



The Mission of Promontory School of Expeditionary Learning is to provide a rich educational environment that views learning as an Expedition and uses the study of Great Thinkers to cultivate the value of excellence and the love of knowledge. Using investigation and discovery to make connections to ideas and our community, we empower children to embrace challenge, act with humanity, and become the Great Thinkers of the 21st century.

BOARD OF DIRECTORS MEETING AGENDA

Thursday, September 15, 2022

7:00PM

1051 W 2700 S

Perry, UT 84302

Join Zoom Meeting

<https://uetn-org.zoom.us/j/7462007176>

Meeting ID: 746 200 7176

7:00 PM – CALL TO ORDER

- Welcome/Mission Statement and Pledge: Becca Ashby

7:05 PM – Training

7:10 PM – MINUTES

- 8-11-2021 Board Meeting Minutes

7:20 PM – PUBLIC COMMENT

** PUBLIC PLEASE NOTE: All public input will be taken into consideration, but not be discussed by the board during this meeting. Comments will be limited to three minutes each. We appreciate your input and invite your comments.*

- Promontory Board of Trustees

7:30 PM – FINANCE REPORT

- Budget Review – Brian Cates

In compliance with the American with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should contact Tammy Taylor at ttaylor@promontoryschool.org giving at least three working days notice. "This institution is an equal opportunity provider and employer."

7:45 PM – **BUSINESS ITEMS**

- Military Families Enrollment
- School Land Trust
- Expansion
- PoP Update
- Gang Prevention Policy
- Governing Board Policy
- Grievance Policy
- Integrated Pest Management Policy
- Internet Safety Policy
- Health & Safety Policy
- Library Policy

8:30 PM **ACTION ITEM**

- Review/ Ratify Committees
- Electronic Devices Policy
- After School Activities
- Annual Open Meeting Act Training/Review

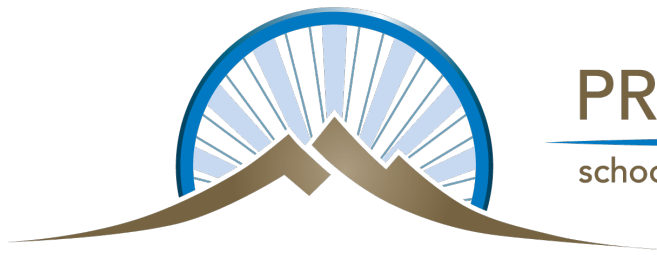
8:40 PM **DIRECTOR'S REPORT**

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

8:50PM CLOSED MEETING

9:00 PM – ADJOURN

*Next scheduled Board Meeting: October 20, 2022



PROMONTORY

school of expeditionary learning

BOARD OF DIRECTORS MEETING AGENDA

Thursday, August 11, 2022

7:00PM

1051 W 2700 S

Perry, UT 84302

Trustees:

Amber Edelman
Michael Engh
Michelle Flynn
Becca Asbhy
Dorothy Dobson
Zach Davis

Officers:

Karen Braithwaite
Amy Rich--Zoom

Visitors:

Arial Tidwell
Kayla Edelman
Jessica Wolf
Josie Beth Archibald
Brian Cates --Zoom
Tammy Taylor
Stephanie Quintero

Director:

Jennifer Blaine

7:01 PM – CALL TO ORDER

- Welcome/Mission Statement and Pledge: Zach Davis

7:05 PM – Training: Michael Engh: School Land Trust Website Requirements. School Land Trust Counsel is our board. Website requirements: Board Member information. Phone numbers and email addresses (Not the school's phone number). Proposed meeting schedule for school year. Minutes for the last year. Teacher and student success plan or link to the plan. Invitation to parents to serve on the board. Parents can join as a committee member. Current year SLT plan. Funding received from plan. All needs to be on website by October 1st.

Agenda and last months minutes need to be posted 1 week before meeting on school website. Needs to list topics/items to be discussed and voted on.

SLT funds to increase our reading levels K-6. Provide interventions and extra help in each classroom. \$60,000 this year to pay aides in each classroom.

7:23 PM – MINUTES

- 6-16-2022 Board Meeting Minutes: No additional changes. Michelle Flynn motions to approve. Michael seconds. Motion is carried.

7:20 PM – **PUBLIC COMMENT:** No public comments

7:30 PM – FINANCE REPORT

- Budget Review – Brian Cates: Annual audit started a week ago. Just in beginning stages of that. Will go on through about October. Grant season is upon us. We will be working through different applications. Building plans for restricted funds. Title funds, SLT funds, ect. Work closely with Jennifer to make sure we are on track. July--money management report. Transparency reported to the state. PTIF public treasures investment funds. Managed and handled by the state. Rates have increased, drastic increase in reinvestments. \$250,000 (Savings account)

moved from operating budget into PTIF. Good place to have our extra funds. Have budgeted conservatively. Budget Summary: as of end of July. Operating margin of almost 7% which is good. 8% through fiscal year as of end of May. Local revenue 1.8%. We are right on track. Property in 700s is a little higher at the beginning of the year. Cash balance is trending. Receive a lot of reimbursements at the end of the year. Enrollment trend—looking good for beginning of school year.

