



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

June 20, 2024

7:00PM

1051 W 2700 S
Perry, UT 84302

Join via zoom at:

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

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

- Welcome/Mission Statement and Pledge: Dorothy Dobson

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**

- 5-16-2024 Board Meeting Minutes

7:45 PM – **BUSINESS ITEMS**

- UAPCS Conference
- Founding Member Policy
- Food Sold on School Grounds Policy
- Fieldwork and Overnight Policy

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 giving at least three working days notice. "This institution is an equal opportunity provider and employer.

8:30 PM ACTION ITEM

- Fall 7/8 kick-off
- Ratify Director
- Dress Code Policy
- Attendance Policy
- Attendance Procedures
- Material Review Policy (?)
- Early Learning Plan 24-25
- Review/Ratify Committees (?)
- Next Fiscal Year Salaries/Wages
- Current Fiscal Year Amended Budget
- Next Fiscal Year Annual Budget

8:40 PM DIRECTOR'S REPORT

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

8:50PM CLOSED MEETING

9:00 PM – ADJOURN

*Next scheduled Board Meeting Thursday, August 15, 2024



PROMONTORY

school of expeditionary learning

May 16, 2024
7:00PM
1051 W 2700 S
Perry, UT 84302

Trustees:

Michelle Flynn
Dorothy Dobson--Zoom
Becca Ashby--Zoom
Kiersten Baker
Stephanie Quintero
Zach Davis
Riley Riser
Stephanie Quintero

Officers:

Amber Jenks
Kandice Scothern
Hilary Gerhardt

Absent:

Emily Morgan
Josie Beth Archibald

Director:

Gwen Andrus (For Amber)

Visitors:

Tammy Stutznegger
Brian Cates—Zoom
Susan Bennett--Zoom
Darnelle Earl—Zoom
Holly Jeppson—Zoom
Becky Cornelius--Zoom
Megan Lawson--Zoom
Jeni Sevilla
Tami Hirleman—Zoom

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

· Welcome/Mission Statement and Pledge: Stephanie Quintero

7:18PM – **PUBLIC COMMENT:** No public comments

7:15 PM –Training: No Training

7:19 PM – **FINANCE REPORT**

· Budget Review – Brian Cates: We have been busy preparing for multiple different things. Preparing budgets for next year and finalizing this years budget. Currently preparing for getting reimbursement requests in for funds that we are spending down. PTIF. Nothing too new here. Still, the best place to have our cash. About 6,500. Rates haven't changed, but have gone up. The budget summary as of the end of April we're 83% through the fiscal year. Current operating margin is 3.3. So still pretty tight, we're working to save where we

can. We are winding down on any large expenditures that we potentially could move to next year and plan in next year's budget. All those details were talked about in the finance meeting as usual. Cash balance typical trends. A little bit kind of downward. But still overall in a good spot, as far as cash goes, and then enrollment 4, 38 as of the end of April. This year, looks pretty solid. We don't expect to see any major changes in our forecast for the rest of this year. Obviously, we'll continue to monitor our monthly activity. Month over month. And then, as I mentioned, I've been working closely with Amber preparing a budget for next year. Based on the legislative estimates that were sent to us and obviously plans and any changes that the school has for next year. So overall about 160,000 \$159,000 increase in revenue on the expense side, overall about \$126,000 increase most of that coming in the 100 s. Which is the salaries and compensation. Another about 5% in the related employee benefits. Another significant change is our property. With that project fund we had a lot of additional property that was purchased— property or equipment. So we're redoing a lot of those line items were reduced and then in the 800. This is an increase in our bond payment, which was on schedule according to the amortization schedule. We did have an increase in the 24-25 year, so that is taken in as well. So currently \$212,000 Bottom line is what's forecasted, which is healthy.

7:28 PM – **MINUTES**

- 4-25-2024 Board Retreat Meeting Minutes: Stephanie motions to approve our April 25, 2024 minutes. Riley seconds. Motion is carried. Zach abstained.

7:30 PM – **BUSINESS ITEMS**

- Ethics Policy: Major changes to policy. The whole code that was used to write the policy has changed. Majority of codes have changed.
- Equity Curriculum: Will need a new name. Equity changed to equity opportunity. Michelle will look into what we need to do to get the policy updated.
- FERPA Rights Notification: Committee looked over policy. No changes.
- FERPA Use of Student Directory Information Notice: Committee reviewed this policy as well. No changes.

7:39 PM **ACTION ITEM**

- Fall 7/8 kick-off– Hasn't been submitted yet.

7:40PM· Equipment Policy and Procedures: New policy that was needed for our audit. States that promontory will maintain inventory and property records for items purchased with restricted funds.

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

7:46· Time and Effort Policy: Keep track of employee times. Tracking times used to meet grants. Zach motions to approve. Kiersten motions to approve. Motion is carried.

7:47 PM **DIRECTOR'S REPORT**

- Staffing Update: I am still working on getting 2 teacher positions filled, have interviews set for next week. Staff agreements are in the process of being handed out, about ¾ finished. I spent one on one quality time with each staff member discussing the handbook, and goals for next year.

- Enrollment: Compared our lottery wait list numbers from last year to this year. We are doing really well. Currently our Kindergarten half has a waitlist of 21 and our full day has a waitlist of 31 students. Overall our waitlist for last year was 438 and this year it is 446.
- Student Achievement: Mega celebration - Great success, Concerts (percussion, orchestra, choir) Lots of Fieldwork, RISE testing and end of year DIBELS testing, Passages, Treasure Island Play was a HUGE HIT! Discussed reading progress of 1-3rd grade. 1st grade was 69%, 2nd 57%, and 3rd 43%.
- Charter Agreement Goals: UCAP assurances completed at the beginning of this month. Board performance and stewardship was all 100 percent with no violations.
- Professional Development: Personal reviews for each employee as the agreements are extended for next year, emphasis on growth and personal goals. May 29-30 LAVA HOT SPRINGS PCBL Training
- Public Relations: Social media posts and senior spotlights.
- POP: Earned over \$5,000 on the carnival and baskets fundraiser.

8:50PM CLOSED MEETING: No closed meeting.

8:04 PM – ADJOURN: Kiersten motions to adjourn. Stephanie seconds. Motion is carried.

*Next scheduled Board Meeting Thursday, June 20, 2024

Finance Manager : School Category | Next Year Category Budget

Next Year Category Budget

Category	Category Type	PY Amount	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast	Total Next Yr Budget	Total Budget Change	% Change
Promontory School of Expeditionary Learning - Revenue (3 School Category records)										
1000 Local Revenue	Revenue	\$142,825	\$275,406	\$115,881	\$295,305	59.2%	93.3%	\$150,000	-145,305	-49.2%
3000 State Revenue	Revenue	\$4,307,619	\$4,206,042	\$4,512,916	\$4,723,281	89.2%	89.0%	\$5,181,971	458,690	9.7%
4000 Federal Revenue	Revenue	\$364,958	\$155,007	\$380,498	\$450,770	30.7%	34.4%	\$343,797	-106,973	-23.7%
TOT		\$4,815,402	\$4,636,454	\$5,009,295	\$5,469,356			\$5,675,768	206,412	
Promontory School of Expeditionary Learning - Expense (8 School Category records)										
100 Salaries	Expense	-\$2,276,219	-\$2,616,955	-\$2,644,800	-\$2,799,517	83.4%	93.5%	-\$2,899,750	-100,233	3.6%
200 Employee Benefits	Expense	-\$664,172	-\$758,790	-\$724,500	-\$820,933	77.0%	92.4%	-\$848,300	-27,367	3.3%
300 Professional and Technical Services	Expense	-\$346,752	-\$338,065	-\$351,028	-\$363,368	19.6%	93.0%	-\$362,648	720	-0.2%
400 Property Services	Expense	-\$140,189	-\$123,763	-\$168,500	-\$138,500	46.5%	89.4%	-\$170,500	-32,000	23.1%
500 Other Services	Expense	-\$65,580	-\$83,242	-\$93,700	-\$93,602	-0.0%	88.9%	-\$104,000	-10,398	11.1%
600 Supplies and Materials	Expense	-\$314,947	-\$411,932	-\$328,754	-\$436,866	-0.0%	94.3%	-\$416,754	20,112	-4.6%
700 Property	Expense	-\$5,839,215	-\$3,324,133	-\$55,000	-\$224,753	-0.0%	1479.0%	-\$75,000	149,753	-66.6%
800 Debt Service and Misc	Expense	-\$384,232	-\$285,298	-\$445,020	-\$444,820	-0.0%	64.1%	-\$566,339	-121,519	27.3%
TOT		-\$10,031,305	-\$7,942,178	-\$4,811,302	-\$5,322,359			-\$5,443,291	-120,932	
TOT		-\$5,215,904	-\$3,305,723	\$197,993	\$146,997			\$232,477	85,480	

