



*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 19, 2026

7:00PM

1051 W 2700 S

Perry, UT 84302

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Join via zoom at: <https://promontoryschool-org.zoom.us/j/9451212783?pwd=Fot0r90ZSsMm601vo7j7h8KaiJG4Ur.1&omn=89077883830>

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

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

**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 –Training

**7:30 PM – FINANCE REPORT**

- Budget Review – Brian Cates

**7:40 PM – MINUTES**

- 1-15-2026 Board Meeting Minutes

**7:45 PM – ACTION ITEMS**

- LEA Licenses
- Trustee Appointment

- After School Program
- 7/8 Dance-March 20th
- School Calendar
- School Fee Schedule
- Administration of Medication Policy
- Corporal Punishment Policy
- Fee Policy and Fee Waiver Policy
- Library And Computer Use Policy
- Medical Recommendations by School Personnel to Parents
- Grievance Policy/Grievance Form
- Civility Policy
- Public Attendance and Participation at Governing Board Meetings
- Employee Discipline Policy
- Social Media Policy

#### **8:15 PM --BUSINESS ITEMS**

- Purple Star School Program
- Spring Retreat Schedule and Plan: Apr 23, 2026
- UAPCS Conference- June 10-11
- Expedition Committee
- Digital Surveillance Use & Storage Policy-Emergency/Safety Committee
- Board Members Screening Policy-Executive Committee
- Dissemination of Information of Juvenile Offenders-Executive Committee
- Donations, Gifts, & Sponsorship Policy-Finance Committee

- Distribution of Materials Policy-Policy Committee

#### **8:40 PM DIRECTOR'S REPORT**

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

#### **8:50 PM CLOSED MEETING**

**9:00 PM – ADJOURN**

\*Next scheduled Board Meeting Thursday, March 19, 2026

*In compliance with the American with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should contact Tammy Stutznegger at [tstutznegger@promontoryschool.org](mailto:tstutznegger@promontoryschool.org) giving at least three working days notice. "This institution is an equal opportunity provider and employer.*

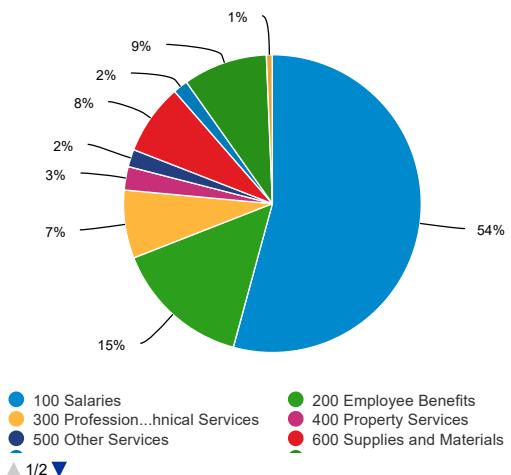
### Financial Summary

	Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
<b>Revenue (3 School Category records)</b>						
1000 Local Revenue		\$103,321	\$189,000	\$189,000	33.8%	54.7%
3000 State Revenue		\$3,170,974	\$5,721,545	\$5,661,876	54.9%	56.0%
4000 Federal Revenue		\$97,023	\$390,718	\$395,813	14.1%	24.5%
<b>TOT</b>		<b>\$3,371,318</b>	<b>\$6,301,263</b>	<b>\$6,246,689</b>		
<b>Expense (9 School Category records)</b>						
100 Salaries		-\$1,840,485	-\$3,147,500	-\$3,355,444	52.2%	54.9%
200 Employee Benefits		-\$519,330	-\$958,300	-\$918,300	54.6%	56.6%
300 Professional and Technical Services		-\$270,997	-\$464,300	-\$457,378	10.4%	59.3%
400 Property Services		-\$97,146	-\$175,000	-\$158,000	-0.0%	61.5%
500 Other Services		-\$60,110	-\$104,500	-\$116,808	-0.0%	51.5%
600 Supplies and Materials		-\$320,960	-\$465,100	-\$475,713	-0.0%	67.5%
700 Property		-\$92,480	-\$65,000	-\$99,469	-0.0%	93.0%
800 Debt Service and Misc		-\$260,021	-\$566,289	-\$565,853	-0.0%	46.0%
900 CapEx & Extra Ordinary		-\$21,772	-\$310,000	-\$40,000	-0.0%	54.4%
<b>TOT</b>		<b>-\$3,483,302</b>	<b>-\$6,255,989</b>	<b>-\$6,186,965</b>		
<b>TOT</b>		<b>-\$111,984</b>	<b>\$45,274</b>	<b>\$59,724</b>		

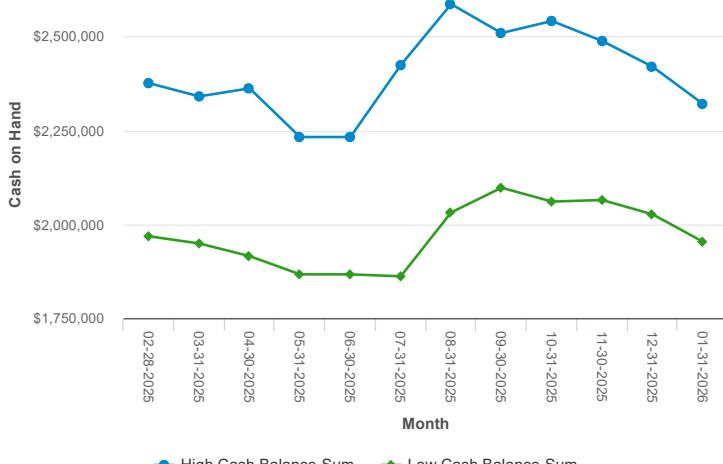
### Financial Metrics

	Financial Metric	Covenant	Target	Forecast
Operating Margin			4.0	1.6
Debt Service Ratio	1.15	1.30	1.18	
% Building	<16		8.9	
Unrestricted Days Cash	40	100	137	

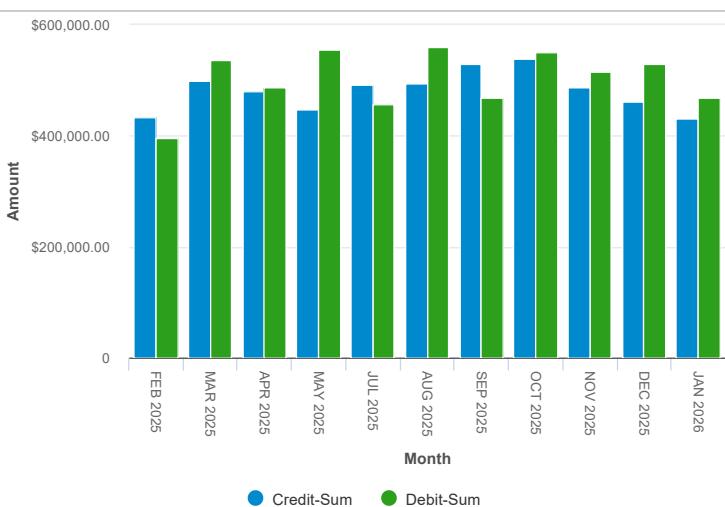
### Expense Distribution



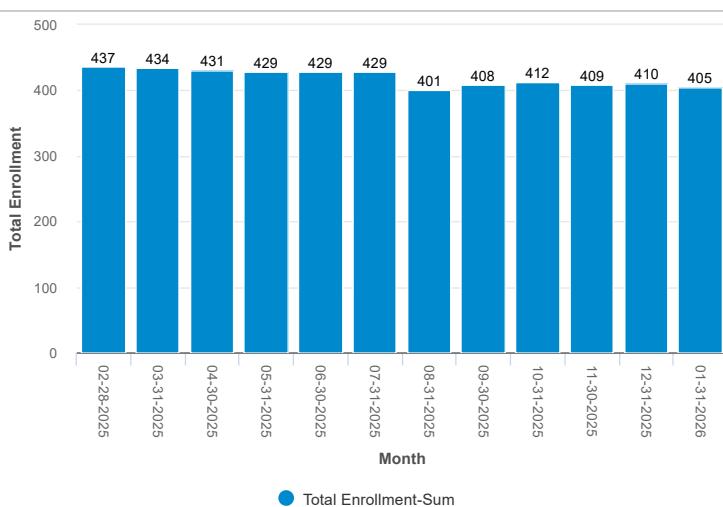
### Cash Balance



### Revenue vs Expenses



### Enrollment Trend



## STATEMENT OF ACCOUNT

## P T I F

## 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](http://www.treasurer.utah.gov)

PROMONTORY SCH OF EXPEDITIONARY

BRIAN CATES  
 1051 WEST 2700 SOUTH  
 PERRY, UTAH 84302

Account	Account Period			
8282	July 01, 2025 through January 31, 2026			
<b>Summary</b>				
Beginning Balance	\$ 1,656,950.41			
Deposits	\$ 143,603.88			
Withdrawals	\$ 0.00			
Ending Balance	\$ 1,800,554.29			
Date	Activity	Deposits	Withdrawals	Balance
07/01/2025	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,656,950.41
07/31/2025	REINVESTMENT	\$ 6,289.41	\$ 0.00	\$ 1,663,239.82
08/19/2025	CONTRIBUTION	\$ 100,000.00	\$ 0.00	\$ 1,763,239.82
08/31/2025	REINVESTMENT	\$ 6,467.54	\$ 0.00	\$ 1,769,707.36
09/30/2025	REINVESTMENT	\$ 6,375.75	\$ 0.00	\$ 1,776,083.11
10/31/2025	REINVESTMENT	\$ 6,441.74	\$ 0.00	\$ 1,782,524.85
11/30/2025	REINVESTMENT	\$ 6,055.24	\$ 0.00	\$ 1,788,580.09
12/31/2025	REINVESTMENT	\$ 6,093.86	\$ 0.00	\$ 1,794,673.95
01/31/2026	REINVESTMENT	\$ 5,880.34	\$ 0.00	\$ 1,800,554.29
01/31/2026	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,800,554.29

{Effective: 07/31/2025} The GASB Fair Value factor at June 30, 2025 is 1.00198542

{Effective: 01/31/2026} The GASB Fair Value factor at December 31, 2025 is 1.00228826