7:35 PM – **BUSINESS ITEMS**

- Peach Days Parade—POP: All set to be in the parade. Amy has received an email from the city with information on where to meet and what time. Friday and Saturday parade. Friday will have students with the float, Saturday is just our float. Make sure float represents our school. Make sure permission slips are sent out.

- Military Families Enrollment: Request from a military family wondering if we have any military preferential. Applied to be a purple star school but was rejected. Disadvantage is long term enrollment. Dorothy thinks it would be beneficial because our level of caring is much higher. Amber—we would need to change our admission policy. Would change our preferential admission on the lottery. **Discuss at next Board Meeting and review admissions policy** (Business item). Rejected because we didn't have a school liezone and a lack of student-led program. Suggested having our student council work on this program. Forward to Cameron Anderson in a couple of weeks.

- School Land Trust: Addressed during training. Next month we need to have everyone's information on the website. **(Business Item)**

- Electronic Devices Policy: Michelle—we looked at this policy at last board meeting. Should we allow phones during breaks and fieldwork. Recess a lot of students are on their phones 7-8th graders. Flexibility when students have a need to have a phone. Ok with picture taking on fieldwork, but not during recess. Set expectations at the safety meeting at the beginning of the year. Exceptions need to move above the prohibitions. Add that it can be used during fieldwork and during academic activities. **(Action Item for September)**

8:00 PM **ACTION ITEMS**

8:12PM• Board Vacancies—15 people applied for the board positions. Asked for resumes, received 5-6 responses back. May offer spots as officers and maybe suggest some for POP. Ariel Tidwell—proposing as an officer and part of the finance committee. Started going to school as an accountant. Organized and well versed. Jessica Wolfe—owns her own photography business. Proposing she be in charge of monthly policies and part of the policy committee as an officer. Karen Braithwaite—proposing her as a trustee. Waiting on a specific spot. Stephanie Quintero—Propose she be a trustee over the safety committee. Josie Beth Archibald—been a part of community councils and SLT Councils. General manager of The Peak. Proposing that she be over policies as a trustee.

Zach motions to approve. Dorothy seconds. Motion is carried.

- Accountability Report: Covered in directors report.

8:19PM• Fall Retreat—Schedule and Plan: Tuesday, October 25th at the Co-op in Corinne. 9am-2:30pm

- This School Year Fundraisers: Box tops, Amazon, Smiths, Yearbooks
Stephanie motions to approve. Becca seconds. Motion is carried.

8:25PM• Fundraising and Employee

Relationships Disclosure Policy: Code updates.

Zach motions to approve. Michelle seconds. Motion is carried.

- Library Materials: We are going to address it again next month to make it more promontory. Michelle motions to approve. Josi Beth Seconds. Motion is carried.

8:40PM• LEA Licenses: LEA license is when a teacher doesn't have specific licensing. Usually a temporary solution. Shawna Andreasen does not have an LEA license to teach digital literacy. Emily Ross is a CSW, but hasn't been granted full status in the state's database. Sandy Christensen to teach dance and movement class. Going through the BTS program. Amanda Bradford teaches percussion class and does not have a secondary license. LEA license is good for three years.

Dorothy motions to approve. Zach seconds. Motion is carried.

- Expansion Approval FA: Choir, orchestra room, 3 SPED rooms, Kindergarten Room, build stage up in Kiva. Options are to finance with a bank and do a blended version with USDA to get better rates. USDA can be difficult to work with. Other option is to do a Moral OB Bond. Got denied in the past due to our enrollment, but our enrollment is currently stronger. Ok to hire Monty as our financial advisor.

Michael motions to approve. Dorothy seconds. Motion is carried.

9:00 PM **DIRECTOR'S REPORT**

- Staffing Update: Fully staffed. Maegyn Ipsen-SPED Teacher, Emily Ross-Social worker, Courtney Chini-Kindergarten. Sandy Christensen-dance/movement
- Enrollment: Total if all accept 459
- Student Achievement: Back to school night! Refining Flexible Friday procedures
- Professional Development: Tetons , PCBL Bingo Cards, ST Math, Amira, Benefits, Ethics training with Amber.
 - Charter agreement goal: Regulatory reporting and compliance will be 100% after LEA licenses are granted.--Board members having criminal background checks done 100%.
- Public Relations: So many new board member applicants. Social media updates. Peach Days Parade.
 - Board Involvement with HR: Clear expectations, regular trainings, communication through emails, staff meetings and team meetings with Gwen, evaluation documents and meetings, direct conversations, email, make notes, discuss with Gwen and executive board committee. Make an agreement with the employee for improvements. Termination when needed, at will employment.
 - Bullying: Create safe culture and climate with clear expectations, whole school megacrew, social worker and morning crew meetings, meet emotional and physical needs. Restorative practices with all students involved. Resilience education for all students, parent involvement agreements, suspensions, expulsion after all other steps have failed.