Finance Manager : School Budget | Next Yr Budget

Next Yr Budget

Budget Name	Prior Yr Budget	YTD Amount	Current Yr Budget	Forecast	% Target	% of Forecast	Next Yr Budget	\$ Change	% Change
Promontory School of Expeditionary Learning - Revenue - 1000 Local Revenue (12 School Budget records)									
1510 Interest on Investments	\$5,000	\$173,100	\$50,000	\$190,000	92.0%	91.1%	\$70,000	-120,000	-63%
1610 Lunch Program	\$7,000	\$59,113	\$48,803	\$59,113		100.0%	\$60,000	887	2%
1720 Yearbook Income	\$485	\$3,317		\$3,317		100.0%	\$0	-3,317	-100%
1720 Bookfair Income	\$1,311	\$1,246		\$1,246		100.0%	\$0	-1,246	-100%
1720 Uniforms		\$403	\$0	\$403		99.9%	\$0	-403	-100%
1741 Middle School Fees	\$6,000	\$6,525	\$7,078	\$6,525		100.0%	\$7,000	475	7%
1920 Fieldwork/Expedition Donations	\$5,000	\$7,180	\$5,000	\$7,180		100.0%	\$6,000	-1,180	-16%
1920 Community Donations	\$1,000	\$11,670	\$1,000	\$11,670		100.0%	\$1,000	-10,670	-91%
1921 Marketing Income (T-Shirts)	\$0		\$0	\$0			\$0	0	
1923 POP Income	\$2,000		\$3,000	\$3,000			\$3,000	0	0%
1923 Adventure	\$0		\$0	\$0			\$0	0	
1990 Miscellaneous/Background Checks/Fines	\$2,000	\$12,851	\$1,000	\$12,851		100.0%	\$3,000	-9,851	-77%
TOT	\$29,796	\$275,406	\$115,881	\$295,305			\$150,000	-145,305	
Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue (38 School Budget records)									
3010 Regular School Prgm K-12	\$1,447,374	\$1,556,432	\$1,655,728	\$1,697,638	92.0%	91.7%	\$1,782,591	84,953	5%
3020 Professional Staff	\$105,107	\$84,602	\$85,268	\$92,293	92.0%	91.7%	\$96,907	4,614	5%
3105 Special Education -- Add-On	\$285,582	\$354,096	\$353,131	\$386,286	92.0%	91.7%	\$495,499	109,213	28%
3110 Special Education -- Self-Contained	\$3,619		\$0	\$0			\$11,884	11,884	
3120 Special Education -- Extended Year	\$3,583	\$3,446	\$3,760	\$3,759	92.0%	91.7%	\$3,974	215	6%
3125 Special Education -- State Programs	\$6,738	\$6,893	\$7,525	\$7,520	92.0%	91.7%	\$8,599	1,079	14%
3128 Special Education -- Stipends for ESY	\$1,610	\$3,910	\$0	\$3,910		100.0%	\$0	-3,910	-100%
3153 Students At-Risk Add-on		\$77,365	\$93,304	\$83,974	92.0%	92.1%	\$104,396	20,422	24%
3195 Early Intervention/OEK	\$0		\$0	\$0			\$0	0	
3211 Gifted and Talented	\$3,531	\$4,272	\$3,252	\$4,660	92.0%	91.7%	\$4,660	0	0%
3230 Class Size Reduction - K-8	\$153,509	\$162,188	\$176,996	\$176,933	92.0%	91.7%	\$187,129	10,196	6%
3400 Teacher Salary Supplement	\$0		\$0	\$0			\$0	0	
3410 Flexible Allocation	\$0	\$987	\$1,051	\$1,077	92.0%	91.6%	\$1,122	45	4%
3411 EL Software	\$5,712	\$758	\$1,000	\$758	100.0%	100.1%	\$0	-758	-100%
3520 School Land Trust	\$60,475	\$64,964	\$65,400	\$64,964	100.0%	100.0%	\$67,210	2,246	3%
3566 Professional Learning	\$0	\$3,296	\$0	\$3,559	92.0%	92.6%	\$0	-3,559	-100%
3579 Mental Health Grant	\$38,000		\$38,490	\$39,281			\$38,577	-704	-2%
3582 Beverly T. Sorenson Elem Arts		\$18,333	\$18,240	\$18,240	92.0%	100.5%	\$36,000	17,760	97%
3596 School Safety Grant		\$3,000		\$3,000	100.0%	100.0%	\$3,000	0	0%
3655 Digital Teaching & Learning	\$27,460	\$26,319	\$25,000	\$26,319	100.0%	100.0%	\$26,000	-319	-1%
3719 Charter School Local Replacement	\$1,196,543	\$1,294,423	\$1,375,000	\$1,412,098	92.0%	91.7%	\$1,476,065	63,967	5%
3725 Charter School Admin Costs	\$42,997	\$47,648	\$51,635	\$51,980	92.0%	91.7%	\$84,192	32,212	62%
3770 School Lunch (Liquor Tax)	\$25,000	\$40,924	\$25,000	\$45,000	92.0%	90.9%	\$45,000	0	0%
3800 TSSA Program	\$78,680	\$101,050	\$110,236	\$110,236	92.0%	91.7%	\$120,128	9,892	9%
3800 Suicide Prevention	\$0	\$1,000	\$1,000	\$1,000	100.0%	100.0%	\$1,000	0	0%
3800 Educator Professional Time	\$0	\$49,252	\$43,697	\$49,252	100.0%	100.0%	\$56,943	7,691	16%