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 - 54.7% (12 School Budget records)</b>							
1510 Interest on Investments	\$36,718	\$62,486	\$110,000	\$0	\$110,000	58.0%	56.8%
1610 Lunch Program	\$26,958	\$33,299	\$56,000	\$0	\$56,000		59.5%
1720 Yearbook Income	\$2,359	\$20	\$0	\$0	\$0		
1720 Bookfair Income	\$1,402	\$889	\$0	\$0	\$0		
1720 Uniforms		\$165	\$0	\$0	\$0		
1741 Middle School Fees	\$1,832	\$3,848	\$5,000	\$0	\$5,000		77.0%
1920 Fieldwork/Expedition Donations	\$210	\$824	\$6,000	\$0	\$6,000		13.7%
1920 Community Donations	\$9,355	\$263	\$3,000	\$0	\$3,000		8.8%
1923 POP Income	\$600		\$3,000	\$0	\$3,000		
1923 Adventure			\$0	\$0	\$0		
1923 Corporate Donations	\$3,881	\$1,343	\$3,000	\$0	\$3,000		44.8%
1990 Miscellaneous/Background Checks/Fines	\$755	\$184	\$3,000	\$0	\$3,000		6.1%
<b>TOT</b>	<b>\$84,070</b>	<b>\$103,321</b>	<b>\$189,000</b>	<b>\$0</b>	<b>\$189,000</b>		
<b>Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 56.0% (36 School Budget records)</b>							
3010 Regular School Prgm K-12	\$597,601	\$1,083,028	\$1,826,562	\$25,694	\$1,852,256	58.0%	58.5%
3020 Professional Staff	\$35,213		\$0	\$0	\$0		
3105 Special Education -- Add-On	\$131,513	\$280,297	\$454,696	\$25,813	\$480,509	58.0%	58.3%
3110 Special Education -- Self-Contained	\$3,961	\$9,073	\$15,554	\$0	\$15,554	58.0%	58.3%
3120 Special Education -- Extended Year	\$1,323	\$2,369	\$4,061	\$0	\$4,061	58.0%	58.3%
3125 Special Education -- State Programs	\$2,866	\$5,674	\$9,726	\$0	\$9,726	58.0%	58.3%
3128 Special Education -- Stipends for ESY		\$1,808	\$0	\$1,808	\$1,808	100.0%	100.0%
3153 Students At-Risk Add-on	\$43,502	\$63,622	\$135,733	-\$41,482	\$94,251	58.0%	67.5%
3211 Gifted and Talented	\$3,846		\$0	\$0	\$0		
3230 Class Size Reduction - K-8	\$62,163	\$111,476	\$191,465	-\$637	\$190,828	58.0%	58.4%
3410 Flexible Allocation	\$368	\$99,826	\$170,856	\$275	\$171,131	58.0%	58.3%
3520 School Land Trust		\$69,051	\$69,051	\$0	\$69,051	100.0%	100.0%
3566 Professional Learning	\$1,317		\$0	\$0	\$0		
3579 Mental Health Grant			\$37,137	\$0	\$37,137		
3582 Beverly T. Sorenson Elem Arts	\$12,000	\$20,417	\$36,000	-\$1,000	\$35,000	58.0%	58.3%
3596 School Safety Grant			\$200,000	\$0	\$200,000		
3655 Digital Teaching & Learning	\$22,537		\$26,000	\$0	\$26,000		
3719 Charter School Local Replacement	\$492,022	\$889,918	\$1,607,204	-\$126,980	\$1,480,224	58.0%	60.1%
3725 Charter School Admin Costs	\$27,572	\$49,583	\$85,000	\$0	\$85,000	58.0%	58.3%
3770 School Lunch (Liquor Tax)	\$12,219	\$10,669	\$27,000	\$0	\$27,000		39.5%
3800 TSSA Program	\$40,091	\$83,592	\$143,301	\$0	\$143,301	58.0%	58.3%
3800 Suicide Prevention		\$1,000	\$1,000	\$0	\$1,000	100.0%	100.0%
3800 Educator Professional Time		\$63,275	\$58,193	\$5,082	\$63,275	100.0%	100.0%
3800 CSI Grant			\$49,988	\$0	\$49,988		
3800 Salary Supplement for Highly-Needed Educators		\$11,243	\$19,273	\$0	\$19,273	58.0%	58.3%
3800 School-Based Education Support Professionals Stipends		\$59,670	\$62,493	-\$2,823	\$59,670	100.0%	100.0%
3800 Schools Fees PEESRA		\$3,805	\$0	\$3,805	\$3,805	100.0%	100.0%
3813 Stipends For Future Educators		\$6,500	\$0	\$6,500	\$6,500	100.0%	100.0%
3814 Master Pilot Grant			\$40,235	\$0	\$40,235		
3818 K-3 Reading Software				\$11,052	\$11,052		
3846 Innovation Grant			\$0	\$0	\$0		
3868 Teacher Materials and Supplies		\$11,254	\$11,935	-\$681	\$11,254	100.0%	100.0%
3870 PCBL Competency Based Learning			\$65,000	\$10,000	\$75,000		
3872 Substance Prevention		\$4,000	\$4,000	\$0	\$4,000	100.0%	100.0%
3876 Educator Salary Adjustment	\$107,118	\$229,825	\$370,082	\$23,905	\$393,987	58.0%	58.3%
3878 Special Education- Extended Year			\$0	\$0	\$0		
<b>TOT</b>	<b>\$1,597,231</b>	<b>\$3,170,974</b>	<b>\$5,721,545</b>	<b>-\$59,669</b>	<b>\$5,661,876</b>		
<b>Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 24.5% (10 School Budget records)</b>							
4500 SRSA (REAP) Grant		\$55,678	\$50,583	\$5,095	\$55,678	100.0%	100.0%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast	
4522 IDEA Preschool			\$1,951	\$0	\$1,951			
4524 IDEA Part-B			\$83,214	\$0	\$83,214			
4571 National School Lunch Prgm	\$8,309	\$7,539	\$18,000	\$0	\$18,000		41.9%	
4572 Free & Reduced Reimbursement	\$30,627	\$24,390	\$68,000	\$0	\$68,000		35.9%	
4573 National School Breakfast	\$9,830	\$9,416	\$22,000	\$0	\$22,000		42.8%	
4801 Title IA			\$79,086	\$0	\$79,086			
4860 Title IIA	\$8,530		\$7,884	\$0	\$7,884			
4890 Title IVA			\$10,000	\$0	\$10,000			
4893 Stronger Connections Grant	\$46,517		\$50,000	\$0	\$50,000			
<b>TOT</b>	<b>\$103,813</b>	<b>\$97,023</b>	<b>\$390,718</b>	<b>\$5,095</b>	<b>\$395,813</b>			
<b>Promontory School of Expeditionary Learning - Expense - 100 Salaries - 54.9% (15 School Budget records)</b>								
121.24 Administration	-\$75,814	-\$175,694	-\$282,000	-\$18,000	-\$300,000	58.0%	58.6%	
131.1 Teachers	-\$461,562	-\$863,268	-\$1,343,000	-\$132,000	-\$1,475,000	58.0%	58.5%	
131.1 Merit Pay/Winter Bonus	-\$30,602	-\$2,000	-\$43,000	\$0	-\$43,000		4.7%	
131.1 Special Education Teachers	-\$83,257	-\$175,376	-\$235,000	-\$55,000	-\$290,000	58.0%	60.5%	
131.1 Stipends	-\$29,850	-\$32,501	-\$150,000	\$0	-\$150,000		21.7%	
132.1 Substitute Teachers	-\$19,350	-\$21,850	-\$51,000	\$0	-\$51,000		42.8%	
132.1 PTO Cash Out		-\$13,944	-\$10,000	-\$3,944	-\$13,944		100.0%	
142.21 Counselor	-\$21,703	-\$30,405	-\$56,500	\$0	-\$56,500	58.0%	53.8%	
152.24 Office Salaries	-\$47,259	-\$97,816	-\$170,000	\$0	-\$170,000	58.0%	57.5%	
161.1 Community Aides/ Literacy Aides	-\$133,238	-\$176,244	-\$316,000	\$0	-\$316,000	58.0%	55.8%	
161.1 Special Education Aides	-\$62,594	-\$92,651	-\$120,000	-\$40,000	-\$160,000	58.0%	57.9%	
161.1 RTI / Title 1	-\$44,402	-\$21,805	-\$121,000	\$41,000	-\$80,000		27.3%	
162.22 Library Aide	-\$19,184	-\$23,853	-\$40,000	\$0	-\$40,000	58.0%	59.6%	
182.26 Custodial/Maintenance Salaries	-\$45,092	-\$46,140	-\$94,000	\$0	-\$94,000	58.0%	49.1%	
191.31 Kitchen Salaries	-\$46,703	-\$66,936	-\$116,000	\$0	-\$116,000	58.0%	57.7%	
<b>TOT</b>	<b>-\$1,120,609</b>	<b>-\$1,840,485</b>	<b>-\$3,147,500</b>	<b>-\$207,944</b>	<b>-\$3,355,444</b>			
<b>Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 56.6% (8 School Budget records)</b>								
220 FICA	-\$83,698	-\$135,424	-\$230,000	\$0	-\$230,000	58.0%	58.9%	
230 Retirement	-\$41,939	-\$71,603	-\$130,000	\$10,000	-\$120,000	58.0%	59.7%	
241 Health Insurance	-\$169,259	-\$301,039	-\$545,000	\$30,000	-\$515,000	58.0%	58.5%	
242 Life and Disability Insurance	-\$894	\$2,734	-\$5,300	\$0	-\$5,300		-51.6%	
243 HRA/Flex Spending	-\$2,307	-\$5,261	-\$17,000	\$0	-\$17,000		30.9%	
244 Dental Insurance	\$1,445	\$59	-\$10,000	\$0	-\$10,000		-0.6%	
270 Worker's Compensation Fund	-\$4,280	-\$6,178	-\$16,000	\$0	-\$16,000		38.6%	
280 Unemployment Insurance	-\$1,576	-\$2,618	-\$5,000	\$0	-\$5,000		52.4%	
<b>TOT</b>	<b>-\$302,508</b>	<b>-\$519,330</b>	<b>-\$958,300</b>	<b>\$40,000</b>	<b>-\$918,300</b>			
<b>Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 59.3% (9 School Budget records)</b>								
323.21 SpEd Services OT, Psych, other	-\$56,263	-\$90,460	-\$190,000	\$30,000	-\$160,000		56.5%	
330.22 Expeditionary Learning Contract			\$0	\$0	\$0			
331.22 Professional Development	-\$580	-\$16,014	-\$14,000	-\$2,014	-\$16,014		100.0%	
345.23 Audit Services	-\$1,995	-\$11,550	-\$18,300	\$0	-\$18,300		63.1%	
345.25 Business Services	-\$26,548	-\$47,852	-\$82,000	\$0	-\$82,000	58.0%	58.4%	
345.25 Professional Services			-\$5,000	-\$11,064	-\$16,064			
347.21 Speech Therapy Services	-\$47,540	-\$54,657	-\$103,000	\$13,000	-\$90,000		60.7%	
349.23 Legal Services		-\$10,369	-\$10,000	-\$5,000	-\$15,000		69.1%	
350.25 Technical Services (IT)	-\$8,407	-\$40,095	-\$42,000	-\$18,000	-\$60,000		66.8%	
<b>TOT</b>	<b>-\$141,333</b>	<b>-\$270,997</b>	<b>-\$464,300</b>	<b>\$6,922</b>	<b>-\$457,378</b>			
<b>Promontory School of Expeditionary Learning - Expense - 400 Property Services - 61.5% (6 School Budget records)</b>								
412.26 Water / Sewage / Garbage	-\$4,199	-\$8,285	-\$16,000	\$0	-\$16,000		51.8%	
422.26 Lawn Care & Snow Removal	-\$2,825		-\$20,000	\$10,000	-\$10,000			
423.26 Custodial Services	-\$16,664	-\$20,596	-\$52,000	\$17,000	-\$35,000		58.8%	
430.26 Repairs / Maintenance / Monitoring	-\$5,424	-\$54,661	-\$35,000	-\$30,000	-\$65,000		84.1%	
443.25 Lease of Copy Machines	-\$5,890	-\$13,604	-\$22,000	\$0	-\$22,000		61.8%	
450.46 Construction Services (West Side)	-\$16,459		-\$30,000	\$20,000	-\$10,000			
<b>TOT</b>	<b>-\$51,460</b>	<b>-\$97,146</b>	<b>-\$175,000</b>	<b>\$17,000</b>	<b>-\$158,000</b>			
<b>Promontory School of Expeditionary Learning - Expense - 500 Other Services - 51.5% (6 School Budget records)</b>								
518.21 Field Work Travel / Entrance Fees	-\$1,679	-\$3,071	-\$23,000	\$0	-\$23,000		13.4%	
518.21 Adventure	-\$2,459	-\$967	-\$13,000	\$0	-\$13,000		7.4%	