9:20PM CLOSED MEETING: NONE

9:30 PM – ADJOURN

Dorothy motions to adjourn. Karen motions to second. Motion is carried.

*Next scheduled Board Meeting: September 15, 2022

Electronic Device Policy

Purpose

Promontory School of Expeditionary Learning (the "School") recognizes that various forms of electronic devices have become a common means of communication and information access. The School seeks to ensure that the use of electronic devices, both privately-owned devices and devices owned by the School, does not cause harm or otherwise interfere with the learning, safety, or security of students or employees. The following policy has therefore been established by Promontory School regarding the use of electronic devices on School premises and at School-sponsored activities and is in compliance with Utah Administrative Rule R277-495 and other applicable laws.

I. Definitions

"Electronic device" means electronic media, communication devices, transmitters, receivers or players, including but not limited to mobile phones (with or without video or picture-taking capability), electronic music or video players, iPods, tablets, iPads, and electronic gaming devices. Device also include any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing.

"School day" means the hours that make up the School day according to the School's schedule.

"School-sponsored activities" means fieldwork, curricular and extracurricular activities, and extended School-sponsored trips or activities, including School-provided transportation to and from such activities.

II. Student Use of Electronic Devices

Possession & Use: Electronic devices may only be possessed and used by students during the School day and during School sponsored activities in accordance with the following standards:

1. Students may carry and possess privately-owned electronic devices to and from school.
2. Privately-owned electronic devices must be turned off and kept in backpacks or lockers during school hours except under the supervision of the teacher in the classroom.
3. At no time may electronic devices be used on the playground, in the lunchroom, or in the field, except at the discretion of the teacher.

Prohibitions:

1. Electronic devices may not be used to threaten, bully, humiliate, harass, and intimidate, students, employees, volunteers, visitors, or guests.
2. Electronic devices may not be used to violate local, state or federal law.
3. Electronic devices may not be used to view, access, download, store, or transmit pornography or other obscene or inappropriate material.
4. Electronic devices may not be used during quizzes, tests, or standardized assessments unless specifically allowed by law, student Individual Education Plan, or assessment directions, or in connection with other legitimate circumstances determined by the director.

Exceptions:

With prior approval of the director, the above prohibitions may be relaxed under the following circumstances:

1. The use is specifically required to implement a student's current and valid IEP.
2. The use is at the direction of a teacher for educational purposes.
3. The use is determined by the director to be necessary for other special circumstances, health-related reasons, or

Disciplinary Action: If a student violates this policy, the electronic device may be confiscated by an employee. When an employee confiscates a privately-owned electronic device, reasonable measures will be taken by him/her to label and secure the device and turn it over to a school administrator as soon as the employee's duties permit. A confiscated, privately-owned electronic device will be released/returned to the student on the first confiscation. On subsequent confiscations, electronic devices will be released/returned to the student's parents/guardians after the student has complied with any other disciplinary consequence that is imposed.

The School may contact law enforcement if School employees believe that a student has used an electronic device in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic devices.

III. Other Provisions

Picture taking or sound or video recording by students is prohibited in School unless authorized by a teacher or the director. Picture taking or sound or video recording by students is prohibited in private areas of the School such as washrooms, counseling sessions, and dressing areas.

Students shall be personally and solely responsible for the security of electronic devices brought to school. The School shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Parents, guests and visitors to the School may use electronic devices at School and at School-sponsored activities only in accordance with rules established by the director. Such individuals who use the School's electronic resources may not use such resources to access inappropriate material or information.

Gang Prevention Policy

Definitions

- A. "Gang" means a group or association of three or more persons whose members:
1. individually or collectively engage in a pattern of criminal activity;
 2. have as one of their primary objectives or activities the commission of one or more underlying crimes including acts by juveniles that would be underlying crimes if committed by adults; and
 3. have in common an overt or covert organizational or command structure.
- B. "Gang Activity" means the commission of, attempted commission of, conspiracy to commit, or solicitation of two or more underlying crimes acts by a juvenile that would be an underlying crime if committed by an adult.

Purpose

The purpose of this policy is to prevent gang activity by and against students and employees of Promontory School of Expeditionary Learning. This will be accomplished through awareness efforts, training, identification, and disciplinary action against those who violate this Policy. A secondary purpose is to provide clear standards and a safe and accessible reporting process for school faculty and personnel suspecting gang activity.