Budget Name	Prior Yr Budget	YTD Amount	Current Yr Budget	Forecast	% Target	% of Forecast	Next Yr Budget	\$ Change	% Change
3800 Public Ed Capital & Tech Fund	\$0		\$0	\$0			\$0	0	
3800 Early Interactive Software Program				\$12,580			\$12,580	0	0%
3800 Elevate Grant			\$0	\$0			\$90,000	90,000	
3805 Early Literacy Program	\$22,031	\$19,884	\$21,217	\$21,183	92.0%	93.9%	\$0	-21,183	-100%
3810 Library Books & Electronic Res	\$566		\$0	\$0			\$0	0	
3854 Period Products In Schools			\$0	\$0			\$0	0	
3868 Teacher Materials and Supplies	\$3,292	\$4,395	\$3,755	\$4,395	100.0%	100.0%	\$9,472	5,077	116%
3870 PCBL Competency Based Learning			\$100,000	\$100,000			\$100,000	0	0%
3872 Substance Prevention	\$0	\$4,000	\$4,000	\$4,000	100.0%	100.0%	\$4,000	0	0%
3876 Educator Salary Adjustment	\$104,791	\$272,604	\$249,231	\$297,386	92.0%	91.7%	\$315,043	17,657	6%
3878 Special Education-Extended Year	\$0		\$0	\$0			\$0	0	
3897 Early Literacy Outcomes (LETRS)			\$0	\$0			\$0	0	
TOT	\$3,616,200	\$4,206,042	\$4,512,916	\$4,723,281			\$5,181,971	458,690	
Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue (14 School Budget records)									
4079 Foods for Local Schools Co-op		\$5,905	\$0	\$5,905	100.0%	100.0%	\$0	-5,905	-100%
4500 ESSER III CARES			\$100,308	\$94,845			\$0	-94,845	-100%
4500 Outdoor Rec Grant	\$75,000		\$0	\$0			\$0	0	
4500 SRSA (REAP) Grant		\$50,583	\$38,336	\$50,583	100.0%	100.0%	\$50,583	0	0%
4522 IDEA Preschool	\$3,326		\$1,879	\$587			\$1,950	1,363	232%
4524 IDEA Part-B	\$94,596		\$77,189	\$83,064			\$82,879	-185	-0%
4571 National School Lunch Prgm	\$13,000	\$15,805	\$25,000	\$17,000	92.0%	93.0%	\$17,000	0	0%
4572 Free & Reduced Reimbursement	\$90,000	\$53,082	\$48,000	\$55,000	92.0%	96.5%	\$55,000	0	0%
4573 National School Breakfast	\$19,000	\$16,556	\$13,000	\$17,000	92.0%	97.4%	\$17,000	0	0%
4575 Supply Chain Assistance	\$11,828	\$13,076	\$0	\$0			\$0	0	
4801 Title IA	\$48,369		\$58,902	\$58,902			\$51,501	-7,401	-13%
4860 Title IIA	\$9,474		\$7,884	\$7,884			\$7,884	0	0%
4890 Title IVA	\$10,000		\$10,000	\$10,000			\$10,000	0	0%
4893 Stronger Connections Grant			\$0	\$50,000			\$50,000	0	0%
TOT	\$374,593	\$155,007	\$380,498	\$450,770			\$343,797	-106,973	
Promontory School of Expeditionary Learning - Expense - 100 Salaries (15 School Budget records)									
121 Administration	-\$152,000	-\$179,743	-\$167,000	-\$195,000	92.0%	92.2%	-\$200,000	-5,000	3%
131 Teachers	-\$975,400	-\$1,160,089	-\$1,284,700	-\$1,254,700	92.0%	92.5%	-\$1,335,000	-80,300	6%
132 Substitute Teachers	-\$18,900	-\$55,277	-\$25,000	-\$55,277		100.0%	-\$40,000	15,277	-28%
132 PTO Cash Out	-\$10,962	-\$10,550	-\$10,000	-\$10,550		100.0%	-\$10,550	0	-0%
134 Merit Pay/Winter Bonus	-\$30,000	-\$50,090	-\$30,000	-\$50,090		100.0%	-\$30,000	20,090	-40%
135 Stipends	-\$7,000	-\$107,282	-\$100,000	-\$120,000		89.4%	-\$150,000	-30,000	25%
140 Special Education Teachers	-\$111,000	-\$141,899	-\$201,000	-\$153,000	92.0%	92.7%	-\$240,000	-87,000	57%
142 Counselor	-\$38,000	-\$45,396	-\$50,000	-\$49,000	92.0%	92.6%	-\$64,000	-15,000	31%
152 Office Salaries	-\$115,700	-\$100,020	-\$106,900	-\$106,900	92.0%	93.6%	-\$155,000	-48,100	45%
161 Community Aides/Literacy Aides	-\$200,970	-\$314,411	-\$270,000	-\$325,000	92.0%	96.7%	-\$286,100	38,900	-12%
162 Special Education Aides	-\$75,618	-\$170,365	-\$120,000	-\$180,000	92.0%	94.6%	-\$79,600	100,400	-56%
163 RTI / Title 1	-\$51,000	-\$34,767	-\$30,000	-\$37,000	92.0%	94.0%	-\$44,600	-7,600	21%
164 Library Aide	-\$24,867	-\$36,495	-\$30,200	-\$38,000	83.0%	96.0%	-\$32,300	5,700	-15%
180 Custodial/Maintenance Salaries	-\$30,000	-\$103,834	-\$106,000	-\$111,000	83.0%	93.5%	-\$116,600	-5,600	5%
190 Kitchen Salaries	-\$94,867	-\$106,736	-\$114,000	-\$114,000	83.0%	93.6%	-\$116,000	-2,000	2%
TOT	-\$1,936,284	-\$2,616,955	-\$2,644,800	-\$2,799,517			-\$2,899,750	-100,233	

Budget Name	Prior Yr Budget	YTD Amount	Current Yr Budget	Forecast	% Target	% of Forecast	Next Yr Budget	\$ Change	% Change
Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits (8 School Budget records)									
220 FICA	-\$137,776	-\$195,295	-\$190,000	-\$214,000	83.0%	91.3%	-\$223,000	-9,000	4%
230 Retirement	-\$90,000	-\$104,903	-\$103,000	-\$113,000	83.0%	92.8%	-\$116,000	-3,000	3%
241 Health Insurance	-\$395,000	-\$403,382	-\$380,000	-\$435,000	83.0%	92.7%	-\$450,000	-15,000	3%
242 Life and Disability Insurance	-\$650	-\$4,829	-\$2,400	-\$5,200		92.9%	-\$5,300	-100	2%
243 HRA/Flex Spending	-\$14,400	-\$14,105	-\$14,400	-\$15,000		94.0%	-\$17,000	-2,000	13%
244 Dental Insurance	-\$22,000	-\$22,862	-\$22,000	-\$25,000		91.4%	-\$23,000	2,000	-8%
270 Worker's Compensation Fund	-\$8,500	-\$8,181	-\$8,500	-\$8,500		96.3%	-\$9,000	-500	6%
280 Unemployment Insurance	-\$2,000	-\$5,233	-\$4,200	-\$5,233		100.0%	-\$5,000	233	-4%
TOT	-\$670,326	-\$758,790	-\$724,500	-\$820,933			-\$848,300	-27,367	
Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services (9 School Budget records)									
330 Expeditionary Learning Contract	\$0		\$0	\$0			\$0	0	
330 Professional Development	-\$4,000	-\$19,805	-\$10,000	-\$20,000		99.0%	-\$17,000	3,000	-15%
340 Legal Services	-\$10,000		-\$10,000	\$0			-\$10,000	-10,000	
344 Professional Services		-\$4,915	-\$7,200	-\$5,500		89.4%	-\$3,000	2,500	-45%
350 Business Services	-\$74,328	-\$70,884	-\$77,328	-\$77,328	92.0%	91.7%	-\$79,648	-2,320	3%
352 Audit Services	-\$11,200	-\$16,540	-\$24,500	-\$16,540		100.0%	-\$17,000	-460	3%
355 Technical Services (IT)	-\$45,000	-\$52,024	-\$45,000	-\$56,000		92.9%	-\$58,000	-2,000	4%
361 SpEd Services OT, Psych, other	-\$53,000	-\$102,041	-\$105,000	-\$110,000		92.8%	-\$98,000	12,000	-11%
362 Speech Therapy Services	-\$63,000	-\$71,856	-\$72,000	-\$78,000		92.1%	-\$80,000	-2,000	3%
TOT	-\$260,528	-\$338,065	-\$351,028	-\$363,368			-\$362,648	720	
Promontory School of Expeditionary Learning - Expense - 400 Property Services (6 School Budget records)									
410 Water / Sewage / Garbage	-\$12,500	-\$10,541	-\$12,500	-\$11,500		91.7%	-\$12,500	-1,000	9%
420 Custodial Services	-\$50,000	-\$45,826	-\$50,000	-\$50,000	92.0%	91.7%	-\$52,000	-2,000	4%
430 Repairs / Maintenance / Monitoring	-\$24,000	-\$17,895	-\$35,000	-\$20,000		89.5%	-\$35,000	-15,000	75%
435 Lawn Care & Snow Removal	-\$20,000	-\$8,199	-\$20,000	-\$9,000		91.1%	-\$20,000	-11,000	122%
443 Lease of Copy Machines	-\$21,000	-\$18,182	-\$21,000	-\$20,000	92.0%	90.9%	-\$21,000	-1,000	5%
450 Construction Services (West Side)	-\$85,000	-\$23,120	-\$30,000	-\$28,000		82.6%	-\$30,000	-2,000	7%
TOT	-\$212,500	-\$123,763	-\$168,500	-\$138,500			-\$170,500	-32,000	
Promontory School of Expeditionary Learning - Expense - 500 Other Services (8 School Budget records)									
520 Liability, Property, D&O Insurance	-\$18,000	-\$39,452	-\$35,000	-\$43,000		91.7%	-\$45,000	-2,000	5%
531 Telephone	-\$6,000	-\$6,309	-\$6,000	-\$7,000		90.1%	-\$9,500	-2,500	36%
540 Marketing	-\$10,000	-\$18,126	-\$15,000	-\$18,500		98.0%	-\$15,000	3,500	-19%
580 Travel	-\$12,000	-\$3,030	-\$8,000	-\$5,000		60.6%	-\$8,000	-3,000	60%
581 Board Expenses	-\$2,200	-\$3,102	-\$2,200	-\$3,102		100.0%	-\$3,000	102	-3%
582 Board EL Attendance / Travel	-\$4,000		-\$2,000	\$0			\$0	0	
590 Field Work Travel / Entrance Fees	-\$19,200	-\$6,836	-\$18,000	-\$10,000		68.4%	-\$16,000	-6,000	60%
590 Adventure	-\$6,728	-\$6,388	-\$7,500	-\$7,000		91.3%	-\$7,500	-500	7%
TOT	-\$78,128	-\$83,242	-\$93,700	-\$93,602			-\$104,000	-10,398	
Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials (15 School Budget records)									
611 Classroom / Expedition	-\$53,000	-\$80,392	-\$90,000	-\$85,000		94.6%	-\$90,000	-5,000	6%
611 Adventure Supplies	-\$1,500	-\$5,307	-\$4,500	-\$5,307		100.0%	-\$4,500	807	-15%
611 Special Education Materials	-\$4,500	-\$1,180	-\$4,500	-\$2,000		59.0%	-\$3,500	-1,500	75%
612 Office Supplies	-\$22,000	-\$34,951	-\$22,000	-\$36,000		97.1%	-\$33,000	3,000	-8%
613 Professional Development Supplies	-\$2,500	-\$1,079	-\$5,000	-\$1,500		71.9%	-\$5,000	-3,500	233%
614 POP Expenses	-\$2,500	-\$7,662	-\$2,500	-\$8,000		95.8%	-\$10,000	-2,000	25%
620 Energy Supplies	-\$37,000	-\$45,305	-\$44,000	-\$49,000		92.5%	-\$49,000	0	-0%