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
520.23 Liability, Property, D&O Insurance	-\$10,719	-\$20,037	-\$36,000	\$0	-\$36,000		55.7%
530.24 Telephone	-\$2,535	-\$3,041	-\$6,500	\$0	-\$6,500		46.8%
540.23 Marketing	-\$1,665	-\$32,293	-\$20,000	-\$12,308	-\$32,308		100.0%
580.22 Travel	-\$2,422	-\$701	-\$6,000	\$0	-\$6,000		11.7%
<b>TOT</b>	<b>-\$21,479</b>	<b>-\$60,110</b>	<b>-\$104,500</b>	<b>-\$12,308</b>	<b>-\$116,808</b>		
<b>Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 67.5% (17 School Budget records)</b>							
610.1 Classroom / Expedition	-\$9,671	-\$78,028	-\$95,000	\$0	-\$95,000		82.1%
610.1 Adventure Supplies	\$188	-\$1,982	-\$4,500	\$0	-\$4,500		44.1%
610.1 Special Education Materials	-\$773	-\$2,057	-\$3,800	\$0	-\$3,800		54.1%
610.1 Student Activity Supplies		-\$1,936	-\$1,000	-\$1,000	-\$2,000		96.8%
610.22 Professional Development Supplies	-\$7,731	-\$8,467	-\$12,000	\$0	-\$12,000		70.6%
610.22 Yearbooks	-\$3,446		-\$3,500	\$0	-\$3,500		
610.23 Board Expenses	-\$468	-\$2,156	-\$2,000	-\$269	-\$2,269		95.0%
610.24 Office Supplies	-\$5,474	-\$23,895	-\$33,000	\$0	-\$33,000		72.4%
610.33 POP Expenses	-\$2,454	-\$5,261	-\$5,000	-\$261	-\$5,261		100.0%
622.26 Energy Supplies	-\$18,338	-\$36,936	-\$61,000	\$0	-\$61,000		60.6%
630.31 Food and Kitchen	-\$41,070	-\$70,065	-\$118,000	\$0	-\$118,000		59.4%
641.1 Textbooks & Curriculum	-\$1,885	-\$30,604	-\$40,000	\$0	-\$40,000		76.5%
644.22 Library	-\$2,756	-\$4,270	-\$8,000	\$0	-\$8,000		53.4%
644.22 Book Fair	-\$1,400	-\$874	-\$2,300	\$0	-\$2,300		38.0%
650.21 Tech-Related Supplies	-\$783	-\$343	-\$5,000	\$0	-\$5,000		6.9%
670.1 Software	-\$6,114	-\$28,947	-\$40,000	-\$9,083	-\$49,083		59.0%
680.26 Maintenance & Cleaning Supplies	-\$12,606	-\$25,139	-\$31,000	\$0	-\$31,000		81.1%
<b>TOT</b>	<b>-\$114,780</b>	<b>-\$320,960</b>	<b>-\$465,100</b>	<b>-\$10,613</b>	<b>-\$475,713</b>		
<b>Promontory School of Expeditionary Learning - Expense - 700 Property - 93.0% (4 School Budget records)</b>							
733.1 Furniture and Fixtures		-\$3,010	-\$10,000	\$5,000	-\$5,000		60.2%
734.1 Technology-Related Hardware	-\$38,890	-\$89,469	-\$50,000	-\$39,469	-\$89,469		100.0%
739.26 Maintenance Equipment			-\$3,000	\$0	-\$3,000		
739.31 Kitchen Equipment			-\$2,000	\$0	-\$2,000		
<b>TOT</b>	<b>-\$38,890</b>	<b>-\$92,480</b>	<b>-\$65,000</b>	<b>-\$34,469</b>	<b>-\$99,469</b>		
<b>Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 46.0% (5 School Budget records)</b>							
810.24 Dues and Fees	-\$1,238	-\$2,441	-\$3,500	\$0	-\$3,500		69.8%
810.24 Charter School Association Dues		-\$3,264	-\$3,700	\$436	-\$3,264		100.0%
810.25 Background Checks	-\$94	-\$2,080	-\$2,100	\$0	-\$2,100		99.0%
830 Facility Mortgage Payment	-\$146,297	-\$252,133	-\$554,989	\$0	-\$554,989		45.4%
890.21 Misc. Expenditures	-\$6,946	-\$103	-\$2,000	\$0	-\$2,000		5.1%
<b>TOT</b>	<b>-\$154,575</b>	<b>-\$260,021</b>	<b>-\$566,289</b>	<b>\$436</b>	<b>-\$565,853</b>		
<b>Promontory School of Expeditionary Learning - Expense - 900 CapEx &amp; Extra Ordinary - 54.4% (1 School Budget)</b>							
720.26 Land & Site Improvement	-\$713	-\$21,772	-\$310,000	\$270,000	-\$40,000		54.4%
<b>TOT</b>	<b>-\$713</b>	<b>-\$21,772</b>	<b>-\$310,000</b>	<b>\$270,000</b>	<b>-\$40,000</b>		
<b>TOT</b>	<b>-\$161,233</b>	<b>-\$111,984</b>	<b>\$45,274</b>	<b>\$14,450</b>	<b>\$59,724</b>		



## CORPORAL PUNISHMENT POLICY

### Purpose

The purpose of this policy is to establish clear standards governing the prohibition of corporal punishment and the lawful use of physical restraint in accordance with Utah State Code §53G-8-302. This policy is intended to safeguard students, guide employee conduct, support effective crisis response, and ensure accountability through consistent documentation and oversight.

In compliance with the provisions of Utah State Code 53G-8-302,

1. A school employee may not inflict or cause the infliction of corporal punishment upon a student.
2. A school employee may, when acting within the scope of employment, use reasonable and necessary physical restraint in self-defense or when otherwise appropriate under the following circumstances:
  - a. To protect a student or another individual from physical injury,
  - b. To obtain possession of a weapon or other dangerous object in the possession or under the control of a student,
  - c. To restrain or remove a student from a situation when the student is violent or disruptive, or is a danger to him/herself or others, or
  - d. To protect property from being damaged, when physical safety is at risk.
3. Nothing in this section prohibits a school employee from using less intrusive means, including a physical escort, to address circumstances described in Subsection (2).
4. Any rule, ordinance, policy, practice, or directive which purports to direct or permit the commission of an act prohibited by this part is void and unenforceable.
5. An employee may not be subjected to any sanction for failure or refusal to commit an act prohibited under this part.
6. When an employee exercises physical restraint on a student, the employee shall write a report outlining the incident and the reasons for the use of physical restraint within three (3) days following the incident. This report shall be filed with the Director, who then is responsible for sending a copy of the report to the Board. The original of the report shall be kept in the employee's file.



Corporal Punishment Policy

Created: 10/14/2014

Last Updated: 01/18/2024

03/17/2022

02/18/2021



## MEDICAL RECOMMENDATIONS BY SCHOOL PERSONNEL TO PARENTS

### DEFINITIONS

- A. "Health care professional" means a physician, physician assistant, nurse, dentist, or mental health therapist.
- B. "School personnel" means any school district/charter school employee, including licensed, part-time, contract and non-licensed employees.
- C. "Mental health professional" (under this statute) means clinical and certified social worker; marriage and family therapist; professional counselor; substance abuse counselor; physician, surgeon or osteopathic physician engaged in the practice of mental health therapy; advanced practice registered nurse specializing in psychiatric mental health nursing; psychologist qualified in mental health therapy.
- D. "Mental health professional licensed by the State Board of Education" means school psychologists.
- E. "Parent" means legal guardian.

### PURPOSE

The purpose of this policy is to clarify for school personnel and parents the recommendations or directions that school personnel may make or give to parents about seeking health care professionals or using specific medications for their children. Promontory School of Expeditionary Learning recognizes that the decision for a student to see a healthcare professional or use medication is a parental decision. In working with students, school personnel may be in a position to make or give recommendations to parents which impact their children's education. This policy is consistent with Utah State Code 53G-9-203.

### POLICY

#### A. School personnel MAY:

1. provide information and observations to parents/guardians about their children. Such information or reports may include observations and concerns about in the following:
  - a. progress;
  - b. health and wellness;
  - c. social interactions;
  - d. behavior; and
  - e. topics consistent with Utah code 53E-9-203(6).
2. communicate information and observations between school personnel about a child.
3. refer a student to appropriate school personnel and agents, in accordance with Promontory School guidelines and procedures, including referrals and communication



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with a school counselor or mental health professionals working within the school system.