Publication

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

Prohibitions

- A. No school employee or student may engage in advocating or promoting a gang or any gang-related activities;

1. marking school property, books, or school work with gang names, slogans, or signs;
 2. conducting gang initiations;
 3. threatening another person with bodily injury or inflicting bodily injury on another in connection with a gang or gang-related activity;
 4. aiding or abetting an activity described under Subsections (1)(f)(i) through (iv) by a person's presence or support;
 5. displaying or wearing common gang apparel, common dress, or identifying signs or symbols on one's clothing, person, or personal property that is disruptive to the school environment; and
 6. communicating in any method, including verbal, non-verbal, and electronic means, designed to convey gang membership or affiliation.
- B. No school employee or student may make a false allegation of advocating or promoting a gang or any gang-related activities.

Actions Required of the School

- A. The School shall establish and publish in a handbook or other readily available format:
1. procedures for school faculty and personnel to report suspected gang activities relating to the school and its students to a school administrator and law enforcement;
 2. a student who participates in gang activities may be excluded from participation in extracurricular activities, including interscholastic athletics, as determined by the school administration after consultation with law enforcement;
 3. gang-related graffiti or damage to school property shall result in parent or guardian notification and appropriate administrative and law enforcement actions, which may include obtaining restitution from those responsible for the damage;
 4. if a serious gang-related incident, as determined by the school administrator in consultation with local law enforcement, occurs on school property, at school related activities, or on a site that is normally considered to be under school control, notification shall be provided to parents and guardians of students in the school:

- a. informing them, in general terms, about the incident, but removing all personally identifiable information about students from the notice;
- b. emphasizing the school's concern for safety; and
- c. outlining the action taken at the school regarding the incident.

Training

- A. The training of school employees shall include training regarding gang prevention and intervention.
- B. To the extent possible, school faculty and personnel shall be trained by experienced evidence based trainers that may include community gang specialists and law enforcement as part of comprehensive strategies to recognize early warning signs for youth in trouble and help students resist serious involvement in undesirable activity, including joining gangs or mimicking gang behavior.

Organizational Structure of Governing Body

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

Board of Trustees

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

Board Members

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

Election and Tenure

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

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

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

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

Removal of Board Members

Any trustee who has 2 or more unexcused absences at board meetings and/or does NOT complete assignments regularly to the satisfaction of the Board, having been given due notice, shall be subject to removal if the remaining Board so deems by a majority vote. Regardless of the foregoing, any Trustee may be removed by a majority vote of the Board of Trustees whenever in its judgment the best interests of the corporation will be served thereby, but such removal shall be without prejudice, if any, of the person so removed.

Requirements

In order to understand the mission of the school and make decisions in the interest of the school, each voting member shall be required to attend an Expeditionary Learning conference sponsored by EL in the first two years of tenure.

Vacancies

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

Officers of the Board

Chair

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

Vice-Chair

The vice-chair shall assist the chair and shall perform such duties as may be assigned by the chair or by the board of trustees. The vice-chair shall, at the request of the chair, or in his absence or inability to act, perform the duties of the chair and when so acting shall have all the powers of and be subject to all the restrictions upon the chair.

Treasurer

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

Secretary

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

Advisory Board

Promontory School of Expeditionary Learning shall have an advisory board. The advisory board shall be made up of parents, and experts in fields such as budget, education, law, etc. Advisory Board members shall be elected or re-elected by a majority of the voting Board Members at each annual June meeting or as otherwise determined by the Board. Advisory Board members shall serve an indefinite term and shall make an effort to attend as many board meetings as they are able. Advisory Board members may be removed at any time by a majority of Voting Board Members.

Board Crews

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

Parent Crews/ Parent Advisory Crew

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

Parent Liaison

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

Board Meetings

Regular Meetings

Regular meetings of the board shall be held at least 10 times each year. Notice for these meetings shall be given at least one week in advance to board members and at least 24 hours public notice to the public. Notices will be posted on our school website and submitted to the Utah Public Meetings website. An annual meeting will be held each year in June. Board meetings will remain open to the public unless a closed session is convened by a majority vote of members present and shall only be for reasons allowable by State Statute. Closed sessions will be subject to the requirements of Utah State Open Meetings Laws. Board members will review Utah Open Meetings laws on an annual basis.

Special Meetings

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

Grievance Policy

Purpose

Promontory School aims to provide a fair, nondiscriminatory and productive environment for all employees, parents and students. This policy seeks to support the achievement of this goal by providing a transparent and consistent process for resolving grievances.

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 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 who is at Promontory School with dignity and respect. Seeking redress of a trivial or frivolous issue through a grievance procedure will not be tolerated and may result in disciplinary action.

Definitions

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

Executive Committee: The Executive Committee is 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: An official reporting of a wrong or hardship suffered (real or perceived), which is the grounds of a complaint which has been filed according to the procedure outlined in this policy.

