

LIBRARY MATERIALS SELECTION & REVIEW POLICY

I. Library Policy

A. Promontory School's libraries support and enhance student learning. Promontory School values libraries, media centers, and library staff who select, maintain, and preserve rich repositories of balanced, relevant, age appropriate, and varied educational sources for students.

B. This policy specifies the process for identifying materials to be included or disqualified from use in libraries and schools based on Section 53G-10-103, *Sensitive Instructional Materials*, state and federal law, Administrative Rule R277-217 and R277-628, *Educator Standards and LEA Reporting*, or based on age appropriate content.

C. All employees of Promontory School must adhere to this policy and are subject to the Promontory School employee conduct policies for any personal violation.

D. Definitions:

(1) "Instructional material" means the same as defined in 53G-10-103(1).

(2) "Objective sensitive materials" means the same as the term is defined in 53G-10-103(1).

(3) "School community parent" is a parent who has a student currently attending the school ,or will have a student enrolled in the school within one year, where the challenged instructional material is being reviewed in accordance with Subsection 53G-10-103(4).

(4) "School setting" means the same as the term is defined in Subsection 53G-10-103(1).

(5) "Sensitive Materials" means an instructional material that constitutes objective sensitive material or subjective sensitive material.

(6) "Subjective sensitive materials" means the same as the term is defined in Subsection 53G-10-103(1)

II. Selection of Materials for Library Collection

A. The library professional will initially select all library materials under the direction of the local board, including gifts and donations, consistent with this policy using the following criteria:

1. seek recommendations and work collaboratively with parents, patrons, others in the school community during the selection process;
2. create a collection that reflects diversity of ideas; and
3. create a collection that adheres to the law.

- B. Electronic databases and other web-based searches and content will be filtered through Promontory School's state-required internet filter.
- C. Gifts and donations will be reviewed following selection criteria and will be accepted or rejected using the same criteria; and
- D. The responsibility for final material selection rests with trained library personnel under direction of the governing board of Promontory School using the following criteria:
 - 1. Overall purpose and educational significance;
 - 2. Legality;
 - 3. Age and developmental appropriateness;
 - 4. Timeliness and/or permanence;
 - 5. Readability and accessibility for intended audience;
 - 6. Artistic quality and literary style;
 - 7. Reputation and significance of author, producer, and/or publisher;
 - 8. Variety of format with efforts to incorporate emerging technologies; and
 - 9. Quality and value commensurate with cost and/or need.
- E. A record of reviewed materials will be maintained by Promontory School and include:
 - 1. the name of the school;
 - 2. the title and author of the material;
 - 3. all available formats of the material (digital/hard copy/etc.);
 - 4. the intended use of the material;
 - 5. the date the material was reviewed; and
 - 6. the employee's name and title that reviewed the material.

III. Library Collection Maintenance

- A. Library materials will be maintained consistent with the criteria listed in II.D, state and federal laws, including Utah Code Ann. Section 53G-10-103, and represent varying viewpoints.
- B. The school librarian or designated specialist will inventory the school library collection and equipment annually.
 - 1. The inventory may be used to determine losses and remove damaged or worn materials to be considered for replacement.
 - 2. The inventory may also be used to deselect and remove materials that are inconsistent with the law, or that are no longer relevant to the curriculum or of interest to students.
 - 3. Identify gaps or deficits in the library's collection.

IV. Sensitive Materials Review Process

- 1. Initial review
 - a. Reviewed by at least Promontory School employees.
 - b. Makes an initial determination related to a plausible claim that the material constitutes sensitive materials.
 - c. May use excerpts and other evidence to support the allegation.
 - d. If a plausible claim is substantiated, then the instructional materials are immediately removed from student access in all school settings until the full review is completed.
 - e. Full review is initiated after the completion of the initial review of which a plausible claim is substantiated.

2. Full review: Objective Sensitive Materials

- A. Promontory School will ensure a least restrictive, transparent process for a sensitive materials review request to be made in physical or electronic formats.
- B. A sensitive materials review request of a material may only be made by:
 - 1. a parent of a student that attends the school;
 - 2. a student who attends the school;
 - 3. an employee of the school; or
 - 4. a member of the relevant school governing board.
- C. If challenges become unduly burdensome, Promontory School may limit the number of challenges made by an individual. As outlined in 53G-10-103(3)(b) an "unsuccessful challenge" means an allegation that a given instructional material constitutes sensitive material that the School concludes to be erroneous, either on direct review or on appeal to the Promontory governing board, resulting in the retention of the given instructional material. (ii) Notwithstanding Subsection (3)(a), after an individual makes three unsuccessful challenges during a given academic year, the individual may not trigger a sensitive material review under this section during the remainder of the given academic year.
- D. A sensitive material review may be based on definitions given in Section 53G-10-103, or upon concerns with age-appropriateness of content.
- E. The identity of the requestor will be protected and kept confidential from all individuals outside of the review process outlined in this policy, to the extent possible.
- F. Promontory School will ensure each school provides access to a Sensitive Materials Review Request Form (See Appendix A).
- G. The requestor must provide all information requested on the form including the requestor's complaint or objection to the library material.
- H. The material that is subject to a review request will have restricted access by maintaining the material behind the circulation desk or requiring an access code for digital materials until the processes described in this policy are completed.
- I. The material's access level will be consistent at Promontory School until a final determination is made regarding the material.
- J. Upon receipt of a request for review, the school administrator or designee will acknowledge the receipt of the request, create a case number for the review, and convene a Review Committee within a reasonable time according to the procedure outlined below:
 - 1. A Review Committee will include a reasonable and an odd number of individuals.
 - 2. Members of the committee will include:
 - i. a facilitator chosen by Promontory School's administration;
 - ii. at least one administrator or designee;
 - iii. a licensed teacher at the school who is currently teaching English language arts or subject relevant to the challenged material;
 - iv. a licensed teacher-librarian or school librarian; and
 - v. parents of current students at the school that number at least one more than the LEA employees on the Committee including parents reflective of the school community as required in Subsection 53G-10-103(3).
- K. The Review Committee will determine the amount of time needed for an adequate review of a material to make a thorough and thoughtful decision and inform the requester of the determined timeline with a preference for 30 school days where possible and no longer

than 60 school days.

L. The Review Committee may request that the Promontory School's governing board determine the maximum amount of time allowed for review and determination.

M. Members of the Review Committee will receive materials to complete the review process, including the following:

1. access to the complete work that includes the material being challenged;
2. a copy of the Materials Review Request form;
3. a copy of this policy
4. relevant information about the title compiled and shared by the library staff, including reason for initial approval of the material; and
5. recorded public comment as described below in Subsection O.

N. Prior to a decision of the Review Committee the school conducting the review will provide an opportunity for public comment regarding the material at a governing board meeting.

O. The school conducting the review will provide notice to parents about the opportunity to provide public comment and include the name of the material that is the subject of the materials review at least 48 hours prior to the scheduled meeting for public comment.

P. The school conducting the review will record all public comments, including written comments received, and make those comments available to the Review Committee within 48 hours of the public comment meeting.

Q. The Review Committee will schedule meetings as determined by the Review Committee and maintain minutes of each meeting.

R. The notes from each meeting will be retained by Promontory School along with all relevant documentation and the final determination.

S. The Review Committee will determine whether the material constitutes sensitive material consistent with HB 29, Section 53G-10-103, and this policy.

T. In deciding whether the material constitutes sensitive material, the Committee must:

1. consider *all* elements of the definitions of pornographic or indecent materials as defined in Utah Code Sections 76-10-1235, 76-10-1201, 76-10-1203, and 76-10-1227; and
2. whether the material is age appropriate due to vulgarity or violence.

U. In deciding whether the material is age appropriate due to vulgarity, violence, or content, the Committee must consider the material taken as a whole and consider whether it has serious literary, artistic, political, *or* scientific value for minors, which may include the following objective criteria:

1. reliable, expert reviews of the material or other objective sources;
2. committee members' experience and background; and
3. community standards.

V. In deciding whether the material taken as a whole has serious literary, artistic political, or scientific value as described in Subsection U., the Committee should consider that:

1. serious value does not mean *any value*; and
2. greater protections should exist concerning content for a library in an elementary or middle school setting.

W. The Review Committee will make a final determination of a reviewed material as follows:

1. **Retained:** the determination to maintain access in a school setting to the challenged material for all students.
2. **Restricted:** the determination to restrict access in a school setting to the challenged material for certain students as determined by the Review Committee.