Budget Name	Prior Yr Budget	YTD Amount	Current Yr Budget	Forecast	% Target	% of Forecast	Next Yr Budget	\$ Change	% Change
630 Food and Kitchen	-\$75,000	-\$103,519	-\$90,000	-\$110,000		94.1%	-\$113,000	-3,000	3%
641 Textbooks & Curriculum	-\$5,000	-\$10,997	-\$6,000	-\$10,997		100.0%	-\$10,000	997	-9%
644 Library	-\$7,000	-\$5,576	-\$7,000	-\$6,000		92.9%	-\$7,000	-1,000	17%
644 Yearbooks	-\$2,700		-\$3,754	-\$2,700			-\$3,754	-1,054	39%
644 Book Fair	-\$1,298	-\$1,299	-\$2,000	-\$1,299		100.0%	-\$2,000	-701	54%
650 Tech-Related Supplies		-\$32,063	-\$500	-\$32,063		100.0%	-\$6,000	26,063	-81%
670 Software	-\$17,000	-\$43,424	-\$22,000	-\$45,000		96.5%	-\$45,000	0	-0%
680 Maintenance & Cleaning Supplies	-\$19,000	-\$39,177	-\$25,000	-\$42,000		93.3%	-\$35,000	7,000	-17%
TOT	-\$249,998	-\$411,932	-\$328,754	-\$436,866			-\$416,754	20,112	
Promontory School of Expeditionary Learning - Expense - 700 Property (4 School Budget records)									
710 Land & Site Improvement		-\$3,161,746	\$0	-\$55,662		5680.3%	-\$10,000	45,662	-82%
733 Furniture and Fixtures	-\$7,000	-\$69,091	-\$10,000	-\$69,091		100.0%	-\$10,000	59,091	-86%
734 Technology-Related Hardware	-\$150,000	-\$93,296	-\$40,000	-\$100,000		93.3%	-\$50,000	50,000	-50%
739 Equipment	-\$5,000		-\$5,000	\$0			-\$5,000	-5,000	
TOT	-\$162,000	-\$3,324,133	-\$55,000	-\$224,753			-\$75,000	149,753	
Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc (5 School Budget records)									
810 Dues and Fees	-\$4,200	-\$3,468	-\$4,200	-\$4,000		86.7%	-\$4,200	-200	5%
810 Background Checks	-\$700	-\$1,843	-\$2,300	-\$2,000		92.1%	-\$2,300	-300	15%
811 Charter School Association Dues	-\$2,688	-\$3,616	-\$3,520	-\$3,616		100.0%	-\$3,616	0	-0%
820 Facility Mortgage Payment	-\$407,583	-\$275,167	-\$434,000	-\$434,000		63.4%	-\$555,019	-121,019	28%
890 Misc. Expenditures	-\$1,000	-\$1,204	-\$1,000	-\$1,204		100.0%	-\$1,204	0	-0%
TOT	-\$416,171	-\$285,298	-\$445,020	-\$444,820			-\$566,339	-121,519	
TOT	\$34,654	-\$3,305,723	\$197,993	\$146,997			\$232,477	85,480	

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

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

www.treasurer.utah.gov

PROMONTORY SCH OF EXPEDITIONARY

BRIAN CATES

1051 WEST 2700 SOUTH

PERRY, UTAH 84302

Account**Account Period****8282**

July 01, 2023 through May 31, 2024

Summary

Beginning Balance	\$ 1,155,742.40	Average Daily Balance	\$ 1,375,078.88
Deposits	\$ 318,647.66	Interest Earned	\$ 68,647.66
Withdrawals	\$ 0.00	360 Day Rate	5.3489
Ending Balance	\$ 1,474,390.06	365 Day Rate	5.4232

Date	Activity	Deposits	Withdrawals	Balance
07/01/2023	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,155,742.40
07/31/2023	REINVESTMENT	\$ 5,080.88	\$ 0.00	\$ 1,160,823.28
08/31/2023	REINVESTMENT	\$ 5,226.70	\$ 0.00	\$ 1,166,049.98
09/20/2023	per Ambe	\$ 250,000.00	\$ 0.00	\$ 1,416,049.98
09/30/2023	REINVESTMENT	\$ 5,614.01	\$ 0.00	\$ 1,421,663.99
10/31/2023	REINVESTMENT	\$ 6,560.52	\$ 0.00	\$ 1,428,224.51
11/30/2023	REINVESTMENT	\$ 6,441.60	\$ 0.00	\$ 1,434,666.11
12/31/2023	REINVESTMENT	\$ 6,672.53	\$ 0.00	\$ 1,441,338.64
01/31/2024	REINVESTMENT	\$ 6,710.40	\$ 0.00	\$ 1,448,049.04
02/29/2024	REINVESTMENT	\$ 6,305.64	\$ 0.00	\$ 1,454,354.68
03/31/2024	REINVESTMENT	\$ 6,724.21	\$ 0.00	\$ 1,461,078.89
04/30/2024	REINVESTMENT	\$ 6,541.06	\$ 0.00	\$ 1,467,619.95
05/31/2024	REINVESTMENT	\$ 6,770.11	\$ 0.00	\$ 1,474,390.06
05/31/2024	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,474,390.06