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

Procedure for filing a formal grievance:

- 1) All grievances should be submitted to the appropriate person as dictated by school administration.

- 2) All grievances involving the School Director or a Board Member must be sent to all members of the Executive Committee of the Board.
- 3) All grievances must be submitted in writing, either by formal letter or email, and include the following information:
 - a) Document/report must specify that the complainant is filing an official grievance
 - b) Dates, times, and duration of incident or issues pertaining to grievance
 - c) Names of individuals involved
 - d) Specific details of incident or issues relating to grievance
 - e) Promontory School policies pertaining to grievance
 - f) Must be submitted by the complainant or their legal guardian on their behalf
 - g) Anonymous submissions cannot be fully investigated and will therefore not be accepted as a grievance under this policy.

Failure to follow the procedures outlined may result in the dismissal of the grievance.

Response to formal grievance:

- 1) School administration and Executive Committee will respond to formal grievances with procedures that adhere to the following
 - a) All parties are treated with respect and impartiality and provided with support throughout the process
 - b) The person who is the subject of the grievance must be informed of all the allegations in relation to his/her behavior
 - c) The person who is the subject of the grievance must have a full opportunity to put forward their case
 - d) All parties to the grievance must have the right to be heard
 - e) All relevant submissions and evidence must be considered
 - f) Irrelevant matters must not be taken into account
 - g) The decision-maker(s) must be impartial, fair, and just
 - h) No undue delay in investigations and proceedings
- 2) All communication pertaining to the filing of a grievance made to the Executive Committee, including the receipt of the grievance, investigation procedure, etc. will be approved by the Executive Committee in its entirety and issued in writing.
- 3) The recipient of the grievance, as indicated by school procedure, or the Executive Committee will acknowledge the submission of the grievance and advise the complainant of any additional proceedings, requests for information, and investigative proceedings within one week of submission.

- 4) Any Board Member subject to a grievance will recuse themselves from participation on the Executive Committee, from discussions regarding the grievance, and any role as a recommender.
- 5) The School Director will establish a procedure for addressing grievances that is made readily available to students, parents, and employees.
- 6) The Executive Committee will decide on the appropriate procedure for resolving a grievance made toward the School Director.
- 7) Upon resolution of a grievance the Executive Committee will approve an official recommendation that will be issued in writing.
- 8) The Executive Committee may confer with legal counsel if necessary.

Promontory School is dedicated to creating and maintaining a positive and dynamic environment and culture. Gossip, rumors, negative discussions, and speculation about employees, 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 between all parties at all times within the constraints of the need to fully investigate the matter, subject to any legal requirements for disclosure and consistent with the principles of natural justice.

Health and Safety Policy

Promontory School is committed to providing and maintaining a safe and healthy environment for all staff, students, and visitors by following standard practices and providing appropriate resources.

In high-risk injury areas, such as playgrounds and gymnasiums, the instructor will have a current Red Cross basic first-aid certificate or equivalent. A first aid kit that is equivalent to the risks involved will be kept in a readily accessible place. Promontory athletic and adventure equipment shall be kept clean, safe, and in good repair. Playground equipment shall be installed and maintained in accordance with the Handbook for Public Playground Safety, U.S. Consumer Product Safety Commission, Publication Number 325, April 2008 Revision.

Handrails on stairways, ramps, and outside steps shall be in compliance with the building code adopted by the Utah Legislature under Section 15A-2-103 and shall be properly maintained.

A master electric switch and shut-off valve to flammable gas shall be readily accessible for shutoff.

Hazardous and harmful materials shall be stored, handled, and disposed of properly. Directions for their proper use, storage, and disposal shall be included with these materials.

Class instructors shall train and direct students in the proper use of handling and using power equipment when deemed necessary for class projects. Students will be directed to not wear jewelry, loose clothing, ties, cuffs, or similar garments that can be entangled in equipment. Class instructors will train and direct students on the importance of restraining their hair to prevent entanglement in moving parts.

The administration and staff shall sufficiently control exposure to noise, toxic dusts, gases, mists, fumes, or vapors so that a health hazard does not occur.

Safety zones shall be outlined on the floor around areas of equipment where there is danger of possible injury to students.

Electrical wiring and components shall be maintained in good repair. Electrical panels must maintain a three-foot clearance free of obstructions.

Board Rule R392-200-9 will be followed for use and storage of any of the following:

- Corrosive, poisonous, infectious, or irritating materials.
- Poisonous, dangerous, or otherwise harmful plants or animals
- Oxygen, acetylene, and other high-pressure cylinders
- Flammable, explosive, toxic, or hazardous liquids, gases, or chemicals

In the event of an emergency, Promontory school will follow the procedures and guidelines outlined in the school's Emergency Plan. Procedures include plans for the storage and clean-up of hazardous materials as well as the procedure and plan to shut off gas and other valves in case of an emergency. Copies of the emergency plan will be kept on the website and throughout the school.