3. **Removed:** the determination to prohibit access in a school setting to the challenged material for all students.

X. The decision of the Review Committee will be determined by majority vote. Y. A material may not be reviewed again for three school years following the Review Committee's determination.

Z. The final determination of the Review Committee will be communicated to the requestor and appropriate employees within 5 school days of the decision being made.

AA. Promontory School will maintain a list of all materials that receive a "removed" determination and make the list available.

BB. Decisions of all challenged books will be communicated whether retained, restricted, or removed.

CC. The Promontory School administration promptly reports the determination to the state library media specialist within 20 days after the full review is completed.

DD. Promontory School shall facilitate the prompt return or disposal of the material identified for removal and communicate with vendors and publishers regarding object sensitive materials.

If the objective sensitive material standard is not upheld, initiate a subjective sensitive material review.

3. Full review: Subjective Sensitive Material

A. Promontory School's review committee will determine the amount of time needed for an adequate review of a material to make a thorough and thoughtful decision and inform the requester of the determined timeline with a preference for 30 school days where possible and no longer than 60 school days.

B. Promontory School will allow student access to the materials in question only with parental consent.

C. The Review Committee will be constant with what has been outlined in section "2." of this policy with the exception of using "subjective" sensitive material standards vs. "objective."

D. Use of the subjective sensitive material standards:

constitutes pornographic or indecent material, as that term is defined in Section 76-10-1235, under the following factor-balancing standards:

i. material that is harmful to minors under Section 76-10-1201;

ii. material that is pornographic under Section 76-10-1203; or

iii. material that includes certain fondling or other erotic touching under Sub-section 76-10-1227(1)(a)(iv).

E. May use other criteria like violence, vulgarity, self-harm etc.

F. If the instructional material is determined to be subjective sensitive material:

i. ensure that the material is inaccessible to students in any school setting and terminate parent consent.

ii. report the determination to the state library media specialist within 10 days of the final determination.

iii. report the outcomes to the submitter and the public.

- iv. dispose or return the material identified for removal.
- v. may not be sold or distributed to a minor.

V. Appeals Process

- A. The original requestor or another individual who was not on the Review Committee may appeal the determination of the Review Committee in writing to the school principal within 15 business days of receipt of the Review Committee's final determination using an Appeal Request Form (See Appendix B).
- B. If an appeal is filed with the school principal, the local governing authority will act as the Appeals Committee.
 - 1. The local governing authority (Appeal Committee) may add parent or school administrator member(s) who did not participate in the initial Review Committee, only as necessary to have an odd number of members.
- C. If there is not an appeal of the Review Committee's recommendation, the Review Committee's recommendation is the final determination for the challenged material. D. The Appeals Committee will determine the amount of time needed for an adequate review, not longer than 60 school days and a preference for 30 school days, of a material required to make a thorough and thoughtful decision and inform the requestor of the determined timeline.
- E. Members of the Appeals Committee will receive materials to complete the review process, including the following:
 - 1. a copy of the material;
 - 2. a copy of the Materials Review Request form;
 - 3. all meeting minutes;
 - 4. the Review Committee's final recommendation and rationale for the decision; 5. any other documents considered part of the administrative record related to the Review Committee's proceedings including all recorded public comments as described in Subsection V.O. above.
- F. The Appeals Committee will schedule meetings as needed, as determined by the Appeals Committee and maintain minutes of each meeting.
- G. The notes from each meeting will be retained by Promontory School along with all relevant documentation and the final determination by the Appeals Committee. H. The Appeals Committee may make a final determination of a reviewed material as follows:
 - 1. **Retained:** the determination to maintain access in a school setting to the challenged material for all students;
 - 2. **Restricted:** the determination to restrict access in a school setting to the challenged material for certain students;
 - 3. **Removed:** the determination to prohibit access in a school setting to the challenged material for all students; or
 - 4. Another determination as decided by the Appeals Committee.
- I. The decision of the Appeals Committee will be determined by majority vote. J. A material may not be reviewed again for three school years if the Appeals Committee votes to uphold a Review Committee's determination.
- K. The final determination of the Appeals Committee will be communicated to the requestor and appropriate employees within 10 days of the determination.
- L. Promontory School will maintain a list of the determinations by the Appeals Committee and

make the list available to the public.

VI. Final Procedural Review/State-Wide Removal

A. The requestor in V.A., may petition the USBE for a procedural review of the Appeals Committee's decision.

1. The USBE will review the petition and determine if a procedural review is warranted, to determine whether the LEA correctly followed its library materials review policy referred to in Rule R277-628.
2. That determination may include the USBE's decision to have the appeal considered initially by a USBE Committee or a panel of USBE members.
3. If the USBE determines in USBE's procedural review that the LEA did not correctly follow its materials review policy, it will return the appeal to the LEA with direction to repeat its review process in compliance with its library materials review policy referred to in Rule R277-628.

B. The USBE will make a final written appeal decision no more than 60 school days after the USBE's determination that the appeal satisfies the criteria for USBE review.

C. This USBE review decision is final.

D. The state Superintendent will notify local LEAs of a state-wide removal of sensitive material within 10 days of the threshold being met.

E. LEA notification for a state-wide removal of sensitive materials applies to all LEAs and all school settings.

F. If the statewide removal is overturned as outlined in 53G-10-103 and R277-628, an LEA may choose to return the given material to student access.

G. LEAs may choose to uphold their determination to remove a sensitive material from the school setting in their LEA.

VII. Communication

A. An easily accessible webpage on the public website for Promontory School will be updated and available prior to the beginning of each school year to inform teachers, staff, students, and parents of the following:

1. A Materials Review Request Form (See Appendix A);
2. An Appeal Request Form (See Appendix B);
3. Application to serve on a materials Review Committee;
4. This Library Policy;

5. A list of all materials that are restricted while under Review or have received a Review Committee or Appeals Committee determination.
- B. If made aware of material that may be considered sensitive material as defined in Section 53G-10-103, Promontory School will inform relevant parties regarding appropriate actions to take pursuant to this policy.

Appendix A: Materials Review Form

Title:

Author:

School:

Review Request initiated by:

Telephone:

Address:

City:

Zip:

Email:

1) Does your child attend this school? Yes No

2) Was this material recommended, assigned, or made available through the students' school? If so, where?

3) What concerns you about this material? Please provide examples, page numbers, links, or any other information to help in locating or identifying content of concern. Please attach any images or other corroborating evidence.

4) What action are you requesting the committee to consider?

Signature:

Date

*****Below is for internal use

only***** LEA Appointed Committee Convener/Facilitator

(Determined by Promontory School) Administration

Suggested Review Timeline: _____

Appendix B: Appeal Request Form

Instructions:

1. A requestor will submit the District Appeal Form along with a copy of the School Library Materials Reconsideration decision within 15 business days of receiving the decision of the School Library Material Reconsideration Committee.

Requestor Information:

1. Date _____
2. Legal Name of Guardian _____
3. Address _____
4. E-mail _____
5. Phone Number _____
6. School _____
7. School Challenge Decision Date _____

The submission of a District Appeal Form will receive a receipt of notice of submission within ten (10) school calendar days. The receipt of submission will include an estimated time-line for a determination of the District Appeal to be completed within a reasonable time period not to exceed _____ school days.

Challenged Material Information:

1. Title _____
2. Author _____
3. Publisher and date of publication _____
4. School where title can be accessed _____

Please provide a written statement setting forth your rationale to appeal the School Committee's decision regarding the title (attach additional pages as needed).

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Requestor's Signature: _____

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.

IPM Policy 2/12/15

10/20/2022

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:

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- *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

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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 code 4-14-101

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.

4. 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.
5. 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.
6. 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.
7. 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.
 - e.



8. *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(1)(B)].

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.

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.



PROMONTORY

school of expeditionary learning

August 15, 2024

7:00PM

1051 W 2700 S

Perry, UT 84302

Trustees:

Michelle Flynn
Dorothy Dobson
Becca Ashby
Riley Riser
Stephanie Quintero

Director:

Amber Edelman

Visitors:

Tammy Stutznegger
Brian Cates—Zoom
Stacy Butts—Zoom

Officers:

Amber Jenks
Kandice Scothern
Hilary Gerhardt
Michelle Wison

Absent:

Jessica Flinn

7:08 PM – **CALL TO ORDER:** Michelle Flynn

- Welcome/Mission Statement and Pledge: Riley Riser

7:18 PM – **PUBLIC COMMENT—No public comment**

7:18PM—POP Update—Amber Jenks: Back to school night there will be a spot for the Board to sit at, and wear a name tag. 5:00-7:30 PM. Fall General meeting is scheduled for September 24th at 6:30. Peach Days Parade on September 6th and 7th.