STATEMENT OF ACCOUNT

P T I F

UTAH PUBLIC TREASURERS' INVESTMENT FUND

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Date	Activity	Deposits	Withdrawals	Balance
<i>{Effective: 07/31/2023}</i>	<i>The GASB Fair Value factor at June 30, 2023 is 1.00007516</i>			
<i>{Effective: 01/31/2024}</i>	<i>The GASB Fair Value factor at December 31, 2023 is 1.00152190</i>			

Attendance Policy

Promontory is committed to providing a quality education for every student. The school firmly believes that consistent attendance teaches students responsibility. Students learn the value of being punctual and prepared. Frequent absences result in a loss of continuity of instruction and prove disruptive for students, teachers, and staff. At Promontory, every hour is filled with learning activities and concepts. In order to truly benefit from these learning experiences, continuous, prompt attendance at school is necessary.

Parents are expected to take a proactive role in ensuring their children attend school whether that be physically present in class or participating from home in the case of distance or blended learning. We recommend that families plan their vacation schedule around the existing school calendar. When possible, medical and dental appointments should take place outside of school hours, and parents should notify the school in advance of any absence. Parents and students are responsible for obtaining homework or assignments for the time period which the student is absent.

Promontory intends for this policy to be consistent with the provisions of Utah's compulsory attendance laws, Utah Code Ann. §§ 53G-6-202 through 53 G-6-206. Promontory will seek to accurately monitor and record attendance information, annually review attendance data, and consider revisions to the attendance policy and procedures to encourage student attendance. In accordance with state law, school will be held at Promontory School 180 days a year whether that be held at the physical location or through blended or digital learning.

Additionally, Promontory intends for this policy to be consistent with Utah Code R277-419 regarding Pupil Accounting and Continuing Enrollment Measurements. When students participate in digital or blended learning Promontory will seek to accurately

monitor and record attendance information, document each student's continued enrollment status at least once every ten consecutive school days, annually review attendance data and consider revisions to the attendance policy and procedures to encourage student attendance, whether that be physically at Promontory School or participating digitally from a different location. A student participating in online or blended learning at Promontory School will receive instruction under the direction of a highly qualified, licensed teacher who is subject to the licensure requirements of R277-301 and fingerprint and background checks consistent with R277-214 and R277-309.

In accordance with Utah Administrative Rule R277-419-5, a student must be withdrawn after ten (10) consecutive days of unexcused absences. The school shall send a certified letter notifying the parents of the pending withdrawal and provide adequate time for a response before withdrawing the student from school PRIOR to the actual withdrawal.

Excused absences do not fall under this rule, and therefore, do not require withdrawal. They include:

- Illness
- Hospitalization
- Home and Hospital services
- Any pending court investigation or action
- A prior-approved education leave

Please review our Attendance Procedures.

The director will establish attendance procedures for traditional learning as well as blended learning and digital learning that will be consistent with this policy and applicable laws and will ensure that the policy and procedures are distributed to parents.

The director will establish truancy procedures, which will include but not limited to, leaving campus or class and/or hiding on campus, that will be consistent with policy and applicable laws and will ensure that the policy and the procedures are distributed to parents.

ATTENDANCE PROCEDURES

The Utah Compulsory Attendance Law (53G-6-202) directs parents to require their children between the ages of six and 18 years to attend school. Promontory is committed to providing a quality education for every student. The school firmly believes that consistent attendance teaches students responsibility. Students learn the value of being punctual and prepared. Frequent absences result in a loss of continuity of instruction and prove disruptive for students, teachers and staff. At Promontory every hour is filled with learning activities and concepts. In order to truly benefit from these learning experiences, continuous, prompt attendance at school is necessary. Exceptions to these procedures are at the discretion of the director on a temporary basis.

Parents are expected to take a proactive role in ensuring their children attend school. We recommend that families plan their vacation schedule around the existing school calendar. When possible, medical and dental appointments should take place outside of school hours, and parents should notify the school in advance of any absence. Parents and students are responsible for obtaining homework or assignments for the time period in which the student is absent.

EXCUSED AND UNEXCUSED ABSENCES Some absences and incidents of tardiness are excused and some are unexcused (see list below). The number of absences and incidents of tardiness will be noted on progress reports.

Please call the school at 435-919-1900 before 9:00 a.m. each day that a child will be absent or tardy. The notification and explanation of the absence will help us know if the absence is excused or unexcused. Absences may be deemed “excused” only if the reason falls into the category of excused absences listed below. A valid reason for an absence should be given to the school within one week of a child returning to school, or the absence will remain “unexcused”.

Excused: Personal illness Death in the family or family emergency Impassable roads due to inclement weather Religious observance Quarantine Required court appearances Medical reasons Any absence approved by the director

Unexcused: Oversleeping Hunting Babysitting Haircut Shopping Unreported absences Any other reason which does not fall into the categories listed under excused

TARDIES Students will be considered tardy if they are not in the classroom at the designated start time for class. Any student arriving after 8:20AM will be marked tardy. Middle School students more than 20 minutes late for a class will be marked absent for that class period.

CHECK-OUT PROCEDURE When a student needs to be excused early, he/she must be checked out at the main office by a parent/legal guardian or someone listed in our computer system as an emergency contact authorized to check out the student. Before departing, the person checking out the student must sign out on the register provided in the main office.

WITHDRAWAL FROM SCHOOL ROSTER In the event that you decide to withdraw your child from Promontory School, we request that you notify us immediately, follow our Transfer Policy, and fill out the appropriate forms.

INTERVENTION It is important to maintain ongoing communication with your child's teachers about health or family situations that may negatively affect your child's consistent attendance in school. When absences and tardies occur with some regularity or frequency, intervention may be necessary to improve attendance. Intervention may take the form of a phone call, email, parent conference, or official letter from the Director. Truancy issues that are not resolved through these means may result in a truancy report to the Department of Child and Family Services.

In this, Promontory School will follow guidelines consistent with the district schools in Box Elder County: **Attendance Enforcement**

A. A parent or guardian of a child who is subject to the compulsory school attendance law may be subject to a class B misdemeanor if:

1. They intentionally or recklessly fail to enroll a school-age minor in school, unless that minor is exempt from enrollment.
2. After being served with a notice of compulsory education violation they intentionally or recklessly fail to meet with the school authorities designated in the notice of compulsory education violation to discuss the student's school attendance problems.
3. After being served with a notice of compulsory education violation they intentionally or recklessly fail to prevent the student from being absent without a valid excuse five or more times during the remainder of the school year.

B. Designated school officials shall make earnest and persistent efforts to resolve a student's attendance problems. These efforts shall include the following, as deemed appropriate or feasible in individual cases:

1. Counseling of the student by school authorities including a meeting with

the student after their fifth absence without a valid reason.

2. Issuing a written notice of a compulsory attendance violation after at least five unexcused absences (truancies)
3. Enlisting parental support for attendance by the student.
4. Meeting with the student and the parents or guardian.
5. Adjusting the curriculum and schedule if determined necessary to meet special needs of the student.
6. Monitoring of attendance by parents and the school.
7. Classifying a student who is at least twelve years of age as a habitual truant after at least ten truancies during the school year.
8. Enlisting the assistance of community and law enforcement agencies as appropriate.