4. consult or use appropriate health care professionals in the event of an emergency while the student is at school, consistent with student emergency information provided at student enrollment.
5. exercise their authority relating to the placement within or readmission of a student who may be or has been suspended or expelled.
6. complete a behavioral health evaluation form **if requested by the student's parent** to provide information to a licensed physician or physician assistant.

B. School personnel SHALL:

1. report suspected child abuse consistent with section 62A-4a-403 of Utah State Code;
2. comply with state and local health department laws, rules and policies;
3. conduct student evaluations/assessments consistent with IDEA

C. Except as provided in Subsection (A), Subsection (E), and Section 53G-9-604, school personnel MAY NOT:

1. recommend to a parent/guardian that a child take or continue to take psychotropic medication;
2. require that a student take or continue to take a psychotropic medication as a condition for attending school;
3. recommend that parent/guardian seek or use a psychiatric/psychological treatment for a child;
4. conduct a psychiatric/ behavioral health evaluation or mental health screening, test, evaluation, assessment of a child except where specifically required by IDEA;
5. make a child abuse or neglect report to authorities, including the Division of Child and Family Services, solely or primarily on the basis that a parent refuses to consent to:
  - a. a psychiatric, psychological, or behavioral treatment for a child, including the administration of a psychotropic medication to a child; or
  - b. a psychiatric or behavioral health evaluation of a child.

D. Notwithstanding Subsection (C)(5), school personnel may make a report that would otherwise be prohibited under Subsection (C)(5) if failure to take the action described under Subsection (C)(5) would present a serious, imminent risk to the child's safety or the safety of others.

E. Notwithstanding Subsection (C), a school counselor or other mental health professional acting in accordance with Title 58, Chapter 60, Mental Health Professional Practice Act, or licensed by the State Board of Education, working within the school system MAY:

1. recommend, but not require, psychiatric/behavioral health evaluation or treatment of a

Medical Recommendations by School Personnel	Created: 10/10/2013	Last Updated: 01/19/2023 10/21/2021 10/10/2021
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child;

2. recommend, but not require, psychological or behavioral treatment of a child;
3. conduct a child psychiatric/behavioral health evaluation or mental health screening, test, evaluation, assessment consistent with 53E-9-203 ;
4. provide to a parent, upon specific request of the parent, a list of three or more health care professionals or providers, including licensed physicians, physician assistants, psychologists, or other health specialists.

F. Local school boards or charter schools shall adopt a policy:

1. providing for training of appropriate school personnel on the provisions of this section; and
2. indicating that an intentional violation of this section is cause for disciplinary action consistent with local school board or charter school policy and under Section 53G-11-513.

G. Nothing in this policy shall be interpreted as discouraging general communication not prohibited by this policy between school personnel and a student's parent.

## TRAINING

Appropriate school personnel shall receive training from their supervisor on the provisions of this policy.

## PENALTIES FOR VIOLATION

Intentional violation of this policy may subject school personnel to discipline consistent with state law under section 53G-11-513, the Ethics policy, and the Employee Handbook.

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## LIBRARY & COMPUTER USE POLICY

At Promontory School it is our desire for all of our students to have a passion for reading. Along with being a “Great Thinker” at Promontory School comes a great responsibility for our students regarding our Library and computer use. Please read through our policy, sign and date the back, and return to the office. Thank you for your cooperation.

### Library Use

1. Each patron is responsible for all material he/she checks out of the library.
2. All books must be checked out before leaving the library. Books are checked out for a period of 2 weeks and may be renewed to avoid late notices. Parents will receive a late notice after a book has not been returned or renewed.
3. If a book is returned damaged, the patron will pay the replacement cost. Damage to books includes, but is not limited to, water damage, crayon damage and ripped pages.
4. If a book is lost, a replacement fee will be assessed to the patron.
5. If the book is overdue for 2 months, a replacement fee will be assessed. Replacement fees may include a cataloging fee.
6. The number of books allowed to be checked out will vary with grade level.
7. If the school year ends and books have not been returned or replacement fees have not been paid, the student's yearbook will be held.

### Computer Use

Computers will be available to qualifying students at Promontory. Along with computer use also includes access to the internet. Our goal is to provide these services to students to promote “Great Thinkers” by facilitating resource sharing, innovation and communication. Students will be trained in appropriate online behavior, cyber bullying awareness and response, social networking sites, and chat rooms.

1. Student use of computers must be in support of education and research and must be consistent with educational objectives of Promontory. Internet access at Promontory is filtered and monitored on an ongoing basis.
2. Personal contact information may not be shared on Internet sites open to public access. This includes student's addresses, phone numbers and personal email addresses. Disclosing any personal contact information, whether their own or other students, is strictly prohibited.
3. Students may use school Internet access, including Instant Messaging, Web Mail, or web chats, only for teacher-directed educational activities and only when authorized and supervised.
4. Students who publish school related information on the Internet must first inform a

teacher, have appropriate permission, teacher supervision and approval by Promontory.

5. Students are strictly prohibited to:
  - a. Access or create files or materials without authorization
  - b. Bring in their own digital devices without approval or gain access to the school's WiFi system without prior approval
  - c. Access or create offensive, profane, or pornographic files
  - d. Use internet games, MUDs (Multi-user domains), MMOs (Massively Multiplayer Online games), IRCs, Social Media Platforms (ex. SnapChat, Facebook, Twitter, TikTok, ect.)
  - e. Plagiarize works or violate copyrights or trademarks
  - f. Attempt to bypass computer security, proxy sites, pay for surf sites, hacking tools or other unapproved software, malware, viruses, root kits, etc.
  - g. Have food or drinks near computers
6. There will not be an expectation of privacy in files, disks, documents, internet history, etc., which have been used or created with Promontory equipment.
7. Security is a high priority because of multiple users. Students are prohibited to use another individual's account or login information other than his/her own at any time. Any security concerns must be reported to the director, teacher/supervisor or system administrator.
8. Vandalism will result in appropriate disciplinary action. Vandalism includes, but is not limited to: abusive overloading of data on the server, uploading or downloading or creation of computer viruses, any malicious attempt to harm or destroy the property.
9. The use of the computers and internet is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. **Students who misuse and/or damage Promontory's computer equipment and systems will be responsible to pay the costs associated with repairs including system down-time, labor and parts. Any horseplay, "goofing off" or other activity that results in the damage of computer equipment will be the responsibility of the individual or individuals involved. Students are instructed to carry laptops with the lids closed and with both hands.** The director, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time.



## ADMINISTRATION OF MEDICATION POLICY

### PURPOSE

The purpose of this policy is to authorize personnel of Promontory School of Expeditionary Learning to administer medication to students consistent with applicable law.

Promontory's Board of Directors acknowledges that medication should typically be administered by a student or the student's parent or guardian. However, the Board recognizes that situations may arise where the health of a student may require administration of medication during the course of a school day by School personnel.

As long as authorized personnel act in a prudent and responsible manner, Utah law provides that school personnel who provide assistance in substantial compliance with a student's licensed health care provider's written statement are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of medication. The Board hopes that this policy will help ensure that Promontory personnel act in a prudent and responsible manner in order to protect the health of students and the interests of school personnel.

The Board also desires to set forth policies regarding acceptable self-administration of medication by students.

**Additionally, Promontory will comply with statutory provisions regarding other emergency medications, including seizure rescue medications, adrenal crisis medications, and medical cannabis, in accordance with Utah Code Ann. §§ 53G-9-609 through 53G-9-611.**

### POLICY

#### Administration of Medication by School Personnel

Promontory will comply with applicable state and federal laws, including, but not limited to Utah Code Ann. § 53A-11-601, regarding the administration of medication to students by school personnel.

Accordingly, pursuant to this policy, authorized Promontory personnel may provide assistance in the administration of medication to students at the school during periods when the student is under the school's control.

Glucagon is an emergency diabetic medication used to raise blood sugar. Promontory will comply with the requirements of Utah Code Ann. § 53A-11-604 in the event the school receives a glucagon authorization request from the parent or guardian of a student.

Promontory will comply with the requirements of Utah Code Ann. §§ 26-41-101, et seq., regarding emergency injection for anaphylactic reactions, in the event any school personnel seeks to become a



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"qualified adult" under that provision.

The director will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

The director will consult with the local health department and/or a registered health care professional as needed for assistance in developing procedures and training necessary for effective implementation of this policy. Promontory's director will ensure that school personnel and parents are provided with information about this policy, as needed.

### **Administration of Medication Procedures**

The student's parent or guardian must complete the parent/guardian section of the Student Medication Form requesting that medication be administered to the student during regular school hours. Parents are responsible for updating the Student Medication Form, as necessary.

Authorization forms must be renewed annually to remain valid.

#### *Self-Administration of Medication by Students*

Students may possess and self-administer prescription medication at school in compliance with applicable law where the student's maturity level is such that he or she can reasonably be expected to properly administer the medication on his or her own. The director will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

Self-administration shall be consistent with the provisions of Utah Code Ann. § 53G-9-609 through § 53G-9-611 and requires both a health care provider's statement and a parent/guardian authorization. Such authorization must be renewed annually.

#### *Medical Recommendations by School Personnel*

The director will ensure that appropriate school personnel receive training on the provisions of Utah Code Ann. § 53A-11-605 regarding medical recommendations by Promontory employees.

## **ADMINISTRATIVE PROCEDURES**

### **Administration of Medication Procedures**

These procedures are established in accordance with the Administration of Medication Policy adopted by Promontory's Board of Directors.



## Administration of Medication by School Personnel

To ensure safe administration of medication to students, the procedures outlined here must be followed.