7:25 PM –Training: Robert’s Rule—Parliamentary Procedure. General Procedure for handling a main motion.

7:33 PM – **FINANCE REPORT**

- Budget Review – Brian Cates—Audit is progressing. In the beginning stages. Looking at statements. Compliance related items. Will be sending file over in the next few days. PTIF continues to do well as far as rate and interest earning, short of \$7,000. Budget summary as of end of July we are looking at 4% operating margin. Normal for July. Reimbursements came through in month of July. Enrollment is not applicable in July. Enrollment is close to target number.

7:37 PM – **MINUTES**

· 6-20-2024 Board Meeting Minutes–Riley approves. Stephanie seconds. Zach abstains. Motion is carried.

7:45 PM – **BUSINESS ITEMS**

- Fall Retreat– On school calendar for November 1st. Moving it to Thursday November 7th. 9am-2pm
- Peach Days Parade–Junior peach days parade Friday night. September 6th 6:00–line up about an hour before. Invite students and families to walk. Saturday will just be the float with no student participation.
- Fundraising and Employee Relationship and Disclosures Policy–update codes. Do have a nepotism policy. Needs a lot of updates.
- Gang Prevention–updated a couple of years ago. Updates per state law. Needs some formatting.
- Code of Behavior Policy/Student Contract–No changes.

7:48 PM --**ACTION ITEMS**

7:50PM· Early Learning Plan–Can only use a core program. Purchased core knowledge language arts–used as our core program for reading, writing, and grammar. Using the UFly program. Approved by the state. There is a bill out there stating that by year 2027, all 1st graders will be reading on or above grade level. K-4 plan.

Zac motions to approve. Stephanie seconds. Motion is carried.

7:53 PM· 3 /4 Crew City of Rocks Family Fieldwork– On a Friday. Have a couple of different tour options 11 and 1. Teachers will be there for the day 9-4.

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

7:58 PM· 5/6 Crew Curlew Campground, Idaho Overnight Fieldwork. (Near Stone)--Swimming and fishing, star gazing. Tami/Whipple 10th-11th; Cornelius/Scott 11th-12th.

Damon had concerns about tent situations in the future.

Riley motions to approve. Becca seconds. Motion is carried.

8:03 PM· POP Fundraisers/Peach Day Parades–Box Tops, Office Max, Smiths.

Zac motions to approve. Stephanie seconds. Motion is carried.

8:06 PM· Equal Opportunity in Curriculum Policy (formerly “Equity in Curriculum Policy”)-- Updated state rule. Changed equity to equal opportunity. Not a lot of other changes to policy.

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

8:08 PM· Equal Opportunity in Education Policy (formerly “Educational Equity Policy”)-- Codes updated.

Riley motions to approve. Emily seconds. Motion is carried.

8:11 PM· Library Materials Policy–looking at needing to update. We already have a good process in place. Need a system in place to dispose of books from our shelves. State has passed a rule that if two charter schools agree to dispose of a book, it will need to be disposed of. Table to September.

8:12PM· Early Learning Grant–Duplicate. Do not need to vote on.

8:12 PM· TSSA Grant–\$120,000 to pay Gwen Andrus and also Donovan Malone to help pay for his

salary.

Emily motions to approve. Stephanie seconds. Motion is approved.

8:13 PM· LEA Licenses–Raegan Hendricks needs an LEA.

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

8:15 PM DIRECTOR'S REPORT

· Staffing Update: New full-time staff: Kortney Petersen- Special Education teacher, Reagan Hendricks - 3-4 Teacher, Tiffany Wick- 3-4 Teacher, Lindsey Phenes - 1-2 Teacher, Stacy Butts- Director Assistant. New part-time staff: Hailey Bodily Kindergarten Aide, Emma Butts- Kindergarten Aide, Mindy Adams- RTI Aide, Kierstin Baker-RTI Aide, Danielle Laursen- RTI Aide Kim Meyers- 3-4 Aide, Doralee Johnson- 7/8 Aide, Rebecca Gray- SPED Aide, Kylee Ingram SPED Aide, Michelle Smith Kitchen Aide

· Enrollment: Once all offers are sent out and accepted, enrollment will be at 451.

· Student Achievement: Back to School Night coming up, BINGO NIGHT! Positive response to home visits

· Charter Goal Agreements: Percentage of teachers properly licensed and endorsed for their teaching assignment: 100% after LEA licenses granted, Percentage of employees and board members with completed criminal background checks: 100% Huge Thanks to Shawna!

· Professional Development: Pineview Full Day PD, Part-time staff Aide Bootcamp tomorrow, Blind Mule Behavior Training, Teacher Hub/ Digital Training, Benefits meeting , CKLA & UFLI Training

· Public Relations: Enrollhand- change of Hands, Just Accepted a bid with Kira Andrus to update our website, and to help create content on our social media! Upcoming Peach Days Parade

8:53 PM – ADJOURN: Stephanie motions to adjourn. Dorothy seconds. Motion is carried.

*Next scheduled Board Meeting Thursday, September 19, 2024

CARNIVAL REQUEST FOR APPROVAL

(Please submit form electronically to board@promontoryschool.org for processing and records.)

CARNIVAL DESCRIPTION

The carnival fundraiser has previously been held in the Spring alongside other events such as the Silent Auction Fundraiser and the school's Mega Celebration of Learning (hereafter referred to as MCL). This year we propose that the carnival be held during the month of February, separate from the MCL and silent auction. Not only will this provide a great opportunity for the families of our community to be able to participate in our school's event during the winter months when activity options are otherwise limited in our community but we believe that there will be additional benefits to holding the carnival separate from the MCL as well. Some benefits include: spreading out the volunteer hours over a wider range of time so more parents and family can be involved, reducing the time demands on families during the month of May which is already a very busy time of the year, the probability of securing more funds for the school by spreading out the financial requests that are associated with fundraisers and decreasing the stress of faculty who inevitably help out during all these events.

As part of the school carnival we will invite several food trucks to attend. We hope to hold the majority of this event inside the school based on the time of year that it will be held. Volunteers will plan, create and run various booths during the carnival. If possible, we would like to once again ask the 7/8 crews to assist in running the booths.

Estimated volunteer time: 50 hrs

Estimated faculty time: 1 hrs

Start Date: February 21st or 28th, 2025

FUNDRAISER GOALS

Purpose for Funds: TBD

Revenue: \$2000

Cost: \$650 - For booth materials, wristbands/tickets and prizes

Profit: \$1350

*Please submit form to board@promontoryschool.org at least two weeks prior to board meeting for placement on the board agenda.
Red fields to be filled out by administration.*



Vision: *How does the fundraiser align with Promontory's mission statement, values, policies, philosophies, and educational beliefs?*

This fundraiser's purpose is to involve the community with and educate the community about Promontory. This fundraiser also supports the family value as it involves families in improving the Promontory community.