In alignment with our Attendance Policy and Utah State Administrative Rule R277-419-5 a student must be withdrawn after ten (10) consecutive days of unexcused absences. Promontory School shall send a certified letter notifying the parents of the pending withdrawal and provide adequate time for a response before withdrawing the student from school PRIOR to the actual withdrawal.

Promontory School shall withdraw students after ten (10) consecutive days of absence, unless they fit one or more of the exceptions listed above. The withdrawal date would be entered as of the eleventh day to show the previous ten (10) days as unexcused absences regardless of the total number of accumulated unexcused absences.

If it is determined that the pupil has left school for one of the following reasons: completion, dismissal, death, transfer or administrative withdrawal, the date of withdrawal must be the day after the last day of attendance or within ten (10) days after the last day of attendance.

Read the complete Attendance Policy.

Dress Code Policy

DRESS CODE

Dress codes at Promontory School of Expeditionary Learning are mandatory. Dress and grooming standards are part of the dress code policy.

The purpose of the dress code policy is to help create a safe environment, improve the classroom-learning atmosphere, and promote the concept of crew. Promontory School believes that dress codes will promote a sense of school unity and ensure that every child comes dressed to learn, while instilling responsibility and respect for themselves and their peers.

It is expected that students will adhere to the following dress code policy guidelines and that parents will support their students and the school in enforcing the dress code policy.

STUDENT PRESENTATION & GROOMING

Students must present a modest, clean, and neat appearance at all times.

- ❖ All clothing must be clean, appropriately sized, and worn correctly. Pants/shorts/skirts must be worn at the waist. Shoes must be tied or fastened. Clothing shall not be excessively worn or have holes.
- ❖ Hair must be clean and have a combed appearance and be appropriate for school. Hairstyles and colors should not be distracting and should be appropriate for school.

TOPS



❖ Tops must be a solid color.

- ❖ Tops must be a solid tight knit. No lace or crochet for example.
- ❖ Tops must have a collar (not a detachable collar) and be a polo or button-down, plain, with no printing or graphics (small brand name logo, no larger than 1.5" square, is acceptable).

❖ Dresses are considered a top and need to follow those color guidelines.

❖ Tops must:

- Be long enough to tuck.
- Have sleeves that cover the shoulders and under the arm.
- Not be sheer or otherwise revealing.
- Not be torn or purposely frayed.
- Not be denim.
- Not have embellishments (i.e., lace), unless the same color as top.
- Be clean.

❖ A shirt worn underneath the collared top must be a solid color consistent with dress code policy colors and plain with no visible printing or graphics (small brand name logo, no larger than 1.5" square, is acceptable).

❖ Any sweaters, vests, hoodies, or jackets worn inside the classroom must be a solid color consistent with dress code policy colors and requirements, plain, with no printing or graphics (small brand name logo, no larger than 1.5" square, is acceptable). Hoods may not be worn inside the building. Any size Promontory School logo is acceptable.

BOTTOMS





- ❖ Bottoms must be a solid neutral color (**White** or of any shade **Blue, Brown, Gray, Green** and **black**).

- ❖ Bottoms are considered skirts, jumpers, overalls, skorts, shorts, capris, or pants and may be no shorter than 2 inches above the kneecap. Clothing must be worn under skirts to cover undergarments, i.e., tights, leggings, and shorts. Leggings and tights must be an opaque (not sheer) solid color consistent with dress code policy colors and are not allowed unless worn under a skirt/skort/dress which is still no shorter than 2 inches above the kneecap. “Jogger” style golf/work pants are permitted as long as they don’t meet any workout or loungewear criteria (i.e. sweat-like fabrics.)

- ❖ Bottoms must:
 - Be no shorter than 2 inches above the kneecap.
 - Be worn around the waist.
 - Have no holes (patches matching color and hidden).
 - Be clean.

- ❖ No traditional wash blue jeans, sweats, knit or sweat-like fabric, workout clothing, basketball-style or athletic pants/shorts are allowed except for camping (see below).

FLEXIBLE FRIDAYS

- ❖ Free choice of modest, clean and in good repair (no holes) clothing may be worn. No offensive graphics are allowed.

DRESSES



❖ Dresses must be a solid color.

❖ Dresses may be worn that have a collar or collared shirt underneath and are no more than 2 inches above the kneecap.

❖ Leggings and tights must be an opaque (not sheer) solid color consistent with dress code policy colors and are not allowed unless worn under a knee length skirt/skort/dress which is still no shorter than 2 inches above the kneecap.

❖ Dresses must:

- Have sleeves that cover the shoulders and under the arm.
- Not be sheer or otherwise revealing.
- Not be torn or purposely frayed.
- Not be denim.
- Not have embellishments (i.e., lace), unless the same color as dress.
- Be clean.

ACCESSORIES

- ❖ Any makeup, jewelry, or hair accessories worn should be appropriate for school and not distract from the learning environment.
- ❖ Body piercing will be limited to earrings that do not draw undue attention or present a danger to the person wearing them.
- ❖ No hats of any kind (including baseball caps) or sunglasses may be worn in the building.
- ❖ Belts and ties, if worn, should be conservative in style and not distracting.

FOOTWEAR

- ❖ Footwear must be appropriate for P.E. and outdoor activities. Footwear may have open toes but must have a strap or some kind of back on the shoe so that it doesn't slip off the feet.
- ❖ Shoes and socks should be conservative in style and not distracting. No wheelies are permitted.
- ❖ Students will need a pair of sturdy hiking or walking shoes for outside excursions. It is possible that a specific type of shoe will be needed for a specific activity (i.e. rock climbing, back packing, water activities, etc.). If so, notification will be given in advance.

OUTERWEAR

- ❖ Winter coats, jackets, gloves, hats, and other outerwear are not considered dress code items and should not be worn inside the classroom. Any items worn inside the classroom must be consistent with the school dress code
- ❖ policy colors and requirements.
- ❖ A rain jacket is not required for regular classroom use but is encouraged as it is likely to be used on outdoor fieldwork.

FIELDWORK DRESS CODE



Unless notified differently, students should wear an official Promontory School fieldwork shirt or any shade **BLUE COLLARED SHIRT** and any dress code bottoms on fieldwork. This is not a “dress down” activity. When students leave the building for fieldwork, they represent Promontory School. This fieldwork dress code will also help chaperones more quickly identify Promontory students.

- ❖ Some fieldwork activities do call for a “dress down” dress code, and teachers will notify parents to specify in advance when activities call for dressing down. An official **PROMONTORY FIELDWORK T-SHIRT** or solid **BLUE T-SHIRT** and **BLUE JEANS**, or bottoms appropriate for the activity, may be worn on teacher-specified “dress down” fieldwork. All other dress codes rules apply.
- ❖ An official Promontory fieldwork t-shirt is available to purchase through the school as an option.
- ❖ Spirit t-shirts, i.e., school fundraiser t-shirts, race shirts, etc. are not to be worn on fieldwork.

CAMPING DRESS CODE

We recognize camping is a different learning environment. Students should be prepared to get dirty and remember the modesty standards from the dress code policy. The daily school dress code is appropriate on campouts, and additional dress code options are as follows:

TOPS

- ❖ For camping, shirts may include any solid color t-shirt, with no printing or graphics (small brand name logo, no larger than 1.5” square, is acceptable).
- ❖ An **Official Promontory Fieldwork T-shirt** will be made available for purchase through the school as an option for such camping activities.
- ❖ Spirit t-shirts (school fundraiser t-shirts, race t-shirts, etc.) may be worn camping.

BOTTOMS

- ❖ Jeans are allowed; however, they must meet standard dress code policies: no shorter than 2 inches above the kneecap, no holes, tears, or writing. They also need to be worn at the waist.

STUDENT-LED CONFERENCE & CELEBRATION OF LEARNING

Students are expected to be in school dress code unless notified differently by their teacher.