1. The director will designate a reasonable number of Promontory employees who will be responsible for administering medication to students in the school.
2. The director will arrange for the director and all designated school employees to receive adequate training from a licensed health care professional prior to administering any medication. Training should include indications for the medication, means of administration, dosage, adverse reactions, contra indications, and side effects.
3. The student's parent or guardian must complete the parent/guardian section of the Student Medication Form requesting that medication be administered to the student during regular school hours. Parents are responsible for updating the Student Medication Form, as necessary.
4. The student's health care provider must complete the Health Care Provider section of the Student Medication Form indicating the child's name, the name of the medication, the purpose of the medication, the means of administration, the dosage, the time schedule for administration, the anticipated number of days the medication needs to be given at school, and possible side effects. The practitioner must also affirm that giving the medication during school hours is medically necessary.
5. A Student Medication Log must be maintained for any student who has medication administered at school, and all employees authorized to administer medication will be notified regarding each student to whom they are authorized to administer medication.
6. Each time medication is given, the person who gave it must document the administration in ink on the Student Medication Log. If the medication is not administered as scheduled, a notation must be made on the Student Medication Log as to why the medication was not given, and the student's parent or guardian must be notified.
7. The Student Medication Form and Student Medication Log will be retained in the student's records.
8. Teachers of the student receiving medication during school hours will be notified.
9. Medication (other than that carried by a student) must be delivered to the school by the student's parent or guardian or designated adult.
10. Medication should be delivered to the school in a container properly labeled by a pharmacy, manufacturer, or health care provider. Labeling must include the student's name, the name of the prescribing practitioner, date the prescription was filled, name and phone number of the dispensing pharmacy, name of the medication, dose, frequency of administration, and the expiration date.
11. Medication must be stored in a secure, locked cabinet or container in a cool, dry place, except that:
  - a. a. medications that require refrigeration must be stored appropriately.
  - b. insulin or emergency medications such as EpiPens, Twinject Auto-Injectors, asthma



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inhalers and glucagon must not be stored in a locked area, so that they are available when needed.

12. Authorization for administration of medication by Promontory personnel may be withdrawn by the school at any time following written or verbal notice to the student's parent or guardian, as long as this action does not conflict with federal laws such as IDEA and/or section 504 of the Rehabilitation Act. The director may withdraw authorization for administration of medication in cases of noncompliance or lack of cooperation by parents or students unless the student's right to receive medication at school is protected by laws such as IDEA or section 504.

#### *Self-Administration of Medication by Students*

Students may possess and self-administer prescription medication if:

1. The student's parent or guardian signs a statement:
  - a. Authorizing the student to self-administer the medication; and
  - b. Acknowledging that the student is responsible for, and capable of, self-administering the medication; and
2. The student's health care provider provides a written statement that:
  - a. It is medically appropriate for the student to self-administer the medication and be in possession of the medication at all times; and
  - b. The name of the medication prescribed for the student's use.

Promontory will provide an acceptable form for parents to request that their student be allowed to possess and self-administer prescription medication.



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## AUTHORIZATION OF SCHOOL PERSONNEL TO ADMINISTER MEDICATIONS

**Name of Student:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**School/Teacher:** \_\_\_\_\_

**Name of licensed health care provider completing form: (please print)**

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**Licensed Health Care Provider's Statement:**

1. Name/Type of medication: \_\_\_\_\_

2. Dosage/Amount to be given: \_\_\_\_\_

3. Frequency/Times to be administered: \_\_\_\_\_

4. Duration (week, month, indefinite, etc.): \_\_\_\_\_

5. Anticipated reactions to medication (symptoms and/or side effects for underdose/overdose, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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*Signature of Licensed Health Care Provider*

*Date*

**Parent/Guardian Request/Approval:**

I hereby request and give my permission for the above-named student to receive the specified medication as stated in the above instruction from the health care provider. I understand that the school administration will designate specific staff to administer medication, train staff, assure proper identification and safekeeping of medication, and maintain records of such administration of medication.

I further understand that school personnel who provide assistance (administration of specified medication so noted) or employer of such staff are not liable, civilly or criminally, for any adverse reaction suffered by my child as a result of taking the medication so indicated and discontinuing the administration of the medication in keeping with the procedure outlined above.

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*Signature of Parent/Guardian*

*Date*



## BOARD MEMBER SCREENING POLICY

### A. Screening and written nomination process for Board of Trustee candidates.

As approved by the Promontory board of trustees, the process for the election of board members for the upcoming school year shall follow the procedure outlined in the Promontory by-laws;

- a. The Board shall publicly announce the number of vacancies available
- b. The Board shall consider any nominations from parents or the community at large, with the following additions:
  - i. ~~1.~~ The board chair will appoint a nominating committee to solicit and review nominations. This committee will include the board chair or vice chair plus at least one additional board member.
  - ii. ~~2.~~ The nomination committee will discuss with the board of trustees and the director the board recruitment process and clarify the director's role in the process.
  - iii. ~~3.~~ The nomination committee will facilitate discussion with the board to define and prioritize the skills, qualities and diversity needed on the board (see section (B) below).
  - iv. ~~4.~~ The nomination committee will present a job description (see section (C) below) for a Board of Trustees to the board for approval by majority vote and upon approval post it publicly on the school website.
  - v. ~~5.~~ Board candidates will complete a nomination application and/or submit a resume, letter of interest, and references.
  - vi. ~~6.~~ Board candidates will agree to submit to a background check.
  - vii. ~~7.~~ Board candidates will participate in a personal interview with at least the nominating committee (see section (D) below).
  - viii. ~~8.~~ The nomination committee will bring recommendations of potential board members to the board for election at a board meeting (see section (E) below).
  - ix. ~~9.~~ The full board shall consider and vote on the recommended candidates.
  - x. ~~10.~~ Vacancies shall be filled by the affirmative vote of a majority of the trustees then in office.
  - xi. ~~11.~~ Candidates will be notified of the result immediately following the process.
  - xii. ~~12.~~ If vacancies are not filled by the affirmative majority vote, the nomination process must start again.

### B. Desired skills, qualities and diversity considered for the board.

Charter school boards are designed to be self-perpetuating, as such, Promontory School of Expeditionary Learning Board of Trustees will nominate and recommend new board members as vacancies occur. This will be an ongoing and active process, followed by a thorough plan for



orienting new colleagues to their board responsibilities.

When preparing to fill a vacancy, the board will consider the following:

- Who is currently sitting on the board and what skill set does each individual bring to the table?
- Based on the school's mission, what additional skills would be helpful to continue progress toward the mission?

Skills and attributes to consider include the following:

➤ **IDEAL ATTRIBUTES**

- Passionate about the mission
- Time to commit to this important endeavor
- Ability to bring a concrete skill to the board
- Willingness/ability to serve as a governor (fulfilling governance functions), ambassador (reaching out to community), sponsor (giving time and money) and consultant (using skills and expertise on behalf of the organization)
- Ability to understand the distinctions between governance and management
- People comfortable with a start-up situation
- Ability to ask tough questions

➤ **PRIORITY SKILLS**

- Financial— both accounting and bigger picture financial management skills
- Real estate— facility identification, negotiation, financing and property management
- Fundraising— especially cultivating individual donors, building a donor base
- Public relations/marketing— especially as it relates to fundraising and community building
- Human resources— personnel policies, salaries, benefits
- Legal expertise— general law as opposed to educational law
- Education— especially accountability, systems, and big-picture administration of educational institutions
- Previous governance experience (non profit or corporate)

**C. Job description for Board of Trustee.**

*Promontory School of Expeditionary Board of Trustees Job Description*

The governing board of Promontory School of Expeditionary Learning is seeking board members to participate in the development and on-going success of the charter school, whose

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experience, knowledge, and drive will help to develop the vision and values outlined in the school's charter and ensure that they are implemented as the school opens its operations. Working closely with other governing board members and the school director, responsibilities include ensuring that the culture, programs, and protocols are all in line with the original vision of Promontory School of Expeditionary Learning. Additionally, it is the responsibility of all board members to ensure that the school is a viable organization.

*What are the Qualifications that Make an Effective Promontory School of Expeditionary Learning Board Member?*

1. Commitment to the long-term future of the Promontory School of Expeditionary Learning Public Charter School.
2. Support of charter schools as an integral method of education reform
3. Understanding of Expeditionary Learning Core Practice and Benchmarks and Design Principles and support of Expeditionary Learning as an exemplary educational model. The board recommends reading, "An Ethic of Excellence: Building a Culture of Craftsmanship with Students," written by Ron Berger.
4. ~~5.~~ Agree with the educational philosophy, discipline policy and administrative structure policy of Promontory School.
5. ~~6.~~ Understand the curriculum that has been approved by the board.
6. ~~7.~~ Ability to evaluate alternatives and make informed and timely decisions
7. ~~8.~~ Strong communication skills and an ability to work in teams
8. ~~9.~~ Expertise in education, finance, marketing, community relations, management, or organizational development are preferred, but not required

*What is the Time Commitment for Serving on a Charter School Board?*

This varies from school to school although best practice tells us that the most effective charter school board members give 6-10 hours a month. This generally breaks down as:

- 2 hours per month for board meetings
- 1-2 hours per month for committee meetings
- 1-2 hours for committee work in between meetings
- 2-4 hours per month for ambassador and fundraising tasks
- At a bare minimum monthly board meetings and at least 2 hours of work in between board meetings.

**D. Specific questions for candidates on experience, teamwork, commitment, and philosophy as stated below may be used when interviewing candidates.**



➤ **RELEVANT EXPERIENCE**

- What is your past governance experience? Do you believe the board you served on was effective? Why or why not?
- What work do you do right now? How might this work support the mission of this school?
- What ideas if any do you have to leverage your networks and connections that could benefit the school?
- How might you advocate for the school publicly and privately?
- What would you do if the media or some local groups opposed the school?
- Do you have any past issues or conflict of interests that could potentially interfere with your service on the board?
- Describe a project that you raised money for in the past. What were your goals and what was the outcome?
- I can see many things you would bring to this board, but what do you see yourself bringing to it? What unique contribution will you bring?
- What do you hope to get out of being on this board?

➤ **TEAMWORK**

- What are the characteristics of effective groups?
- What qualities make some boards more effective than others?
- What do you see as the role of the ideal board member?
- When you are in a professional group, do you often change your mind on an issue about which you feel strongly? Can you think of any examples when this did or didn't happen?
- If your personal views were to come into conflict with a decision of the board of the school, what would you do?
- Would you be willing to make a financial contribution that was meaningful to you and the school if you were a member of the board?
- Describe an experience in which you had leadership responsibilities with a group. What worked? What did you learn about yourself?
- Describe your ideal approach to resolving conflict.
- Describe a situation in which you had a conflict with a team member, employee, or manager. What strategies did you use to resolve the conflict?
- Working on a board requires close teamwork among a group that is likely to bring diverse backgrounds and experiences. Can you describe an experience in which you worked with such a team? If not, how does this opportunity strike you?

➤ **COMMITMENT**



- What projects are you passionately committed to right now?
- What is your current work? How is it going? What do you like and dislike about it?
- Are you willing and able to commit at least ten hours a month to a cause you feel passionately about? Can you think of a recent example where you did just this?
- Do you have any other non-profit commitments that might be a higher priority than your work on the school? If so, what are they?
- How many board positions do you currently hold? What conflicts would your service to this Board present?