Promontory School will provide an emergency care room with a cot/bed that has a cleanable surface that will be sanitized after each use.

All prescription or over-the-counter medication must have a record signed by a doctor and/or parent/guardian for it to be administered at the school. It will be administered by the parent/guardian or school personnel and be stored, along with the required records, in a secure refrigerator or cabinet which is accessible only by those authorized to administer the medication.

At least two members of the staff on site will have a current Red Cross basic first aid and CPR certificate or equivalent training. Promontory school will offer basic first aid and CPR certification training or renewal every two years with a goal of one teacher in each community having a current first-aid/CPR certification. Certifications need to be renewed every two years. (<https://www.redcross.org/take-a-class/cpr/cpr-training/cpr-renewal>)

Promontory School does not have full-time medical support on-site. However, the school will maintain an agreement with a medical professional to be available when school is in session to provide medical assistance or advice as needed.

Promontory intends for this policy to be consistent with Board Rule R392-200-9.

Integrated Pest Management Policy and Plan

Structural and landscape pests can pose significant problems in the urban environment. The pesticides used to remediate such pests can also pose health risks to people, non-target organisms, and the environment. Because the health and safety of students and staff are our first priorities and are prerequisites to learning, it is the policy of Promontory School to use Integrated Pest Management (IPM) procedures for the control of structural and landscape pests as outlined in [Health Department Code R392-200-7\(12\)](#). Through the use of IPM, this facility will minimize pesticide use and maximize pest control, thereby reducing the exposure to staff, students, and the community.

To accomplish this goal, the IPM Coordinator and staff will utilize physical, mechanical, cultural, biological, and educational tactics as primary controls. The IPM coordinator, the director, and the facilities coordinator have the responsibility and authority to request changes in the school facilities and in staff behaviors to ensure that the IPM policy is followed.

Reduced-risk chemical controls will be used when necessary. Pests will be controlled to maintain the integrity of school buildings and grounds, to protect the health and safety of children and staff, and to maintain a productive learning environment. Pesticides will not be used to control pests for aesthetic reasons alone. Contractors working in the building and grounds are required to adhere to all provisions of the school's IPM policy.

Pests

Pests are populations of living organisms (animals, plants, or microorganisms) that interfere with use of the facility by students and staff. Strategies for managing pest populations will be influenced by the pest species and by whether that species poses a threat to people, property, or the environment.

IPM Coordinator

The school director shall appoint an IPM coordinator who shall have primary responsibility for ensuring that the IPM policy is implemented. The IPM coordinator will work with the director, as well as custodial, building, grounds, and maintenance staff to ensure implementation of pest prevention measures. The IPM Coordinator will:

- *manage pest control contractors and staff engaged in monitoring and controlling pest problems*
- *coordinate with the school's director to carry out posting and notification*
- *provide record keeping and education as outlined in this policy*
- *provide IPM information to the school community (including parents) and answer questions on IPM topics*
- *present an annual report to the school director evaluating the progress of the IPM program.*

Education

Staff, students, administrative personnel, custodial staff, pest managers, and parents will be educated about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. Staff will receive information and/or training on their role in pest management. Specifically, teachers and students will be educated about appropriate storage and disposal of food and other waste. Proper storage and disposal techniques will significantly reduce pest problems in lockers, classrooms, the teachers' lounge, the lunchroom, and outside areas.

Record Keeping

Records will be kept on the number of pests or other indicators of pest populations both before and after any treatments. Monitoring of pests must be current and accurate if IPM is to work. Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and school board, and records will also document any non-toxic treatment methods being used. The school will also keep a list of pesticides used, pesticide Material Safety Data Sheets (MSDSs), and pesticide product labels. The objective is to create records from which programs and practices can be evaluated in order to improve the system and to eliminate ineffective and unnecessary treatments.

Notification

The IPM coordinator takes the responsibility to notify students' parents or guardians and school staff of upcoming pesticide treatments. Notices will be posted in designated areas at school, and emails will be sent to students' homes. Antimicrobial agents, such as sanitizers and insecticides, and rodenticide baits, are exempt from notification requirements. Exemptions from prior notification shall also include emergency situations and applications of bait pesticides and/or container-delivery systems.

Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount authorized for use during the year by the school director and the IPM coordinator. Pesticides will be stored and disposed of in accordance with the EPA-registered label directions and state

regulations. Pesticides must be stored in an appropriate, secure site not accessible to students or unauthorized personnel. A cabinet in a non-student area with a locked and labeled door is advised. The door label should include skull and crossbones, Mr. Ugh, or other visual signals for non-English reading adults or children.

