\$35,000		15.6%
443.25 Lease of Copy Machines	-\$18,651	-\$14,432	-\$21,000	\$0	-\$21,000		68.7%
450.46 Construction Services (West Side)	-\$23,120	-\$1,598	-\$30,000	\$0	-\$30,000		5.3%
<b>TOT</b>	<b>-\$129,243</b>	<b>-\$59,421</b>	<b>-\$170,500</b>	<b>\$0</b>	<b>-\$170,500</b>		
<b>Promontory School of Expeditionary Learning - Expense - 500 Other Services - 60.4% (7 School Budget records)</b>							
518.21 Field Work Travel / Entrance Fees	-\$6,836	-\$14,844	-\$16,000	\$0	-\$16,000		92.8%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
518.21 Adventure	-\$6,388	-\$7,495	-\$7,500	\$0	-\$7,500		99.9%
520.23 Liability, Property, D&O Insurance	-\$40,116	-\$22,523	-\$45,000	\$0	-\$45,000		50.1%
530.24 Telephone	-\$6,815	-\$3,517	-\$9,500	\$0	-\$9,500		37.0%
540.23 Marketing	-\$18,147	-\$8,774	-\$15,000	\$0	-\$15,000		58.5%
580.22 Travel	-\$4,954	-\$3,429	-\$8,000	\$0	-\$8,000		42.9%
581 Board Expenses	-\$3,102	-\$1,598	-\$3,000	\$1,000	-\$2,000		79.9%
<b>TOT</b>	<b>-\$86,358</b>	<b>-\$62,179</b>	<b>-\$104,000</b>	<b>\$1,000</b>	<b>-\$103,000</b>		
<b>Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 69.4% (16 School Budget records)</b>							
610.1 Classroom / Expedition	-\$54,354	-\$82,546	-\$90,000	\$0	-\$90,000		91.7%
610.1 Adventure Supplies	-\$6,657	-\$3,033	-\$4,500	\$0	-\$4,500		67.4%
610.1 Special Education Materials	-\$1,206	-\$2,588	-\$3,500	\$0	-\$3,500		73.9%
610.22 Professional Development Supplies	-\$1,410	-\$7,657	-\$5,000	-\$5,000	-\$10,000		76.6%
610.22 Yearbooks	-\$3,434		-\$3,754	\$0	-\$3,754		
610.23 Board Expenses			\$0	-\$3,000	-\$3,000		
610.24 Office Supplies	-\$35,884	-\$21,131	-\$33,000	\$0	-\$33,000		64.0%
610.33 POP Expenses	-\$7,852	-\$691	-\$10,000	\$0	-\$10,000		6.9%
622.26 Energy Supplies	-\$49,162	-\$33,261	-\$49,000	\$0	-\$49,000		67.9%
630.31 Food and Kitchen	-\$102,791	-\$66,390	-\$113,000	\$0	-\$113,000		58.8%
641.1 Textbooks & Curriculum	-\$10,997	-\$25,704	-\$10,000	-\$17,000	-\$27,000		95.2%
644.22 Library	-\$5,963	-\$4,595	-\$7,000	\$0	-\$7,000		65.6%
644.22 Book Fair	-\$1,299	-\$928	-\$2,000	\$0	-\$2,000		46.4%
650.21 Tech-Related Supplies	-\$32,199	-\$2,068	-\$6,000	\$0	-\$6,000		34.5%
670.1 Software	-\$41,224	-\$36,238	-\$45,000	\$6,000	-\$39,000		92.9%
680.26 Maintenance & Cleaning Supplies	-\$41,185	-\$15,674	-\$35,000	\$0	-\$35,000		44.8%
<b>TOT</b>	<b>-\$395,618</b>	<b>-\$302,504</b>	<b>-\$416,754</b>	<b>-\$19,000</b>	<b>-\$435,754</b>		
<b>Promontory School of Expeditionary Learning - Expense - 700 Property - 331.9% (5 School Budget records)</b>							
720.26 Land & Site Improvement	-\$3,201,513	-\$206,157	-\$10,000	\$0	-\$10,000		2061.6%
733.1 Furniture and Fixtures	-\$68,388	-\$13,086	-\$10,000	-\$3,086	-\$13,086		100.0%
734.1 Technology-Related Hardware	-\$103,920	-\$39,957	-\$50,000	\$0	-\$50,000		79.9%
739.26 Maintenance Equipment			-\$3,000	\$0	-\$3,000		
739.31 Kitchen Equipment			-\$2,000	\$0	-\$2,000		
<b>TOT</b>	<b>-\$3,373,821</b>	<b>-\$259,200</b>	<b>-\$75,000</b>	<b>-\$3,086</b>	<b>-\$78,086</b>		
<b>Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 45.9% (5 School Budget records)</b>							
810.24 Dues and Fees	-\$3,724	-\$1,411	-\$4,200	\$0	-\$4,200		33.6%
810.24 Charter School Association Dues	-\$3,616	-\$3,611	-\$3,616	\$5	-\$3,611		100.0%
810.25 Background Checks	-\$1,940	-\$1,595	-\$2,300	\$0	-\$2,300		69.3%
830 Facility Mortgage Payment	-\$330,443	-\$253,167	-\$555,019	\$0	-\$555,019		45.6%
890.21 Misc. Expenditures	-\$1,204	-\$277	-\$1,204	\$0	-\$1,204		23.0%
<b>TOT</b>	<b>-\$340,928</b>	<b>-\$260,059</b>	<b>-\$566,339</b>	<b>\$5</b>	<b>-\$566,334</b>		
<b>TOT</b>	<b>-\$3,288,325</b>	<b>-\$168,689</b>	<b>\$232,477</b>	<b>\$27,862</b>	<b>\$260,339</b>		