FUNDRAISER APPROVAL

Director Signature: Date:

Board Approval Date:

Board Chair Signature: Date:

*Please submit form to board@promontoryschool.org at least two weeks prior to board meeting for placement on the board agenda.
Red fields to be filled out by administration.*

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

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

www.treasurer.utah.gov

PROMONTORY SCH OF EXPEDITIONARY

BRIAN CATES

1051 WEST 2700 SOUTH

PERRY, UTAH 84302

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

July 01, 2024 through August 31, 2024

Summary

Beginning Balance	\$ 1,480,981.30	Average Daily Balance	\$ 1,484,396.89
Deposits	\$ 13,662.10	Interest Earned	\$ 13,662.10
Withdrawals	\$ 0.00	360 Day Rate	5.3441
Ending Balance	\$ 1,494,643.40	365 Day Rate	5.4184

Date	Activity	Deposits	Withdrawals	Balance
07/01/2024	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,480,981.30
07/31/2024	REINVESTMENT	\$ 6,831.19	\$ 0.00	\$ 1,487,812.49
08/31/2024	REINVESTMENT	\$ 6,830.91	\$ 0.00	\$ 1,494,643.40
08/31/2024	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,494,643.40

{Effective: 07/31/2024}

The GASB Fair Value factor at June 30, 2024 is 1.00150349

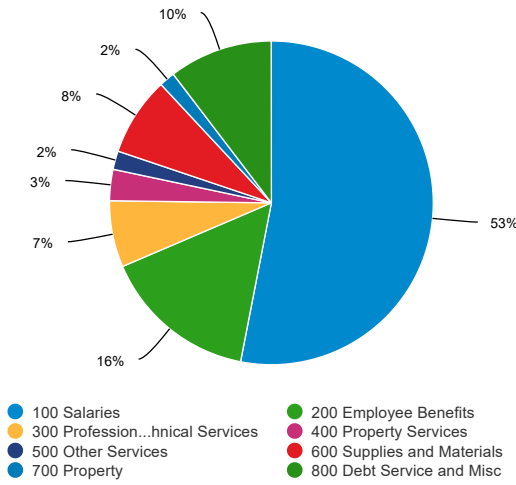
Financial Summary

Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
Revenue (3 School Category records)					
1000 Local Revenue	\$34,663	\$150,000	\$160,231	8.5%	21.6%
3000 State Revenue	\$883,695	\$5,181,971	\$5,178,230	17.3%	17.1%
4000 Federal Revenue		\$343,797	\$343,797	0.0%	
TOT	\$918,358	\$5,675,768	\$5,682,258		
Expense (8 School Category records)					
100 Salaries	-\$382,626	-\$2,899,750	-\$2,899,750	15.4%	13.2%
200 Employee Benefits	-\$179,856	-\$848,300	-\$848,300	16.7%	21.2%
300 Professional and Technical Services	-\$29,090	-\$362,648	-\$362,648	3.7%	8.0%
400 Property Services	-\$12,711	-\$170,500	-\$170,500	7.3%	7.5%
500 Other Services	-\$6,376	-\$104,000	-\$101,000	-0.0%	6.3%
600 Supplies and Materials	-\$164,737	-\$416,754	-\$430,725	-0.0%	38.2%
700 Property	-\$31,494	-\$75,000	-\$86,153	-0.0%	36.6%
800 Debt Service and Misc	-\$76,308	-\$566,339	-\$566,254	16.7%	13.5%
TOT	-\$883,197	-\$5,443,291	-\$5,465,330		
TOT	\$35,161	\$232,477	\$216,928		

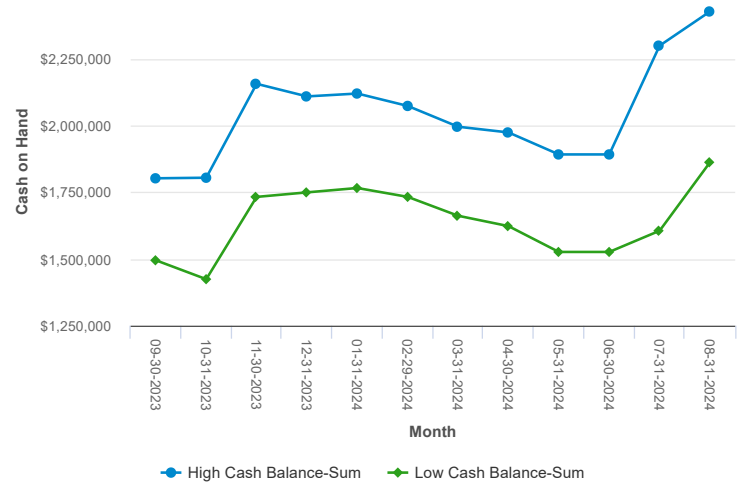
Financial Metrics

Financial Metric	Covenant	Target	Forecast
Operating Margin		4.0	3.82
Debt Service Ratio	1.15	1.30	1.39
% Building		<16	9.8
Unrestricted Days Cash	40	100	142