PASSAGE PRESENTATIONS DRESS CODE POLICY

Students are expected to wear school dress code or best dress, while adhering to modesty standards, for their Passage

OTHER ATTIRE

Students may choose other attire such as backpacks, purses, etc. that are not offensive and are appropriate to our learning environment.

Dress code items not specifically covered but considered inappropriate or contrary to the purpose of the Dress Code Policy are subject to review by the Administrators in charge of executing the Dress Code Policy.

EXEMPTION

Dress code compliance is mandatory with no opt-out policy other than stated below.

Dress code policy exemption will be granted by the director based on:

- ❖ Religious beliefs
- ❖ Extenuating circumstances.

The administration will develop ways of assisting economically disadvantaged students

who are unable to meet the dress code policy requirements because of economic circumstances.

General Policy Considerations

This Policy is intended to create a framework to meet the purpose described above. As styles change and questions arise, the school administration, as the Board of Directors' designee, has the authority to determine if a student's attire or appearance conforms to the provisions contained in this Policy. If a student violates the dress code policy, the discipline procedures outlined by the Director should be followed.



EARLY LEARNING PLAN 2024-2025

LEA Name: Promontory School of Expeditionary Learning

Date of Expected Local Board Approval: 6/20/2024

Submission of Early Learning Plan:

- Submission on or before August 1st: For ELP **approval**, submit the following to earlylearning@schools.utah.gov **by August 1st.**
 - ELP Plan as a WORD document
- Plan approval added to Local Board agenda by August 1 to have approval completed by September 1
- All Revisions submitted **no later than September 1st by 5 p.m.**

SECTION A: EARLY LITERACY

List your evidence-informed core curriculum program(s) and evidence-based intervention program(s)/strategies for grades K-3 literacy along with the year published or edition.

SB 127: Districts and charters are required to provide instructional materials that are evidence-informed for core instruction and evidence-based for intervention and supplemental instruction.

***Evidence-Informed Curriculum(s)** (defined in SB 127 as: (i) is developed using high-quality research outside of a controlled setting in the given field, and (ii) includes strategies and activities with a strong scientific basis for use)

***Evidence-based** is defined in SB 127 as: means that a strategy demonstrates a statistically significant effect, of at least a 0.40 effect size, on improving student outcomes based on: (i) strong evidence from at least one well-designed and well-implemented experimental study or (ii) moderate evidence from at least one well-designed and well-implemented quasi-experimental study.

*Resources available: [Science of Reading Evidence-Informed Core Criteria Checklist](#)
[Strong and Moderate Evidence Criteria](#)

Core program(s) with year published/edition	Intervention program(s) with year published/edition or evidence-based strategies
CKLA Edition Online Materials	UFLI Current Edition

SECTION B: EARLY MATHEMATICS

1. What evidence-based curriculum is being used in tier 1 instruction and intervention instruction for K-3 mathematics?

Core program(s)	Intervention program(s) and/or strategies
UEN, Montessori Math, Simplified Math Curriculum, Firstie	Zearn, Open Up, ST Math, Khan Kids

2. Describe how the following mathematical components are incorporated in tier 1 instruction in grades K-3.

Mathematical Components	Evidence-based Strategies
Conceptual Understanding: the comprehension and connection of concepts, operations, and relations.	Teachers implement tasks that promote reasoning and problem solving. They facilitate meaningful mathematical discourse through rich tasks, and Training in “Building Thinking Classrooms” through Shannon Olsen
Procedural Fluency: the meaningful, flexible, accurate, and efficient use of procedures to solve problems.	Teachers give students regular opportunities to apply procedures to solve real-world problems related to Expeditionary Learning. Play games that give students practice solving problems, and give students time to practice procedures using the ST Math software program.
Strategic and Adaptive Mathematical Thinking: the ability to formulate, represent, and solve mathematical problems with the capacity to justify the logic used to arrive at the solution.	Mathematical Practices in the Utah Core State Standards, mathematical tasks from the math curriculum with a high level of cognitive demand, and practice with the ST Math individualized math software program
Productive Disposition: the attitude of a student who sees mathematics as useful and worthwhile while exercising a steady effort to learn mathematics.	Teachers will implement evidence-based strategies, setting goals with students while focusing on a growth mindset while providing positive experiences in math instruction for students.

SECTION C: LOCAL GOALS

Goals must be measurable, address current performance gaps in student math and/or literacy data, and include specific strategies for improving outcomes.

Videos to support goal writing: [Analyzing Data and Identifying Areas of Need](#) and [Writing Goals](#)

Goal Sentence Frame:

By **[date]**, **[who is responsible]** will **[what will change and by how much--measurable]** by **[how--which evidence-based strategy(ies) will be used]** to **[why—for what purpose]**.

1. Early Mathematics Goal *(required)*

By **May 30, 2025**, **Promontory School** will sustain the achievement of third-grade students by maintaining a 20% reduction in the percentage of students scoring well-below benchmark on the Acadience Math composite from BOY to EOY. This will be accomplished through the implementation of targeted, evidence-based interventions tailored to each student's diagnostic needs, as assessed by the Acadience Math Screener and Open Up Math assessments. The interventions will focus on addressing specific skill gaps and increasing the proportion of students progressing out of the well-below benchmark status. These students will also receive 30 minutes a day of additional support to enrich learning in mastery of skills and concepts.

2. Early Literacy or Mathematics Goal *(required)*

Literacy Goal

Mathematics Goal

By **May 30, 2025**, **Promontory School** will maintain a 14% increase in first-grade students scoring at or above benchmark in Acadience Reading from the BOY to EOY. This will be achieved through ongoing teacher training, coaching, and feedback on the adoption of CKLA, focusing on PSF, and ORF. The interventions will focus on addressing specific skill gaps and increasing the proportion of students progressing out of the well-below benchmark status. All students receive 30 additional minutes a day with targeted support in Tier 2 instructional small groups.

General Assurances: *Check the boxes below.*

The LEA assures that it is in compliance with State Code [53E-4-307.5](#), [53G-7-218](#), [53E-3-521](#) and Utah Board Rule [R277-406](#) applicable to this program.

The LEA has adopted high quality instructional materials and intervention programs aligned with the effective research regarding the science of reading and the LEA's reading strategies meet the criteria in Section [53G-11-303](#).

The Early Learning Plan submitted will be reviewed and approved by your local board in an open, public meeting.

By submitting this form, I certify the information I provided on and in connection to this application is true, accurate and complete. I also understand that any false statements on this application I file with the Utah State Board of Education may be grounds for corrective action.

Fieldwork and Overnight Policy

In order to maintain the safety, welfare, and educational interests of students, teachers, and volunteers, the following policy shall apply.

Transportation

When large or small groups are leaving campus for any school-sponsored activity a school bus can be used or volunteers can transport students in their own vehicles. All volunteer drivers are subject to the requirements of the volunteer policy including criminal records background checks. Volunteer drivers shall submit their current driver's license and proof of insurance to be photocopied and kept on file in a secure location at the school.

Parental Consent and Release of Liability

1. For each fieldwork excursion, a note must be sent home to parents/guardians describing the date, time, location, and purpose of the trip.
2. A consent and release of liability form must accompany this note and be returned to the school with the parent's signature.

Safety Protocols and Supervision

1. All proposed fieldwork must be approved by the School Director in advance of any trips. Reasonable guidelines shall be established that provide adequate advance notice to parents and students and sufficient time for review and preparation by Director and office staff.
2. The School Director shall develop safety protocols for fieldwork that include, but are not limited to,
 - criminal records background checks for volunteers;
 - frequent "role calls" and other means of assuring attendance;
 - clear supervision responsibilities for volunteers and staff;
 - special medical consideration for designated students;
 - communication methods and procedures both within the excursion group and from the group to the school, including procedures and guidelines to be followed in the event of an emergency.
 - An adult to student ratio of 8:1 and the principle of two deep adult leadership will be maintained on all day trips.