➤ **PHILOSOPHICAL ALIGNMENT**

- Where do your children go to school? Are you satisfied? Why or why not?
- What is right/wrong with education right now?
- What would you never want to see in this school?
- What is a charter school?
- What do you like and dislike about the charter school idea?
- What do you believe about charter schools? Do you think they are
- What is the primary purpose of public schools?
- Describe your vision of an excellent public school?
- Tell me about an experience or achievement from your own schooling that was particularly powerful for you?
- For the school we've discussed, 10 years from now, how would we know if it had been successful? What kind of measurable or appreciable results might we see that would let us know we had succeeded?

**F. Tool to help “rank” candidates.**



### BOARD CANDIDATE EVALUATION FORM

**PHILOSOPHICAL ALIGNMENT:**

Does the candidate believe in the mission and purpose of both our organization and the charter school movement? Will s/he make decisions based on alignment with the organizational mission, rather than based on personal needs and considerations?

Definitely Reject	Probably Reject	Unsure	Probably Invite	Definitely Invite
1	2	3	4	5

**COMMITMENT:**

Is the candidate willing to devote her/his full energy and talent to the board? Is her/his understanding of her/his responsibilities as a board member aligned with our expectations? Does s/he have the time necessary to be an active board member? Even in the face of organizational challenges and difficulties, will the candidate remain committed to the organization?

Definitely Reject	Probably Reject	Unsure	Probably Invite	Definitely Invite
1	2	3	4	5

**TEAMWORK:**

Will the candidate make a good team member? Is s/he open to hearing others' opinions and perspectives? Is s/he sensitive to group dynamics? Is s/he willing to put organizational needs before her/his interests & needs in making decisions?

Definitely Reject	Probably Reject	Unsure	Probably Invite	Definitely Invite
1	2	3	4	5

**RELEVANT EXPERTISE:**

Does the candidate have expertise relevant to a board position? Will her/his expertise fill a need unmet by current board members? Has the candidate had enough experience within his/her field such that s/he can make meaningful contributions? Is s/he willing to share her/his expertise as a board member?

*Possible areas of expertise:*

Strategic planning \_\_\_\_\_ Senior management/leadership \_\_\_\_\_ Accounting/finance \_\_\_\_\_ Fundraising \_\_\_\_\_ Legal \_\_\_\_\_ Marketing/PR \_\_\_\_\_  
Governance \_\_\_\_\_ Facilities/Real Estate \_\_\_\_\_ Education \_\_\_\_\_ Politics/Connections \_\_\_\_\_ Community Representation/Organizing \_\_\_\_\_

Definitely Reject	Probably Reject	Unsure	Probably Invite	Definitely Invite



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1	2	3	4	5
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## DIGITAL SURVEILLANCE USE AND STORAGE POLICY

Promontory School of Expeditionary Learning recognizes its right to use video surveillance on school property to ensure the health, welfare, and safety of all staff, students, and visitors on campus, and to safeguard school buildings, grounds, and equipment. Specifically, the use of video surveillance promotes the safety of all individuals on school property; assists in providing physical security for school assets; provides visual resources to areas having an absence of adult supervision; assists administration and law enforcement during an emergency; provides retroactive and investigative support to administrators; and acts as a deterrent to inappropriate or criminal behavior.

The purpose of this policy is to establish procedures for the use of video surveillance on school property in a manner that enhances security and aids enforcement of school rules, board policies, and state laws, while respecting the privacy expectation of staff, students, and community members. The existence of this policy does not imply or guarantee that security camera equipment will be used in any particular location or monitored in real time continuously or at any given moment. This policy also serves as notice to all who enter Promontory School of Expeditionary Learning of said recording devices being used on and within the school premises.

Video surveillance equipment may only be used for legitimate business-related purposes and may not be used to harass, stalk, intimidate, or inappropriately monitor any individual. Promontory School will comply with all applicable laws and regulations pertaining to the use of video surveillance, including those related to maintaining and sharing video footage. Video equipment and footage may only be accessed by authorized personnel or school officials, and may not be accessed for personal, inappropriate, or unlawful reasons.

Cameras will only be placed in classrooms and learning environments on a case-by-case scenario, if deemed necessary by the guidelines listed above. Any video footage that is being captured in these incidents will not be available for live stream feed outside of the school building. This footage will only be stored for 48 hours and is available upon formal request and following state and federal laws. Any classroom footage must be viewed in person, on campus; no footage will be sent digitally off campus, without a court order, State or Federally mandated, or for the purposes of investigations by law enforcement.

Requests for surveillance video footage may come from many sources, including news media, law enforcement, vendors, parents, employees, students, and community members. Upon formal request, Promontory School will thoroughly review each request to ensure compliance with all applicable state and federal laws, including open records and student data privacy laws, board policies, and lawfully issued subpoenas and warrants. Records released will be documented according to state and federal laws, board policies and student data privacy laws.



## DISSEMINATION OF INFORMATION ABOUT JUVENILE OFFENDER POLICY

**Purpose:** The purpose of this policy is to comply with the requirements of Utah Administrative Code R277-736

**Policy:** Utah Code 53G-8-210.

The Director, school secretary, and teacher of students have authority to receive private information about students who are designated juvenile offenders if the offense poses a potential future threat to the welfare of the offender, other students, or staff members. Such information will be disseminated by the Director or their designee. Violent crimes and drug related crimes are examples of offenses that pose possible future threats. Petty theft is an example of an offense that would be left to the discretion of the Director. Promontory School reserves the right to judge the potential threats of any juvenile offender and to act in good faith to preserve the safety of the staff and students, while respecting the privacy of the offender.

### Discipline and confidentiality.

School officials shall strictly protect student confidentiality in matters of discipline and take all reasonable measures to keep information dissemination on a need to know basis. The dissemination of any information about Promontory School of Expeditionary Learning students between agencies and other schools shall be consistent with FERPA (Family Educational Rights and Privacy Act) and GRAMA (Government Records Access and Management Act), including applicable time periods and protection of private information.



## DONATIONS, GIFTS & SPONSORSHIPS POLICY

### A. PURPOSE

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

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

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

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

### B. SCOPE

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

### C. GENERAL POLICY STATEMENTS

1. "Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Promontory School or other public bodies [Utah Code 51-7-3(26)]. All monies received through donations, gifts, or sponsorships are considered public funds.
2. All funds, property, or goods donated become public funds and the property of the school, and



should be used for the purpose for which they were donated and in accordance with State and school policies.

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



16. Donations, gifts, and sponsorships given by vendors to specific programs (e.g., drama, sports teams) or school employees shall be evaluated for compliance with Utah Code 63G-6a-2304.5, "Gratuities, Kickbacks, Unlawful use of position or influence." As required by state law, donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. School employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.
17. Donations and gifts over \$250 will be provided with an acknowledgment of the contribution from the school for IRS purposes. The acknowledgment will be in the form of a receipt issued by the Business Manager. These receipts will be generated from the information provided on the "Donations, Gifts, and Sponsorships" form.



## GRIEVANCE POLICY

### Purpose

Promontory School aims to provide a fair, nondiscriminatory, and productive environment for all members of its community, including employees, board members, volunteers, parents, and students. This policy provides a transparent and consistent framework for addressing concerns and resolving grievances in a respectful and constructive manner.

Negotiated solutions will aim to address the key issues and be acceptable to all individuals or parties involved without ascribing blame, victimization, or discrimination. Complainants will not suffer any disadvantage, victimization, retaliation, or discrimination as a result of raising a grievance, with minimum stress and maximum protection for all concerned.

Every Promontory School staff member, administrator, and governing board member has a responsibility to comply with this policy and to treat everyone at Promontory School with dignity and respect. The grievance procedure is intended for good faith concerns. Knowingly false or bad faith use of this process may result in corrective action.

### Definitions

**Complainant:** The individual who has experienced the incident or issue resulting in dissatisfaction and has chosen to file a grievance.

**Executive Committee:** A sub-committee of the Board of Directors made up of the Board Chair, Vice Chair, and any other board member as appointed by the Board Chair.

**Grievance:** A formal complaint made by an employee, parent, volunteer, student, or board member—an official reporting of a wrong or hardship suffered (real or perceived), that affects that individual's rights, responsibilities, or conditions of participation—excluding disciplinary actions. Disciplinary action appeals are handled under a separate process.

**Victimize:** To act or omit to act toward a person in a way intended to cause disadvantage to that person because they have made, may make, or are the subject of a complaint.



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**Good Faith Efforts:** Attempts to resolve a concern through appropriate channels, carried out with respect for all parties. Good faith efforts are free of personal agendas, conflicts of interest, or ulterior motives, and reflect a desire to seek resolution rather than to blame, retaliate, or escalate unnecessarily.

## Grievance Procedures

### Step 1: Attempt Informal Resolution

Before filing a formal grievance, the complainant must make good faith efforts toward informal resolution through appropriate channels. Individuals are encouraged to resolve issues through direct and respectful communication with the person(s) involved or with an appropriate school administrator before submitting a formal grievance.

### Step 2: Submit a Written Grievance

If unresolved, the complainant may file a formal grievance in writing [using the grievance form via letter or email](#) within a reasonable and timely manner of the incident or decision. Employee grievances may not involve representation at this step.

All grievances should be submitted to the appropriate person as directed by school policy:

- Grievances involving school employees, parents, volunteers, and students must be submitted to the School Director.
- Grievances involving the School Director or a School Board Member must be submitted to all members of the Executive Committee of the Board. The Executive Committee reserves the right to assess whether a grievance falls within its purview, and may refer a grievance to school administration as needed.

Written grievances must include:

- A statement that the complainant is filing a formal grievance.
- Name and contact information for the complainant.
- Names of individuals involved in the incident(s).
- Dates, times, and duration of incident(s).
- Specific details of the incident(s) or issue(s).



- How the incident(s) affects the complainant's rights, responsibilities, or conditions of participation.
- Relevant Promontory School policies, if applicable.
- Details of good faith efforts taken to resolve the issue through appropriate channels.
- Submission by the complainant or their legal guardian.
- The resolution or remedy sought.
- The complainant's signature or typed name.

Note: Failure to follow these grievance procedures may result in dismissal of the grievance. Anonymous submissions cannot be fully investigated and will not be accepted as formal grievances.

### **Step 3: Acknowledgment of Receipt**

The School Director or Executive Committee will acknowledge receipt in writing within 10 business days, and advise the complainant of additional proceedings, requests for information, and next steps.