Pesticide Applicators

Pesticide applicators must be educated and trained in the principles and practices of IPM and the use of pesticides approved by Promontory School of Expeditionary Learning. Applicators must follow regulations and label precautions and should be certified and comply with the school's IPM policy. Applications shall not be made while school or school activities are in progress.

Integrated Pest Management Procedures

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural, or biological means. IPM practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods. Applying IPM principles prevents unacceptable levels of pest activity and damage with the least possible hazard to people, property, and the environment.

When it is determined that a pesticide must be used in order to meet important management goals, the least hazardous material will be chosen. The application of pesticides is subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 United States Code 136 et seq.), Environmental Protection Agency regulations in [40 Code of Federal Regulations](#), Occupational Safety and Health Administration regulations, and state and local regulations. ([Utah Dept. of Agriculture pesticide regulation R68-7](#)).

1. Integrated Pest Management programs are designed to prevent pest problems whenever possible. This is done through monitoring, regular inspections, high standards of sanitation and pest-proofing measures, or modification of environmental conditions leading to pest problems.
2. The IPM coordinator will establish pest tolerance thresholds for common pests. These thresholds will serve as an indicator for pest population levels and the point at which control measures will be undertaken. Control measures will not be undertaken if pest damage or populations are below threshold levels. In such cases, managers will use preventive measures such as improved sanitation, clutter reduction, and exclusion of pests. When determining threshold values, keep in mind that they will vary for each organism (e.g., the threshold may be higher for crickets than for venomous insects). Thresholds will not be set based on aesthetic criteria alone.

3. When pests do exceed tolerance thresholds, non-chemical pest control measures (e.g., sanitation, screening, physical barriers, vacuuming, mulching, irrigation, fertilization, manual weeding, insect nest removal, and pest-resistant plant selection) will be practiced.
4. Pesticides will be used when appropriate, along with other management practices or when other pest prevention and non-chemical control measures have failed to reduce pests below tolerance thresholds. Cost or staffing considerations alone will not be adequate justification for the use of chemical control agents. When a pesticide must be used, the smallest amount of the reduced-risk product that will meet pest management goals will be used.
5. No routinely scheduled (e.g., seasonal, monthly or weekly) pesticide applications will be made. Insecticides will be used only in containerized baits, or for spot treatments targeted to insect infestations or problem areas where a minimal amount of material is used. Rodent baits shall not be used unless in childproof bait boxes. Bait boxes shall be inaccessible to children and tethered when appropriate.
6. Pesticide Use and Selection. To ensure the safety of students and staff, the management will use the following criteria to ensure that the least hazardous pesticide and/or the least hazardous method of control be utilized:
 - a. No use of any pesticide classified as highly acutely toxic by the U.S. EPA. This includes Hazard Category I and II products and/or products with the signal words DANGER and/or WARNING.
 - b. The school shall not use any pesticide unless all ingredients in the product have been evaluated by the U.S. EPA and found to include no possible, probable, known, or likely human carcinogens; no reproductive toxicants; no known, probable or suspected endocrine disruptors; and no nervous system toxicants (either cholinesterase inhibitors or listed as neurotoxins by the Toxics Release Inventory.) A pesticide will not be used if the facility does not have information on its ingredients, including inert ingredients.
 - c. All ingredients in pesticides used by the facility shall have a soil half-life of 30 days or less.
 - d. Properly applied gel bait or tamper-resistant containerized bait can be exempted from 6a, 6b, and 6c if it represents the least hazardous treatment option.

7. *The IPM coordinator must approve pesticide applications, antimicrobial agents, and insecticide and rodenticide baits in advance. Pesticides will be applied by certified pesticide applicators only when no one is present in the building or the grounds of the school to be treated. The application of such pesticides is subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136 et seq.), US EPA regulations, Occupational Safety and Health Administration regulations, and state and local regulations.*

Internet Safety Policy

Computers, and internet access while in the school building, will be available to qualifying students at Promontory School. Promontory's goal is to provide these services to students in order to promote "Great Thinkers" by facilitating resource sharing, innovation, and communication.

It is the policy of Promontory School to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Technology Protection Measures

Student use of computers must be in support of education and research and must be consistent with educational objectives of Promontory School. Accordingly, internet access at Promontory is filtered and monitored on an ongoing basis. This is to protect against access by adults and minors to visual depictions that are obscene, pornographic, or harmful to minors. Filtering may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes upon receiving special permission from the Director. Additionally, Promontory devices that may be assigned or checked out to students for home use will also be filtered and monitored on an ongoing basis to protect students as outlined above.

To the extent practical, steps shall be taken to promote the safety and security of users of the Promontory School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Documentation of technology protection measures will be retained for at least five years after the last day of the funding year in which the measures were relied upon to obtain E-Rate funding..