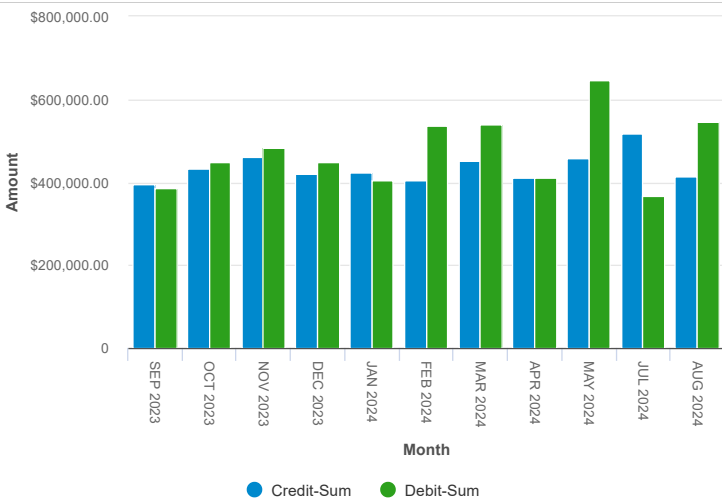
Expense Distribution



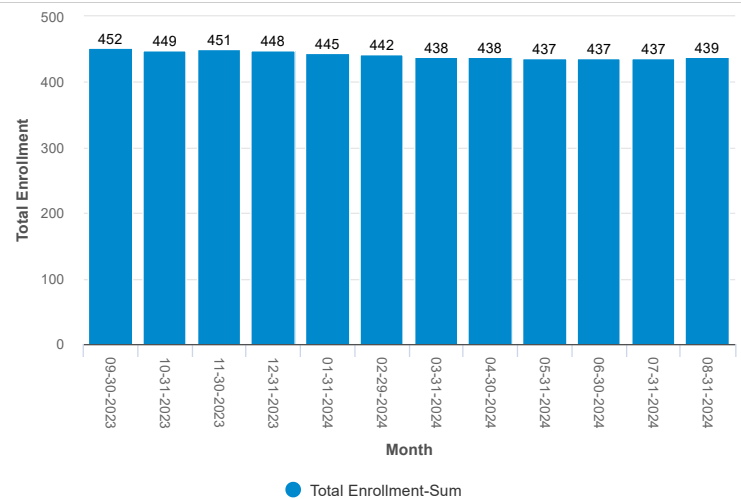
Cash Balance



Revenue vs Expenses



Enrollment Trend



Finance Manager : School Budget | Current Yr Budget

Current Yr Budget

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
Promontory School of Expeditionary Learning - Revenue - 1000 Local Revenue - 21.6% (11 School Budget records)							
1510 Interest on Investments	\$184,332	\$22,741	\$70,000	\$10,000	\$80,000	17.0%	28.4%
1610 Lunch Program	\$58,534	\$5,312	\$60,000	\$0	\$60,000		8.9%
1720 Yearbook Income	\$3,317	\$16	\$0	\$0	\$0		
1720 Bookfair Income	\$1,246		\$0	\$0	\$0		
1720 Uniforms	\$403	\$231	\$0	\$231	\$231		99.8%
1741 Middle School Fees	\$6,525	\$3,104	\$7,000	\$0	\$7,000		44.3%
1920 Fieldwork/Expedition Donations	\$7,180		\$6,000	\$0	\$6,000		
1920 Community Donations	\$11,670	\$327	\$1,000	\$0	\$1,000		32.7%
1923 POP Income			\$3,000	\$0	\$3,000		
1923 Adventure			\$0	\$0	\$0		
1990 Miscellaneous/Background Checks/Fines	\$41,434	\$2,934	\$3,000	\$0	\$3,000		97.8%
TOT	\$314,642	\$34,663	\$150,000	\$10,231	\$160,231		
Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 17.1% (33 School Budget records)							
3010 Regular School Prgm K-12	\$1,697,638	\$297,099	\$1,782,591	\$0	\$1,782,591	17.0%	16.7%
3020 Professional Staff	\$92,293	\$16,151	\$96,907	\$0	\$96,907	17.0%	16.7%
3105 Special Education -- Add-On	\$386,286	\$82,583	\$495,499	\$0	\$495,499	17.0%	16.7%
3110 Special Education -- Self-Contained		\$1,981	\$11,884	\$0	\$11,884	17.0%	16.7%
3120 Special Education -- Extended Year	\$3,759	\$662	\$3,974	\$0	\$3,974	17.0%	16.7%
3125 Special Education -- State Programs	\$7,519	\$1,433	\$8,599	\$0	\$8,599	17.0%	16.7%
3128 Special Education -- Stipends for ESY	\$3,910		\$0	\$0	\$0		
3153 Students At-Risk Add-on	\$83,974	\$17,399	\$104,396	\$0	\$104,396	17.0%	16.7%
3211 Gifted and Talented	\$4,660		\$4,660	\$0	\$4,660		
3230 Class Size Reduction - K-8	\$176,933	\$31,188	\$187,129	\$0	\$187,129	17.0%	16.7%
3400 Teacher Salary Supplement			\$0	\$0	\$0		
3410 Flexible Allocation	\$1,077	\$187	\$1,122	\$0	\$1,122	17.0%	16.7%
3520 School Land Trust	\$64,964	\$67,210	\$67,210	\$0	\$67,210	100.0%	100.0%
3566 Professional Learning	\$3,596		\$0	\$0	\$0		
3579 Mental Health Grant	\$2,293		\$38,577	\$0	\$38,577		
3582 Beverly T. Sorenson Elem Arts	\$20,000		\$36,000	\$0	\$36,000		
3596 School Safety Grant	\$3,000		\$3,000	\$0	\$3,000		
3655 Digital Teaching & Learning	\$26,319		\$26,000	\$0	\$26,000		
3719 Charter School Local Replacement	\$1,412,098	\$240,483	\$1,476,065	\$0	\$1,476,065	17.0%	16.3%
3725 Charter School Admin Costs	\$51,980	\$14,032	\$84,192	\$0	\$84,192	17.0%	16.7%
3770 School Lunch (Liquor Tax)	\$45,395		\$45,000	\$0	\$45,000		
3800 TSSA Program	\$110,236		\$120,128	\$0	\$120,128		
3800 Suicide Prevention	\$1,000		\$1,000	\$0	\$1,000		
3800 Educator Professional Time	\$49,252	\$45,554	\$56,943	-\$11,389	\$45,554	100.0%	100.0%
3800 Public Ed Capital & Tech Fund			\$0	\$0	\$0		
3800 Early Interactive Software Program			\$12,580	\$0	\$12,580		
3800 Elevate Grant			\$90,000	\$0	\$90,000		
3868 Teacher Materials and Supplies	\$4,395	\$7,578	\$9,472	\$0	\$9,472	80.0%	80.0%
3870 PCBL Competency Based Learning			\$100,000	\$0	\$100,000		
3872 Substance Prevention	\$4,000		\$4,000	\$0	\$4,000		
3876 Educator Salary Adjustment	\$297,386	\$52,507	\$315,043	\$0	\$315,043	17.0%	16.7%
3878 Special Education- Extended Year			\$0	\$0	\$0		
3880 Enhancement of School Meal Pgm		\$7,648	\$0	\$7,648	\$7,648		100.0%
TOT	\$4,553,963	\$883,695	\$5,181,971	-\$3,741	\$5,178,230		
Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - (empty) (12 School Budget records)							
4079 Foods for Local Schools Co-op	\$5,905		\$0	\$0	\$0		
4500 SRSA (REAP) Grant	\$50,583		\$50,583	\$0	\$50,583		
4522 IDEA Preschool			\$1,950	\$0	\$1,950		
4524 IDEA Part-B			\$82,879	\$0	\$82,879		
4571 National School Lunch Prgm	\$17,593		\$17,000	\$0	\$17,000		
4572 Free & Reduced Reimbursement	\$59,220		\$55,000	\$0	\$55,000		