### **Step 4: Review and Investigation**

A timely and impartial investigation will be conducted, which includes the following:

- Respectful, fair treatment of all parties.
- Informing the subject of the grievance of allegations against them and providing them a full opportunity to respond.
- Gathering facts, documentation, and witness statements.
  - All relevant submissions and evidence will be considered.
  - Irrelevant matters will not be taken into account.
- Maintaining confidentiality, except as required for investigation.
- The decision-maker(s) must be impartial, fair, and just.
- All parties to the grievance must have the right to be heard.
- Investigations and proceedings will be conducted without undue delay.
- Any individual(s) subject to a grievance will recuse themselves from participation in the investigation, discussions, and recommendations.
- All communication pertaining to a grievance made to the Executive Committee—including receipt, investigation procedures, and outcomes—will be approved by the Executive Committee and issued in writing.



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## Investigative Consultation:

- The Executive Committee may provide guidance or recommendations to school administration regarding the handling of grievances as necessary.
- The School Director and/or Executive Committee may consult legal counsel or other professional consultants as needed.

## Step 5: Resolution and Response

A formal written response will be provided within 10 business days of acknowledgment, unless more time is required. The response will include:

- A summary of findings.
- Any decision or resolution.
- A copy of this policy.
- Any options for appeal, if applicable.
- Corrective actions (if any) shall be shared on a need-to-know basis with the individual subject to the action, Administration, and/or Executive Committee. The Executive Committee may advise on corrective actions as needed.

While this process will generally be followed, the School Director and/or Executive Committee may adjust steps in unforeseen circumstances.

## Commitment to Positive Culture

Promontory School is dedicated to creating and maintaining a positive and dynamic environment and culture. Gossip, rumors, negative discussions, and speculation about employees, volunteers, parents, or students will not be tolerated.

It is the responsibility of all parties involved in a grievance to participate fully in the resolution process in good faith. Confidentiality must be respected and maintained at all times, consistent with the need to investigate thoroughly, legal requirements for disclosure, and the principles of natural justice.



## PUBLIC ATTENDANCE AND PARTICIPATION AT GOVERNING BOARD MEETINGS

**Rule:** 53A-3-106

**PURPOSE:** The purpose of this policy is to notify the public regarding attendance and expectations at Governing Board meetings.

**POLICY:**

Every regular, special, or called meeting of the Board shall be open to the public. Citizens may exercise their democratic privilege of attending Board meetings except as otherwise provided by the Constitution of the State of Utah and Federal and State statutes.

All speakers wishing to address the Board during agenda item three, Open Public Comments, must notify the secretary of the Board and sign in at the beginning of the meeting. Anyone properly signed in shall have the opportunity to speak during the board meeting. Resolution of questions or responses to proposals should not be expected at this meeting. Staff or others may be asked to research and/or prepare materials and solutions for a later time.

Public participation comments are limited to 2 minutes. If multiple persons wish to address the board on the same topic, speakers will be limited to a total of fifteen minutes. When multiple individuals wish to address the Board on one or more topics, the Board Chair may place a time limit for total public participation and proportion the time for those who wish to speak.

The Board shall make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding public participation.

Regulations for persons addressing the Board are:

1. The speaker's remarks shall focus on an issue which is being or can be dealt with by the Board.
2. Personal attacks are not permitted. Personal attacks include attacking the motives or person of an individual but do not include criticism of specific actions or decisions of the Board or of policy-making employees of the School. Any person making a personal attack shall be ruled out of order by the Board Chair.
3. Complaints against individual non-policymaking employees of the School shall not be made during public participation. The Director shall present all such complaints to the Board, in writing, signed and verified by the person making the complaint. If a speaker makes such a complaint, the Board Chair should inform the speaker of the proper procedure for making such



complaints. If the speaker persists in making a complaint, the speaker should be ruled out of order by the Board Chair.

It is the prerogative of Board members to ask the speaker questions during the speaker's presentation or make comments as frequently as necessary to clarify the discussion. The speaker may make comments and ask questions but may not interrogate members of the Board or debate issues with them. Any person interrogating or debating with members of the Board shall be ruled out of order by the Board Chair.

The Chair may terminate any speaker's presentation for persistent violations of these rules, provided the speaker has been ruled out of order for violation of these rules.

If the Board determines a need for additional discussion of an issue raised during public participation, the item may be added to the agenda for the next meeting.



Tammy Stutznegger <tstutznegger@promontoryschool.org>

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## after school program

3 messages

**Glenna Petersen** <gpetersen@promontoryschool.org>

Mon, Dec 29, 2025 at 4:05 PM

To: Board <Board@promontoryschool.org>, Amber Edelman <aedelman@promontoryschool.org>, Emily Ross <eross@promontoryschool.org>, Janni Richards <janni.richards@promontoryschool.org>, Jennifer Delaney <jdelaney@promontoryschool.org>

Dear Members of the Board,

I am writing to formally request approval to expand my current after-school program from one day per week to two days per week, beginning **the second week of January**, for the upcoming semester.

While I cannot attribute all academic growth solely to my after-school efforts, I can confidently say that student achievement improved significantly during the time the program was in place. Growth varied based on students' starting levels. For example, one student who entered the program already performing at a higher reading level showed a **2% increase**, which is expected given her initial proficiency. (why I would like to separate math and reading) At the other end of the spectrum, the most substantial growth reflected a **221% increase**, demonstrating the potential impact of targeted intervention when students receive consistent support.

It is also important to note that many participating students were receiving additional instruction through WIN Time, and credit for their progress should be shared. However, I strongly believe that the small-group, after-school instruction—combined with consistent parental support—made a meaningful difference. The focused setting allowed students to receive targeted instruction, practice skills with confidence, and build stronger academic habits.

For the upcoming semester, I respectfully request the opportunity to run this program again with added support. The proposed structure would be intentional and targeted: **one after-school day dedicated solely to increasing Math proficiency and one after-school day dedicated solely to increasing Reading proficiency**. This focus would allow students to receive deeper, more effective instruction in each subject area.

My academic goals are to move:

- **12 students into the blue range in Math, and**
- **16 students into the blue range in Reading by end-of-year testing.**

I am confident these goals are attainable if the program is approved to operate two days per week and if group sizes remain small. Ideally, each group would consist of **six students or fewer**, allowing for individualized instruction and meaningful feedback without compromising instructional quality.

Expanding the program to two days per week, beginning the second week of January, would provide the necessary time and structure to deepen instruction, reinforce skills, and better meet diverse student needs. I am committed to maintaining high expectations, clear communication with families, and alignment with school and district goals.

Thank you for your time and thoughtful consideration. I have provided additional data, and I'm willing to answer questions, or discuss this proposal further.

<https://docs.google.com/spreadsheets/d/12Xz5BG9sytH84SrIVgpegfrDwXI1Zt5rc9zvm3litN0/edit?gid=0#gid=0>

Sincerely,

Ms. Glenna Petersen  
3-4 Promontory School Teacher  
Licensed and Certified ELED/SPED

*“Develop a passion for learning. If you do, you will never cease to grow.”*

Anthony J. D'Angelo

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**Janni Richards** <janni.richards@promontoryschool.org>  
To: Glenna Petersen <gpetersen@promontoryschool.org>  
Cc: Board <Board@promontoryschool.org>, Amber Edelman <aedelman@promontoryschool.org>, Emily Ross <eross@promontoryschool.org>, Jennifer Delaney <jdelaney@promontoryschool.org>

Mon, Jan 5, 2026 at 6:30 AM

Glenna,  
This is so exciting. We will need to make sure we have an adult in the building on the days that you have your tutoring. Someone besides the teacher running the afterschool program has to stay after for safety purposes. When you figure out the days and times, let us know so we can take it to our admin meeting and discuss who would be able to cover on our end. Thanks for putting in all the extra effort with your students!

[Quoted text hidden]

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**Emily Ross** <eross@promontoryschool.org>  
To: Janni Richards <janni.richards@promontoryschool.org>  
Cc: Glenna Petersen <gpetersen@promontoryschool.org>, Board <Board@promontoryschool.org>, Amber Edelman <aedelman@promontoryschool.org>, Jennifer Delaney <jdelaney@promontoryschool.org>

Tue, Jan 6, 2026 at 9:52 AM

Thank you for sharing your thoughtful ideas, Glenna. We appreciate the thought and effort you've put into this!

Amber has been coordinating with Glenna about this possibility, and we're looking forward to continuing those conversations with the school Leadership Team. Once the details are figured out on how this could best fit the school's needs, Admin will formally present the proposal to the board. We look forward to your consideration--we're glad to have such thoughtful educators at Promontory!

[Quoted text hidden]



## CIVILITY POLICY

### **PURPOSE:**

The Promontory School of Expeditionary Learning School Board believes that a safe, civil, and respectful environment is essential to the successful operation of schools. All members of the Promontory community are expected to model our RISE FAR values. Conversely, uncivil conduct (see definition) interferes with students' ability to learn, a school's ability to educate its students, and an administrator's ability to manage and lead the school community. Through participation in school activities and/or school sponsored activities, students, staff, parents, community members, and administrators shall be accountable for the promotion of and demonstration of civil conduct, communication, and problem-solving throughout the school or at locations of school-sponsored activities.

Promontory School is committed to support this expectation and will not condone or accept uncivil conduct (see definition) on school grounds, at school-sponsored activities, or in verbal, written or electronic communications whether by students, staff, parents, community members, or administrators.

The purpose of the Promontory School of Expeditionary Learning's Civility Policy:

- To promote an environment that is safe, productive, and nurturing for students;
- To provide students with appropriate models for civil and respectful communication and problem-solving; and
- To support respectful and civil interaction and communication among students, staff, parents, community members, and administrators.

### **UNCIVIL CONDUCT:**

**Definition:** Conducting one's self in a discourteous or disrespectful manner when communicating or interacting with others. Uncivil Conduct includes, but is not limited to, behaviors such as:

- directing vulgar, obscene, or profane gestures or words at another individual;
- taunting, jeering, inciting others to taunt or jeer at an individual;
- interrupting another individual repeatedly or raising one's voice in anger at another person;
- imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met;
- using derogatory epithets;
- gesturing in a manner that puts another in fear for his/her personal safety;
- invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave;
- violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws);
- or other similar disruptive conduct.



**Uncivil conduct does not include** the expression of controversial or differing viewpoints that may be offensive to some persons, so long as:

1. the ideas are presented in a respectful manner and at a time and place that are appropriate, and
2. such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

### **IMPLEMENTATION OF THE CIVILITY POLICY:**

In all cases, individuals who believe they have been treated in an uncivil or disrespectful manner are expected to address the concern promptly through direct and appropriate communication with the individual(s) involved. When direct communication is not possible, not appropriate, or has been unsuccessful, individuals may seek assistance from a school administrator or supervisor to facilitate resolution and ensure proper procedures are followed.