Camping and other Overnight Fieldwork Excursions

Overnight trips must fall within the following guidelines. Fieldwork and extended day must be approved by the director of the school. All overnight excursions must be approved by the director and the board.

Middle School and Upper Elementary (5th-8th) Students:

For clear and compelling educational opportunities overnight trips may be proposed by the teachers.

Lower Elementary (K-4th) Students:

- Will typically have day trips only. If there is a rare, clear, and compelling educational opportunity which cannot be had by other means, a trip may be proposed by the teachers.

Basic Safety

1. Generally accepted safety policies and procedures shall be rigorously adhered to on all camping trips. Such practices include, but are not limited to:
 - a. Minimum two-deep adult leadership in all circumstances (hikes, outings, activities, etc.).
 - b. No one-on-one grouping of adult with student. If, for instance, a private conference is needed, this must be done in view of other adults and students.
 - c. Training in, and packing of, proper clothing and gear.
 - d. A 6:1 student to adult ratio on all overnight trips.
2. Training shall be held for those going on camping trips, and there shall be strict enforcement of the rules.
3. In camping situations that involve tent lodging:
 - two or more adult chaperone's and a teacher(s) may share a large tent with students, provided that the sleeping arrangements for the adults are on one side of the tent, and students' accommodations are on the opposite side (with an unobstructed separation of at least 3 feet between adults and students).
 - b. In all other situations, teachers must sleep alone in their own tents, and adult chaperones sleep in their own tents. Chaperones may sleep in the same tent with their own child(ren) and no others.
4. In hotel/motel lodging situations:
 - a. Teachers shall not sleep in the same room as students (except as provided in 4. c. below).
 - b. Adult chaperones sleep in their own rooms. In some cases, chaperones may sleep in the same room with students where there are two or more chaperones present. Adults may not sleep in the same bed as a student unless the student is their own child.
 - c. In large, open-room lodging situations:
 - i. Students and chaperones will be divided by gender and assigned to separate rooms.
 - ii. The room will be clearly divided into a student sleeping area and an adult sleeping area.
 - iii. Appropriate measures will be taken to maintain individual privacy. iv. For the safety of all involved, teachers are strongly encouraged to find and use large, open-room lodging accommodations where possible (don't forget your earplugs).
5. Opposite gender camps shall be clearly separated from one another.
6. Parents and students shall receive and provide signed consent to abide by the safety rules and submit to the consequences of breaking rules.
 - a. Fieldwork is an extension of the school boundaries. Consequently, all rules related to the prohibition of alcohol, tobacco, drugs, and weapons with regard to both adults and students apply in all aspects of the trip including night-time, while in transport, and at all fieldwork locations.
 - b. As part of this agreement parents accept the responsibility, as a consequence of their child breaking the rules, to pick up and transport their child home from a trip *at any time during the trip* should the need arise.

Campout costs

1. The School must stay within the budget raised and allocated for the experience. 2. Students will be given enough time to know costs, and will be required to make a reasonable effort to provide for needs through fund-raising, borrowing of equipment, etc.
3. The School will provide necessary funds and equipment if a student (and family) is not financially able to cover the costs.

Participation Requirements

Overnight trips are intended to provide direct, rare, and compelling educational experiences. Consequently, the School hopes to have all students participate. However, in situations where parents prefer not to have their child participate in overnight trips, such participation is not required and students will not be penalized for failure to attend. Under circumstances of non-participation, the school is not responsible for any missed experiences that the students forgo for having elected not to attend.

Food Sold on School Grounds Policy

I. Definitions

- A. "Competitive foods" as provided in 7 CFR 210, means all food and beverages, other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act, 42 U.S.C., and the Child Nutrition Act of 1966, available for sale to students on the school campus during the school day.
- B. "Nutrition Standards" are defined in 7 CFR 210.11 and are hereby incorporated by reference.
- C. "Reimbursable meal" means a meal, which meets the requirements of 7 CFR 210, 211, 215, 220 or 225, which are incorporated by reference and can be claimed for payment.
- D. "School day" means the period from the midnight before to 30 minutes after the end of the official school day.
- E. "School grounds" means all areas of the property under the jurisdiction of the school that are accessible to students during the school day.
- F. "Vending machine" means a self-service device that upon insertion of a coin, paper currency, token, card or key, dispenses unit servings of food in bulk or in packages.

II. Purpose

- A. The purpose of this policy is to outline requirements for Promontory School of Expeditionary learning regarding foods sold outside of the reimbursable meal service.

III. Vending Machine/Competitive Food Sales on Promontory School Grounds A. Promontory School does not provide vending machines to the students in order to encourage and promote healthy eating and participation in the school lunch program and to support the family in encouraging healthy eating through home lunch. B. Promontory School does not allow the sale of competitive foods during the school day for the reasons listed in III. A.

C. Food Sales for fundraising purposes and special events may be sold using the following criteria:

- a. Food sales are encouraged to meet the nutrient standards as outlined in 7 CFR 210.1 as well as the standards defined in the Promontory Health and Wellness Policy. According to R277-719-5, foods that do not meet the nutrient standards outlined can be used for fundraising if they are used infrequently, not more than three times a year and each individual fundraiser must not exceed five days.
- b. The school director shall designate an individual to maintain records of fundraisers at which foods and beverages that do not meet competitive food standards are sold.
- c. Career and Technical Education programs may make written requests for fundraisers, in addition to the three allowed in R277-519-5C, to the USOE Child Nutrition Program Director with director and board approval.

IV. Promontory intends for this policy to be consistent with Board Rule R277-407.

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Founding Member Policy

Promontory School of Expeditionary Learning will offer “preferential enrollment” to children of those who play a significant role in the development of the school. These teachers, staff, parents, and board members will be referred to as “founding members.” Promontory has adopted the following policy regarding founding members.

The Promontory Board must approve each founding member. Potential founding members will

Mom sign a Memorandum of Understanding (MOU) which outlines their commitment to contribute in a significant and meaningful way to the development of the school as determined by the Governing Board. Founding teachers are exempted from signing the MOU. Persons who fail to meet these requirements can have Founding Member Status revoked. Preferential enrollment shall be extended to no more than 5% of enrolled students. As such, each founding member is allowed to enroll one child in the school using their founding member status. A list of founding members can be located on display in the front office and are listed as followed;

Founding board members: Valerie Neslen, Kassi Capener, Rob Christensen, Sharon Fairbourn, Bridgett Clark, Bryce Passey, Kimberly Jenson, Shanda Parkinson, Shiree Case

*Founding members: Laurie Baird, Misty Beisinger, Leanne Brockbank, Kassi & Randy Capener, Shiree & Ben Case, Rob & Jenn Christensen, Bridgett & Paul Clark, JD Clark, Missi Conover, Sharon & Rick Fairbourn, Meg Ferry, Jared Griffith, Susan Hardy, LeAnne & Verlo Hunsaker, Kimberly & Richard Jenson, Mindy Johnson, Heidi Nelson, Valerie & Cannon Neslen, Claudia Oyler, Shanda & Tom Parkinson, Bryce & Carolyn Passey, Suzie Roberts, Britney Silver, Shallen Sorenson, Susie Witt
Founding teachers: Rob Christensen, Sherry Christensen, Tiffany Conger, Tia Cornelius, Tracy Davidson, Dorothy Dobson, Dana Durney, Mindy Espinoza, Mary Beth Farrer, Nina Guzzetti, Heidi Heil, Gayle Mansfield, Camille McClurg, Tina McMullin, Glenna Petersen, Megan Quitberg, Lynette*

Reeder, Janni Richards, Dot Ross, Nancy Smith, Sean Wallis, Lindsay Walter, Cindy Wells