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
4573 National School Breakfast	\$18,417		\$17,000	\$0	\$17,000		
4575 Supply Chain Assistance	\$13,076		\$0	\$0	\$0		
4801 Title IA			\$51,501	\$0	\$51,501		
4860 Title IIA			\$7,884	\$0	\$7,884		
4890 Title IVA	\$10,000		\$10,000	\$0	\$10,000		
4893 Stronger Connections Grant			\$50,000	\$0	\$50,000		
TOT	\$174,794		\$343,797	\$0	\$343,797		
Promontory School of Expeditionary Learning - Expense - 100 Salaries - 13.2% (15 School Budget records)							
121.24 Administration	-\$196,028	-\$31,576	-\$200,000	\$0	-\$200,000	17.0%	15.8%
131.1 Teachers	-\$1,271,948	-\$210,635	-\$1,335,000	\$0	-\$1,335,000	17.0%	15.8%
131.1 Merit Pay/Winter Bonus	-\$50,090		-\$30,000	\$0	-\$30,000		
131.1 Special Education Teachers	-\$154,649	-\$29,532	-\$240,000	\$0	-\$240,000	17.0%	12.3%
131.1 Stipends			-\$150,000	\$0	-\$150,000		
132.1 Substitute Teachers	-\$60,377	-\$2,100	-\$40,000	\$0	-\$40,000		5.3%
132.1 PTO Cash Out	-\$10,550	-\$10,000	-\$10,550	\$0	-\$10,550		94.8%
142.21 Counselor	-\$49,562	-\$8,963	-\$64,000	\$0	-\$64,000	17.0%	14.0%
152.24 Office Salaries	-\$109,237	-\$22,639	-\$155,000	\$0	-\$155,000	17.0%	14.6%
161.1 Community Aides/ Literacy Aides	-\$327,791	-\$7,376	-\$286,100	\$0	-\$286,100	17.0%	2.6%
161.1 Special Education Aides	-\$182,008	-\$10,308	-\$79,600	\$0	-\$79,600	17.0%	12.9%
161.1 RTI / Title I	-\$35,979	-\$456	-\$44,600	\$0	-\$44,600		1.0%
162.22 Library Aide	-\$38,555	-\$1,451	-\$32,300	\$0	-\$32,300	17.0%	4.5%
182.26 Custodial/Maintenance Salaries	-\$119,763	-\$39,156	-\$116,600	\$0	-\$116,600	17.0%	33.6%
191.31 Kitchen Salaries	-\$113,324	-\$8,436	-\$116,000	\$0	-\$116,000	17.0%	7.3%
TOT	-\$2,719,862	-\$382,626	-\$2,899,750	\$0	-\$2,899,750		
Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 21.2% (8 School Budget records)							
220 FICA	-\$211,916	-\$29,610	-\$223,000	\$0	-\$223,000	17.0%	13.3%
230 Retirement	-\$115,108	-\$20,018	-\$116,000	\$0	-\$116,000	17.0%	17.3%
241 Health Insurance	-\$399,482	-\$118,627	-\$450,000	\$0	-\$450,000	17.0%	26.4%
242 Life and Disability Insurance	-\$5,298	-\$1,072	-\$5,300	\$0	-\$5,300	17.0%	20.2%
243 HRA/Flex Spending	-\$13,615	-\$3,379	-\$17,000	\$0	-\$17,000	17.0%	19.9%
244 Dental Insurance	-\$22,510	-\$1,580	-\$23,000	\$0	-\$23,000	17.0%	6.9%
270 Worker's Compensation Fund	-\$8,181	-\$5,569	-\$9,000	\$0	-\$9,000		61.9%
280 Unemployment Insurance	-\$7,453		-\$5,000	\$0	-\$5,000		
TOT	-\$783,564	-\$179,856	-\$848,300	\$0	-\$848,300		
Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 8.0% (9 School Budget records)							
323.21 SpEd Services OT, Psych, other	-\$112,145	-\$998	-\$98,000	\$0	-\$98,000		1.0%
330.22 Expeditionary Learning Contract			\$0	\$0	\$0		
331.22 Professional Development	-\$22,485	-\$1,640	-\$17,000	\$0	-\$17,000		9.6%
345.23 Audit Services	-\$16,540		-\$17,000	\$0	-\$17,000		
345.25 Business Services	-\$77,328	-\$13,274	-\$79,648	\$0	-\$79,648	17.0%	16.7%
345.25 Professional Services	-\$15,128	-\$14	-\$3,000	\$0	-\$3,000		0.5%
347.21 Speech Therapy Services	-\$79,473	-\$8,012	-\$80,000	\$0	-\$80,000		10.0%
349.23 Legal Services		-\$1,925	-\$10,000	\$0	-\$10,000		19.3%
350.25 Technical Services (IT)	-\$58,048	-\$3,227	-\$58,000	\$0	-\$58,000		5.6%
TOT	-\$381,147	-\$29,090	-\$362,648	\$0	-\$362,648		
Promontory School of Expeditionary Learning - Expense - 400 Property Services - 7.5% (6 School Budget records)							
412.26 Water / Sewage / Garbage	-\$11,209	-\$1,347	-\$12,500	\$0	-\$12,500		10.8%
422.26 Lawn Care & Snow Removal	-\$8,199		-\$20,000	\$0	-\$20,000		
423.26 Custodial Services	-\$49,992	-\$8,332	-\$52,000	\$0	-\$52,000	17.0%	16.0%
430.26 Repairs / Maintenance / Monitoring	-\$18,073		-\$35,000	\$0	-\$35,000		
443.25 Lease of Copy Machines	-\$18,651	-\$3,032	-\$21,000	\$0	-\$21,000	17.0%	14.4%
450.46 Construction Services (West Side)	-\$23,120		-\$30,000	\$0	-\$30,000		
TOT	-\$129,243	-\$12,711	-\$170,500	\$0	-\$170,500		
Promontory School of Expeditionary Learning - Expense - 500 Other Services - 6.3% (7 School Budget records)							
518.21 Field Work Travel / Entrance Fees	-\$6,836	-\$168	-\$16,000	\$0	-\$16,000		1.1%
518.21 Adventure	-\$6,388	-\$64	-\$7,500	\$0	-\$7,500		0.9%
520.23 Liability, Property, D&O Insurance	-\$40,116	-\$4,691	-\$45,000	\$0	-\$45,000		10.4%
530.24 Telephone	-\$6,815	-\$993	-\$9,500	\$0	-\$9,500		10.4%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
540.23 Marketing	-\$18,147	-\$391	-\$15,000	\$0	-\$15,000		2.6%
580.22 Travel	-\$4,954	-\$39	-\$8,000	\$0	-\$8,000		0.5%
581 Board Expenses	-\$3,102	-\$30	-\$3,000	\$3,000	\$0		
TOT	-\$86,358	-\$6,376	-\$104,000	\$3,000	-\$101,000		
Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 38.2% (16 School Budget records)							
610.1 Classroom / Expedition	-\$54,354	-\$67,632	-\$90,000	\$0	-\$90,000		75.1%
610.1 Adventure Supplies	-\$6,657	-\$2,050	-\$4,500	\$0	-\$4,500		45.5%
610.1 Special Education Materials	-\$1,206	-\$860	-\$3,500	\$0	-\$3,500		24.6%
610.22 Professional Development Supplies	-\$1,410	-\$5,450	-\$5,000	-\$450	-\$5,450		100.0%
610.22 Yearbooks	-\$3,434		-\$3,754	\$0	-\$3,754		
610.23 Board Expenses			\$0	-\$3,000	-\$3,000		
610.24 Office Supplies	-\$35,884	-\$8,135	-\$33,000	\$0	-\$33,000		24.7%
610.33 POP Expenses	-\$7,852	-\$97	-\$10,000	\$0	-\$10,000		1.0%
622.26 Energy Supplies	-\$49,162	-\$8,956	-\$49,000	\$0	-\$49,000		18.3%
630.31 Food and Kitchen	-\$102,791	-\$7,978	-\$113,000	\$0	-\$113,000		7.1%
641.1 Textbooks & Curriculum	-\$10,997	-\$20,521	-\$10,000	-\$10,521	-\$20,521		100.0%
644.22 Library	-\$5,963	-\$888	-\$7,000	\$0	-\$7,000		12.7%
644.22 Book Fair	-\$1,299		-\$2,000	\$0	-\$2,000		
650.21 Tech-Related Supplies	-\$32,199	-\$116	-\$6,000	\$0	-\$6,000		1.9%
670.1 Software	-\$41,224	-\$25,454	-\$45,000	\$0	-\$45,000		56.6%
680.26 Maintenance & Cleaning Supplies	-\$41,185	-\$16,601	-\$35,000	\$0	-\$35,000		47.4%
TOT	-\$395,618	-\$164,737	-\$416,754	-\$13,971	-\$430,725		
Promontory School of Expeditionary Learning - Expense - 700 Property - 36.6% (5 School Budget records)							
720.26 Land & Site Improvement	-\$3,201,513	-\$19,180	-\$10,000	-\$9,180	-\$19,180		100.0%
733.1 Furniture and Fixtures	-\$68,388	-\$11,973	-\$10,000	-\$1,973	-\$11,973		100.0%
734.1 Technology-Related Hardware	-\$103,920	-\$341	-\$50,000	\$0	-\$50,000		0.7%
739.26 Maintenance Equipment			-\$3,000	\$0	-\$3,000		
739.31 Kitchen Equipment			-\$2,000	\$0	-\$2,000		
TOT	-\$3,373,821	-\$31,494	-\$75,000	-\$11,153	-\$86,153		
Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 13.5% (5 School Budget records)							
810.24 Dues and Fees	-\$3,724	-\$410	-\$4,200	\$0	-\$4,200		9.8%
810.24 Charter School Association Dues	-\$3,616	-\$3,531	-\$3,616	\$85	-\$3,531		100.0%
810.25 Background Checks	-\$1,940	-\$33	-\$2,300	\$0	-\$2,300		1.4%
830 Facility Mortgage Payment	-\$330,443	-\$72,333	-\$555,019	\$0	-\$555,019	17.0%	13.0%
890.21 Misc. Expenditures	-\$1,204		-\$1,204	\$0	-\$1,204		
TOT	-\$340,928	-\$76,308	-\$566,339	\$85	-\$566,254		
TOT	-\$3,167,143	\$35,161	\$232,477	-\$15,549	\$216,928		

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

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

www.treasurer.utah.gov

PROMONTORY SCH OF EXPEDITIONARY

BRIAN CATES

1051 WEST 2700 SOUTH

PERRY, UTAH 84302

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

July 01, 2024 through August 31, 2024

Summary

Beginning Balance	\$ 1,480,981.30	Average Daily Balance	\$ 1,484,396.89
Deposits	\$ 13,662.10	Interest Earned	\$ 13,662.10
Withdrawals	\$ 0.00	360 Day Rate	5.3441
Ending Balance	\$ 1,494,643.40	365 Day Rate	5.4184

Date	Activity	Deposits	Withdrawals	Balance
07/01/2024	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,480,981.30
07/31/2024	REINVESTMENT	\$ 6,831.19	\$ 0.00	\$ 1,487,812.49
08/31/2024	REINVESTMENT	\$ 6,830.91	\$ 0.00	\$ 1,494,643.40
08/31/2024	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,494,643.40

{Effective: 07/31/2024}

The GASB Fair Value factor at June 30, 2024 is 1.00150349

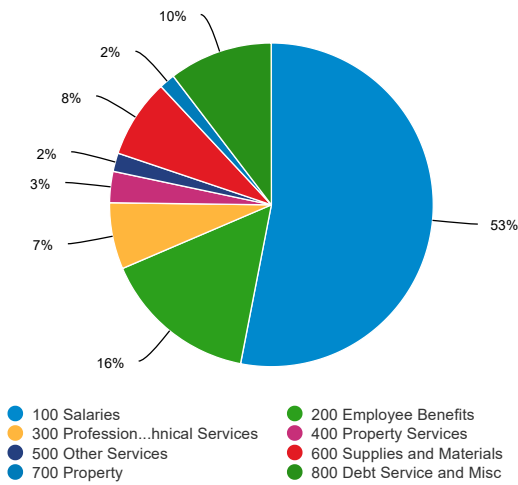
Financial Summary

Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
Revenue (3 School Category records)					
1000 Local Revenue	\$34,663	\$150,000	\$160,231	8.5%	21.6%
3000 State Revenue	\$883,695	\$5,181,971	\$5,178,230	17.3%	17.1%
4000 Federal Revenue		\$343,797	\$343,797	0.0%	
TOT	\$918,358	\$5,675,768	\$5,682,258		
Expense (8 School Category records)					
100 Salaries	-\$382,626	-\$2,899,750	-\$2,899,750	15.4%	13.2%
200 Employee Benefits	-\$179,856	-\$848,300	-\$848,300	16.7%	21.2%
300 Professional and Technical Services	-\$29,090	-\$362,648	-\$362,648	3.7%	8.0%
400 Property Services	-\$12,711	-\$170,500	-\$170,500	7.3%	7.5%
500 Other Services	-\$6,376	-\$104,000	-\$101,000	-0.0%	6.3%
600 Supplies and Materials	-\$164,737	-\$416,754	-\$430,725	-0.0%	38.2%
700 Property	-\$31,494	-\$75,000	-\$86,153	-0.0%	36.6%
800 Debt Service and Misc	-\$76,308	-\$566,339	-\$566,254	16.7%	13.5%
TOT	-\$883,197	-\$5,443,291	-\$5,465,330		
TOT	\$35,161	\$232,477	\$216,928		