Internet Safety Policy

Students will be educated in appropriate online behavior, including cyberbullying awareness and response and interacting with other individuals on social networking websites and in chat rooms. The safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications is a priority at Promontory; As such:

1. Students will sign computer use and safety agreements annually.
2. Students are strictly prohibited from:
 - accessing or creating files or materials without authorization.
 - attempting to hack into any school systems.
 - accessing or creating offensive, profane, or pornographic files.
 - plagiarizing works or violating copyrights or trademarks.
 - attempting to bypass computer security.
 - Having food or drinks near computers.
3. There will not be an expectation of privacy in files, disks, documents, internet history, etc., which have been used or created with Promontory equipment.
4. All documents, files, and folders created with school hardware/software remain the intellectual property of Promontory School.
5. Vandalism will result in appropriate disciplinary action. Vandalism includes, but is not limited to,: abusive overloading of data on the server, creating or uploading/downloading computer viruses, or any malicious attempt to harm or destroy the property.
6. Security is a high priority. Students must use their own login credentials and are prohibited from using another individual's account or login information at any time. Any security concerns must be reported to the teacher/supervisor, director, or system administrator.
7. Personal information is restricted, password protected, and stored only on the school servers. Only authorized personnel have access to student information. Teachers will sign disclosures regarding the use and dissemination of personal student information. Promontory staff may use only software programs approved by the Promontory technology team to supplement student learning. Promontory shall follow current federal and state law in the sharing of student information with such software vendors.
8. 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. The teacher/supervisor, director, or systems administrator may limit, suspend, or revoke access to electronic resources at any time.
9. Users are liable for any misuse of the systems.
10. Parents may opt out of the publication of student work and photos.

Documentation of the Internet Safety Policy will be retained for at least 5 years after the last day of the funding year in which the policy was relied upon to obtain E-Rate funding.

A close-up photograph of several colorful crayons (blue, pink, yellow, purple, green, red, orange, and magenta) scattered on a light brown, textured surface like sand or paper. A semi-transparent grey rectangular box is centered over the image, containing the title text.

Director's Report

A white rectangular box with a thin black border, containing the date in red text.

09/15/22

Staffing



Americorp grant program will for math mentors. Flyer put on social media. MOU complete. We did have one aide resign for personal reasons, but we also found a replacement that the resigning aide will train this week. Hopefully that exchange can happen next week.

Enrollment	Status	Race	Gender	Advisors	+ Registered 0					+ Enroll	
Grade:		K	1	2	3	4	5	6	7	8	Total
Active		52	51	52	52	50	54	44	53	41	449
Effective 9/12/2022											

Registered:

Enrollment

- Peach days parade! Thank you to all our volunteers getting that float together and walking with us! It was so much fun and all of the parent involvement and work was greatly appreciated
- Veterans Visit-larger deal this year, talking about scheduling the day before Veteran's day
- Social Media posts continue

Public Relations

Student Achievement

- **Lots of wonderful fieldwork**
- **Beginning of the year benchmark testing almost finished**
 - **Crew relationship building**

Charter Agreement Goals

Measure	Metric	Board Goal	Review Month
Reading Proficiency	Percentage of third graders reading at grade level	81%	33%-RISE 66%-DIBELS
Math Proficiency	Percentage of sixth grade students scoring minimum math proficiency	71.6%	12%-RISE 50%-Acadience Math
Student Portfolios	Percentage of students who maintain working portfolios	98%	100% of students have portfolios in their classrooms

Note: in reviewing specific student data, large growth was noted, as reviewed at the end of last year.

Plan of action for improvement:

- Longer interventions on Friday mornings to repeat the content covered
- Teacher training in LETRS, inservice in team meetings
- Grouping by BOY data in our early readers in grades 1-2
- Mindset around RISE testing, incentive for students that use all the test time rather than finishing first

MOY			EOY		
Concepts & Applications	Computations	Composite	Concepts & Applications	Computations	Composite
8	34	42	26	31	57
8	36	44	67	51	118
33	62	95	80	92	172
0	14	14	32	0	32
27	51	78	48	125	173
0	15	15	22	66	88
20	15	35	16	68	84
108	139	247	141	222	363
28	47	75	44	130	174
40	32	72	74	62	136
5	32	37	41	160	201
53	62	115	48	52	100
24	17	41	56	74	130
26	44	70	53	51	104
38	25	63	56	84	140
15	28	43	37	26	63
20	80	100	120	153	273
20	42	62	64	64	128
98	143	241	111	189	300
8	32	40	58	116	174
26	0	26	0	6	6
8	69	77	67	107	174
16	131	147	46	102	148
84	132	216	130	202	332
28	50	78	57	92	150

Professional Development

- **Regular aide training - 1st Thursday of the month**
- **Gwen giving mini training weekly during team meetings.**
- **Vertical planning meetings this year**
- **All day Conscious Discipline training on Sept. 2 was a big success**
- **Leadership crew meetings the first Friday of the month**