## STATEMENT OF ACCOUNT

## PTIF

## UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

www.treasurer.utah.gov

PROMONTORY SCH OF EXPEDITIONARY

BRIAN CATES

1051 WEST 2700 SOUTH

PERRY, UTAH 84302

## Account

## Account Period

8282

July 01, 2024 through January 31, 2025

## Summary

Beginning Balance	\$ 1,480,981.30	Average Daily Balance	\$ 1,500,796.18
Deposits	\$ 44,612.52	Interest Earned	\$ 44,612.52
Withdrawals	\$ 0.00	360 Day Rate	4.9774
Ending Balance	\$ 1,525,593.82	365 Day Rate	5.0465

Date	Activity	Deposits	Withdrawals	Balance
07/01/2024	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,480,981.30
07/31/2024	REINVESTMENT	\$ 6,831.19	\$ 0.00	\$ 1,487,812.49
08/31/2024	REINVESTMENT	\$ 6,830.91	\$ 0.00	\$ 1,494,643.40
09/30/2024	REINVESTMENT	\$ 6,540.54	\$ 0.00	\$ 1,501,183.94
10/31/2024	REINVESTMENT	\$ 6,422.96	\$ 0.00	\$ 1,507,606.90
11/30/2024	REINVESTMENT	\$ 6,032.18	\$ 0.00	\$ 1,513,639.08
12/31/2024	REINVESTMENT	\$ 6,088.31	\$ 0.00	\$ 1,519,727.39
01/31/2025	REINVESTMENT	\$ 5,866.43	\$ 0.00	\$ 1,525,593.82
01/31/2025	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,525,593.82

{Effective: 07/31/2024} The GASB Fair Value factor at June 30, 2024 is 1.00150349

{Effective: 01/31/2025} The GASB Fair Value factor at December 31, 2024 is 1.00186367

# Reporting Arrests Policy

The Board of Directors of the School recognizes the importance of receiving information regarding arrests of employees that are not licensed by the Utah State Office of Education, as well as those employees that are licensed, in order to assist the school in adequately safeguarding the safety of students.

All employees of Promontory School, volunteers, Board Members, and any School employees must report to the director of Promontory School information regarding the following matters:

- Convictions, including pleas in abeyance and diversion agreements
- All matters involving arrests for alleged sex offenses
- Any matters involving arrests for alleged drug-related offenses
- Any matters involving arrests for alleged alcohol-related offenses
- Any matters involving arrests for alleged offenses against the person under Title 76, Chapter 5 (i.e., assault, battery, etc.)

All employees, volunteers, and board members must provide the required reports to the director of Promontory School within 48 hours of the event necessitating the report, or as soon as possible.

The director will then determine what to do regarding the employment or status of the reported to ensure the safety of the students. The director shall also report conviction, arrest, or offense information received from licensed educators to the State Board of Education in accordance with rules established by the State Board of Education Section 53G-11-406, Rule R277-217-4.



**Last revised**

2/16/2023

8/19/2021

8/14/2012

# Resolution for Freedom of Religious Expression

Each year students will be given a copy of the "Resolution for Freedom of Religious Expression in Public Schools" (including a simplified copy for easy understanding). The resolution will be discussed in crew during the first week of each school year, so that students may understand their rights under this resolution. In accordance with Utah code