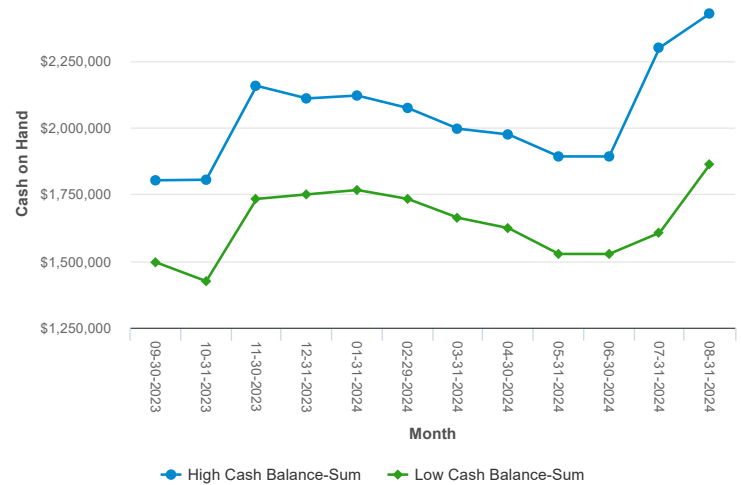
Financial Metrics

Financial Metric	Covenant	Target	Forecast
Operating Margin		4.0	3.82
Debt Service Ratio	1.15	1.30	1.39
% Building		<16	9.8
Unrestricted Days Cash	40	100	142

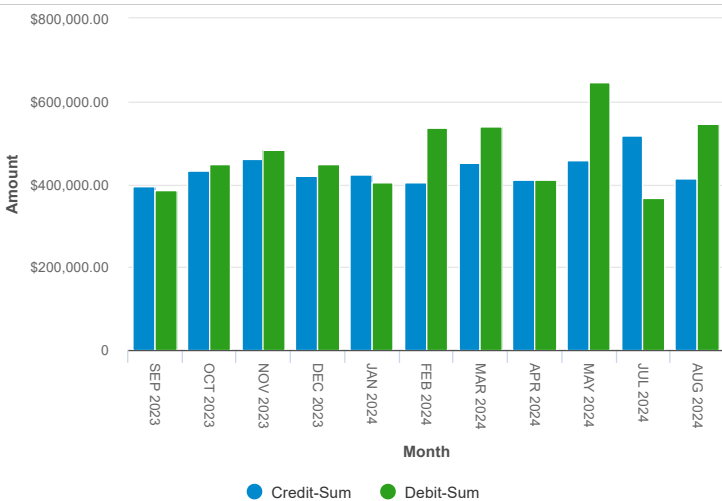
Expense Distribution



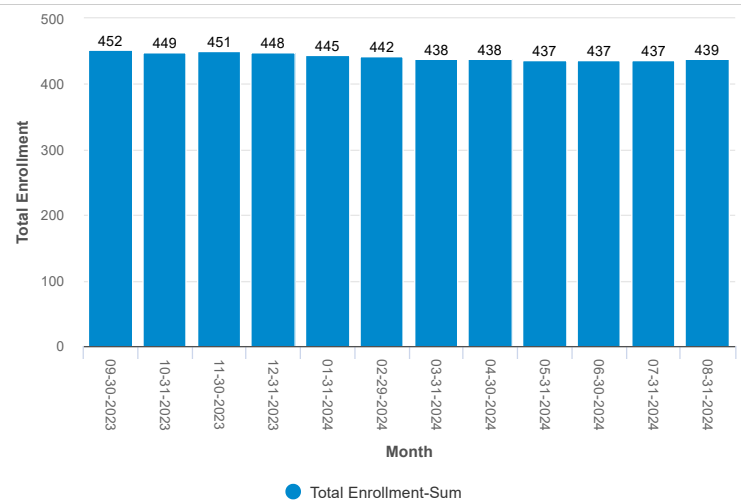
Cash Balance



Revenue vs Expenses



Enrollment Trend



Finance Manager : School Budget | Current Yr Budget

Current Yr Budget

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
Promontory School of Expeditionary Learning - Revenue - 1000 Local Revenue - 21.6% (11 School Budget records)							
1510 Interest on Investments	\$184,332	\$22,741	\$70,000	\$10,000	\$80,000	17.0%	28.4%
1610 Lunch Program	\$58,534	\$5,312	\$60,000	\$0	\$60,000		8.9%
1720 Yearbook Income	\$3,317	\$16	\$0	\$0	\$0		
1720 Bookfair Income	\$1,246		\$0	\$0	\$0		
1720 Uniforms	\$403	\$231	\$0	\$231	\$231		99.8%
1741 Middle School Fees	\$6,525	\$3,104	\$7,000	\$0	\$7,000		44.3%
1920 Fieldwork/Expedition Donations	\$7,180		\$6,000	\$0	\$6,000		
1920 Community Donations	\$11,670	\$327	\$1,000	\$0	\$1,000		32.7%
1923 POP Income			\$3,000	\$0	\$3,000		
1923 Adventure			\$0	\$0	\$0		
1990 Miscellaneous/Background Checks/Fines	\$41,434	\$2,934	\$3,000	\$0	\$3,000		97.8%
TOT	\$314,642	\$34,663	\$150,000	\$10,231	\$160,231		
Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 17.1% (33 School Budget records)							
3010 Regular School Prgm K-12	\$1,697,638	\$297,099	\$1,782,591	\$0	\$1,782,591	17.0%	16.7%
3020 Professional Staff	\$92,293	\$16,151	\$96,907	\$0	\$96,907	17.0%	16.7%
3105 Special Education -- Add-On	\$386,286	\$82,583	\$495,499	\$0	\$495,499	17.0%	16.7%
3110 Special Education -- Self-Contained		\$1,981	\$11,884	\$0	\$11,884	17.0%	16.7%
3120 Special Education -- Extended Year	\$3,759	\$662	\$3,974	\$0	\$3,974	17.0%	16.7%
3125 Special Education -- State Programs	\$7,519	\$1,433	\$8,599	\$0	\$8,599	17.0%	16.7%
3128 Special Education -- Stipends for ESY	\$3,910		\$0	\$0	\$0		
3153 Students At-Risk Add-on	\$83,974	\$17,399	\$104,396	\$0	\$104,396	17.0%	16.7%
3211 Gifted and Talented	\$4,660		\$4,660	\$0	\$4,660		
3230 Class Size Reduction - K-8	\$176,933	\$31,188	\$187,129	\$0	\$187,129	17.0%	16.7%
3400 Teacher Salary Supplement			\$0	\$0	\$0		
3410 Flexible Allocation	\$1,077	\$187	\$1,122	\$0	\$1,122	17.0%	16.7%
3520 School Land Trust	\$64,964	\$67,210	\$67,210	\$0	\$67,210	100.0%	100.0%
3566 Professional Learning	\$3,596		\$0	\$0	\$0		
3579 Mental Health Grant	\$2,293		\$38,577	\$0	\$38,577		
3582 Beverly T. Sorenson Elem Arts	\$20,000		\$36,000	\$0	\$36,000		
3596 School Safety Grant	\$3,000		\$3,000	\$0	\$3,000		
3655 Digital Teaching & Learning	\$26,319		\$26,000	\$0	\$26,000		
3719 Charter School Local Replacement	\$1,412,098	\$240,483	\$1,476,065	\$0	\$1,476,065	17.0%	16.3%
3725 Charter School Admin Costs	\$51,980	\$14,032	\$84,192	\$0	\$84,192	17.0%	16.7%
3770 School Lunch (Liquor Tax)	\$45,395		\$45,000	\$0	\$45,000		
3800 TSSA Program	\$110,236		\$120,128	\$0	\$120,128		
3800 Suicide Prevention	\$1,000		\$1,000	\$0	\$1,000		
3800 Educator Professional Time	\$49,252	\$45,554	\$56,943	-\$11,389	\$45,554	100.0%	100.0%
3800 Public Ed Capital & Tech Fund			\$0	\$0	\$0		
3800 Early Interactive Software Program			\$12,580	\$0	\$12,580		
3800 Elevate Grant			\$90,000	\$0	\$90,000		
3868 Teacher Materials and Supplies	\$4,395	\$7,578	\$9,472	\$0	\$9,472	80.0%	80.0%
3870 PCBL Competency Based Learning			\$100,000	\$0	\$100,000		
3872 Substance Prevention	\$4,000		\$4,000	\$0	\$4,000		
3876 Educator Salary Adjustment	\$297,386	\$52,507	\$315,043	\$0	\$315,043	17.0%	16.7%
3878 Special Education- Extended Year			\$0	\$0	\$0		
3880 Enhancement of School Meal Pgm		\$7,648	\$0	\$7,648	\$7,648		100.0%
TOT	\$4,553,963	\$883,695	\$5,181,971	-\$3,741	\$5,178,230		
Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - (empty) (12 School Budget records)							
4079 Foods for Local Schools Co-op	\$5,905		\$0	\$0	\$0		
4500 SRSA (REAP) Grant	\$50,583		\$50,583	\$0	\$50,583		
4522 IDEA Preschool			\$1,950	\$0	\$1,950		
4524 IDEA Part-B			\$82,879	\$0	\$82,879		
4571 National School Lunch Prgm	\$17,593		\$17,000	\$0	\$17,000		
4572 Free & Reduced Reimbursement	\$59,220		\$55,000	\$0	\$55,000		