Severe, repeated, or ongoing acts of uncivil conduct will not be tolerated and may constitute violations of other Promontory School of Expeditionary Learning Board policies. Such violations may result in corrective or disciplinary action, as applicable. Nothing in this policy limits the authority of school officials to maintain order, ensure a safe and respectful environment, or enforce school rules, board policies, and applicable laws.

The Director or designee shall ensure this policy is clearly communicated on an annual basis to students, staff, parents, community members, and administrators.



## GRIEVANCE FORM

*For use by employees, parents, volunteers, students, or board members submitting a formal grievance, in accordance with Promontory's Grievance Policy. Failure to follow these grievance procedures may result in dismissal of the grievance. Submission of this form indicates that the complainant is filing a formal grievance. Anonymous submissions cannot be fully investigated and will not be accepted as formal grievances.*

Name of Complainant: \_\_\_\_\_ School Role: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent/Legal Guardian (if complainant is a student): \_\_\_\_\_

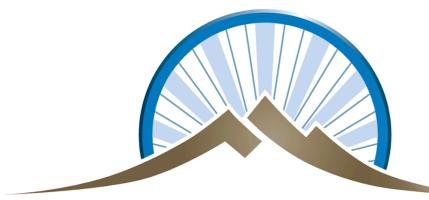
<b>Step I:</b> Attempt Informal Resolution	Describe good faith efforts toward informal resolution through appropriate channels:
<b>Step II:</b> Submit a Formal Grievance	Submit this form to the appropriate person as directed by school policy.

### Description of Grievance

Names of Individuals involved in the incident(s):

Dates, times, and duration of incident(s):

Specific details of the incident(s) or issue(s) that affected the complainant:



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How the incident(s) affects the complainant's rights, responsibilities, or conditions of participation (include relevant Promontory School policies, if applicable):

The resolution or remedy sought:

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

### Next Steps (for administrative use only)

Date Submitted:

Submitted to:

<b>Step III:</b> Acknowledgment of Receipt	The School Director or Executive Committee will acknowledge receipt in writing within 10 business days, and advise the complainant of additional proceedings, requests for information, and next steps.
<b>Step IV:</b> Review & Investigation	A timely and impartial investigation will be conducted, in accordance with the Grievance Policy.
<b>Step V:</b> Resolution & Response	A formal written response will be provided within 10 business days of acknowledgment, unless more time is required, in accordance with the Grievance Policy.



## Social Media Policy

### Purpose

The purpose of these guidelines is to provide guidance for the use of official school social media platforms, ensuring that all content supports the school's mission, values, and ethical and legal standards, while protecting both the school and its employees.

These guidelines also act to provide guidance on professional and responsible use of social media by Promontory School employees and representatives. Because the lines between personal and professional online activity are often blurred, employees are expected to consider how their online conduct—on personal or school accounts—may reflect on the school, its students, families, and community.

Employees, volunteers, and board members are expected to comply with all applicable state and federal laws, professional and ethical standards, and Promontory policies and procedures. Nothing in this policy is intended to interfere with rights protected under state or federal law, including rights related to protected speech or protected concerted activity. Whether using a personal or school account, content related to the school must comply with these guidelines.

### Official School Social Media Platforms

#### General Expectations

- Ensure that all content supports the educational mission of Promontory School of Expeditionary Learning and uphold professional, ethical, and legal standards.
- Social media use must serve a clear educational or school-related purpose.
- Employees are expected to maintain professional conduct at all times when engaging online.
- The boundaries between personal and professional roles are often blurred online; employees should be aware that their online conduct may be associated with the school.

#### Authorization & Oversight

- Individuals must receive prior approval from the school Director or a member of the administrative team before creating or using a professional social media account associated with Promontory School.
- Employees creating social media accounts are responsible for all content posted to profiles, pages or groups of social media sites used for Promontory school business.
- A member of the Administration team must be included as an administrator or member of any school-related page, group, or account.



School administration reserves the right to review, monitor, audit, modify, or remove content from any school-authorized social media account at any time.

## **Professional Accounts & Appropriate Use**

- Employees must use separate professional accounts for any school business.
  - Personal social media accounts may not be used for Promontory School business.
- Employees are responsible for all content posted to professional accounts they oversee.
- When communicating with students, employees should use group platforms or school-approved communication tools.
- To maintain transparency and appropriate boundaries, employees should avoid one-on-one electronic communication and include a parent/guardian, team teacher, or administrator when individual communication is necessary.
- Professional social media use should be limited to activities that directly support instruction, communication, or school operations.

## **Employee Social Media Use**

The lines between public and private, personal and professional are blurred in the digital world. Even on personal accounts, you may be publicly associated with Promontory School through what you post, comment on, or share.

Employees should not “friend”, follow, or interact with students on personal social media accounts. Employees are encouraged to carefully consider professional boundaries when engaging with students’ parents, guardians, or family members on social media.

Personal social media accounts are generally private. However, any content that involves Promontory School, its students, employees, or families—or that could reasonably be seen as representing the school—must comply with professional, ethical, and legal standards. This includes, but is not limited to, posting student images, sharing school-related information, or commenting on school matters.

Even when content does not involve the school, online conduct that is illegal, constitutes harassment, discrimination, threats, breaches confidentiality, or otherwise materially interferes with the employee’s job performance or the school’s operations may affect employment, up to and including termination, in accordance with school policy and applicable law.

## **Professional Use of Social Media**

When posting to any professional school page or group, employees must ensure that:

- All content aligns with school policy and educational standards.



- Express ideas and opinions in a respectful manner.
- All communications should be in good taste and meet educational standards.
- Never post a student's photo without obtaining parental permission.
- Photos must be consistent with school dress standards.
- Images or pictures should portray employees and the school in a professional manner.
- No political, religious, or sexual content is posted on Promontory School Platforms.

### **Personal Use of Social Media**

Even when posting to personal pages or groups, an employee should understand that:

- Employees are personally responsible for the content they publish online.
- Online postings and conversations are not private.
- Content shared online should be considered permanent, even if later deleted.
- Work time should not be used to engage on personal social media platforms.
- If you identify yourself as a school employee online, your online presence should reflect the professional standards and the mission of Promontory School.
- Employees should clarify that views expressed are their own and not necessarily those of the school; however, a disclaimer does not remove personal responsibility for online conduct.
- Posting student information or images without authorization may violate FERPA, student privacy laws, or parental rights, and may result in disciplinary action.

### **Privacy & Protections**

Photos, videos, audio, or digital images of employees, parents, or community members may be used on official school social media when taken at school-sponsored or public events where there is no reasonable expectation of privacy, provided the content is respectful and appropriate. Individuals who have specific safety, privacy, or legal concerns related to the use of their image may submit a request to school administration for review. The school will consider such requests on a case-by-case basis but cannot guarantee removal of images taken at public or school-sponsored events where there is no reasonable expectation of privacy. While the school will make reasonable efforts to honor such requests, it may not be feasible to remove or recall materials already published or distributed.

The school will maintain procedures for obtaining parent/guardian consent regarding the use of student photographs, videos, audio recordings, or other digital reproductions. These procedures may be updated as needed and communicated through school forms or official communications. Parents/guardians will be provided a method to decline or limit permission in accordance with school procedures.

- When posting to social media, students' names may only be posted in accordance with FERPA and the school's media consent procedures. Unless specifically authorized by a parent/guardian, the school will generally limit identification to first names or initials, especially when paired with images or other personal information.
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- If a parent/guardian declines or limits permission, the school will make reasonable efforts to honor those preferences and protect the student's privacy on official school media and communication platforms.
- Parents/guardians may change or withdraw previously granted media permissions by notifying the school in accordance with school procedures. Revocation will apply to future use of images and recordings. While the school will make reasonable efforts to honor such requests, it may not be feasible to remove or recall materials already published or distributed.

The school cannot control or be responsible for photos, videos, or recordings captured and shared by parents, guests, or other third parties at public or school-sponsored events.

Social media will not be used to harass or bully others in any way, and any such use of social media will be considered a violation of bullying and harassment policies and/or applicable laws. Misuse of personal social media that negatively affects the health, safety, or welfare of any member of the school community, or that disrupts the educational environment, may result in referral to law enforcement and/or disciplinary action in accordance with applicable law and school policy.

### **Reporting Concerns**

Anyone who becomes aware of a potential violation of these guidelines should report the concern to school administration immediately.

# **Employee Discipline Policy**

**Purpose:** The purpose of this policy is to explain the steps of resignation and termination for employees.

## **1. Resignation and Employment Termination**

- a. Resignation- voluntary employment termination initiated by an employee that must be in writing.
- b. Termination- involuntary employment termination initiated by Promontory School of Expeditionary Learning.
- c. Layoff/Non-Renewal- involuntary employment termination initiated by Promontory for non-disciplinary reasons.
- d. Reduction in Force- involuntary employment termination initiated by Promontory School for budgetary reasons.
- e. When a nonexempt employee intends to terminate his/her employment, he/she shall give Promontory School at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice.
- f. Any employee who terminates employment with Promontory School Expeditionary Learning shall return all equipment, files, records, keys, and any other materials that are property of Promontory School as specified in the completion of the Checklist for Resignation/Termination Process. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Promontory School will also be deducted from the employee's final check.
- g. Employee's benefits will be affected by employment termination in the following manner. Some benefits may be continued at the employee's expense (See Continuation of Benefits, COBRA), if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.
- h. Offer Letters (Renewal & Non-Renewal)
  - i. All new employees are given an Employee Agreement that identifies the terms of employment.
  - ii. Returning employees may be offered an Assurance/Letter of Intent in the Spring for the following school year prior receiving an Employee Agreement.

- i. Employment References
  - i. Promontory School may at its discretion, provide employment references for former employees. Promontory School will provide dates of employment and positions held.

## **Employee Harassment and Discrimination Policy**

**Purpose:** The purpose of this policy is to guarantee equal employment opportunities, free from harassment and discrimination.

1. It is the policy of Promontory School of Expeditionary Learning to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, citizenship or any other characteristic protected by law. Promontory School prohibits any such discrimination or harassment. It is our mission to provide a professional work and learning environment free of harassment that maintains equality, dignity, and respect for all. It shall be a violation of this policy for any student, teacher, administrator or other employee of Promontory School to harass a student, teacher, administrator, or other employee through conduct or communication.
2. This policy applies to all applicants and employees, whether related to conduct engaged by fellow employees or someone not directly connected to Promontory School of Expeditionary Learning (e.g., an outside vendor, consultant, or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

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