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
4573 National School Breakfast	\$18,417		\$17,000	\$0	\$17,000		
4575 Supply Chain Assistance	\$13,076		\$0	\$0	\$0		
4801 Title IA			\$51,501	\$0	\$51,501		
4860 Title IIA			\$7,884	\$0	\$7,884		
4890 Title IVA	\$10,000		\$10,000	\$0	\$10,000		
4893 Stronger Connections Grant			\$50,000	\$0	\$50,000		
TOT	\$174,794		\$343,797	\$0	\$343,797		
Promontory School of Expeditionary Learning - Expense - 100 Salaries - 13.2% (15 School Budget records)							
121.24 Administration	-\$196,028	-\$31,576	-\$200,000	\$0	-\$200,000	17.0%	15.8%
131.1 Teachers	-\$1,271,948	-\$210,635	-\$1,335,000	\$0	-\$1,335,000	17.0%	15.8%
131.1 Merit Pay/Winter Bonus	-\$50,090		-\$30,000	\$0	-\$30,000		
131.1 Special Education Teachers	-\$154,649	-\$29,532	-\$240,000	\$0	-\$240,000	17.0%	12.3%
131.1 Stipends			-\$150,000	\$0	-\$150,000		
132.1 Substitute Teachers	-\$60,377	-\$2,100	-\$40,000	\$0	-\$40,000		5.3%
132.1 PTO Cash Out	-\$10,550	-\$10,000	-\$10,550	\$0	-\$10,550		94.8%
142.21 Counselor	-\$49,562	-\$8,963	-\$64,000	\$0	-\$64,000	17.0%	14.0%
152.24 Office Salaries	-\$109,237	-\$22,639	-\$155,000	\$0	-\$155,000	17.0%	14.6%
161.1 Community Aides/ Literacy Aides	-\$327,791	-\$7,376	-\$286,100	\$0	-\$286,100	17.0%	2.6%
161.1 Special Education Aides	-\$182,008	-\$10,308	-\$79,600	\$0	-\$79,600	17.0%	12.9%
161.1 RTI / Title I	-\$35,979	-\$456	-\$44,600	\$0	-\$44,600		1.0%
162.22 Library Aide	-\$38,555	-\$1,451	-\$32,300	\$0	-\$32,300	17.0%	4.5%
182.26 Custodial/Maintenance Salaries	-\$119,763	-\$39,156	-\$116,600	\$0	-\$116,600	17.0%	33.6%
191.31 Kitchen Salaries	-\$113,324	-\$8,436	-\$116,000	\$0	-\$116,000	17.0%	7.3%
TOT	-\$2,719,862	-\$382,626	-\$2,899,750	\$0	-\$2,899,750		
Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 21.2% (8 School Budget records)							
220 FICA	-\$211,916	-\$29,610	-\$223,000	\$0	-\$223,000	17.0%	13.3%
230 Retirement	-\$115,108	-\$20,018	-\$116,000	\$0	-\$116,000	17.0%	17.3%
241 Health Insurance	-\$399,482	-\$118,627	-\$450,000	\$0	-\$450,000	17.0%	26.4%
242 Life and Disability Insurance	-\$5,298	-\$1,072	-\$5,300	\$0	-\$5,300	17.0%	20.2%
243 HRA/Flex Spending	-\$13,615	-\$3,379	-\$17,000	\$0	-\$17,000	17.0%	19.9%
244 Dental Insurance	-\$22,510	-\$1,580	-\$23,000	\$0	-\$23,000	17.0%	6.9%
270 Worker's Compensation Fund	-\$8,181	-\$5,569	-\$9,000	\$0	-\$9,000		61.9%
280 Unemployment Insurance	-\$7,453		-\$5,000	\$0	-\$5,000		
TOT	-\$783,564	-\$179,856	-\$848,300	\$0	-\$848,300		
Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 8.0% (9 School Budget records)							
323.21 SpEd Services OT, Psych, other	-\$112,145	-\$998	-\$98,000	\$0	-\$98,000		1.0%
330.22 Expeditionary Learning Contract			\$0	\$0	\$0		
331.22 Professional Development	-\$22,485	-\$1,640	-\$17,000	\$0	-\$17,000		9.6%
345.23 Audit Services	-\$16,540		-\$17,000	\$0	-\$17,000		
345.25 Business Services	-\$77,328	-\$13,274	-\$79,648	\$0	-\$79,648	17.0%	16.7%
345.25 Professional Services	-\$15,128	-\$14	-\$3,000	\$0	-\$3,000		0.5%
347.21 Speech Therapy Services	-\$79,473	-\$8,012	-\$80,000	\$0	-\$80,000		10.0%
349.23 Legal Services		-\$1,925	-\$10,000	\$0	-\$10,000		19.3%
350.25 Technical Services (IT)	-\$58,048	-\$3,227	-\$58,000	\$0	-\$58,000		5.6%
TOT	-\$381,147	-\$29,090	-\$362,648	\$0	-\$362,648		
Promontory School of Expeditionary Learning - Expense - 400 Property Services - 7.5% (6 School Budget records)							
412.26 Water / Sewage / Garbage	-\$11,209	-\$1,347	-\$12,500	\$0	-\$12,500		10.8%
422.26 Lawn Care & Snow Removal	-\$8,199		-\$20,000	\$0	-\$20,000		
423.26 Custodial Services	-\$49,992	-\$8,332	-\$52,000	\$0	-\$52,000	17.0%	16.0%
430.26 Repairs / Maintenance / Monitoring	-\$18,073		-\$35,000	\$0	-\$35,000		
443.25 Lease of Copy Machines	-\$18,651	-\$3,032	-\$21,000	\$0	-\$21,000	17.0%	14.4%
450.46 Construction Services (West Side)	-\$23,120		-\$30,000	\$0	-\$30,000		
TOT	-\$129,243	-\$12,711	-\$170,500	\$0	-\$170,500		
Promontory School of Expeditionary Learning - Expense - 500 Other Services - 6.3% (7 School Budget records)							
518.21 Field Work Travel / Entrance Fees	-\$6,836	-\$168	-\$16,000	\$0	-\$16,000		1.1%
518.21 Adventure	-\$6,388	-\$64	-\$7,500	\$0	-\$7,500		0.9%
520.23 Liability, Property, D&O Insurance	-\$40,116	-\$4,691	-\$45,000	\$0	-\$45,000		10.4%
530.24 Telephone	-\$6,815	-\$993	-\$9,500	\$0	-\$9,500		10.4%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
540.23 Marketing	-\$18,147	-\$391	-\$15,000	\$0	-\$15,000		2.6%
580.22 Travel	-\$4,954	-\$39	-\$8,000	\$0	-\$8,000		0.5%
581 Board Expenses	-\$3,102	-\$30	-\$3,000	\$3,000	\$0		
TOT	-\$86,358	-\$6,376	-\$104,000	\$3,000	-\$101,000		
Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 38.2% (16 School Budget records)							
610.1 Classroom / Expedition	-\$54,354	-\$67,632	-\$90,000	\$0	-\$90,000		75.1%
610.1 Adventure Supplies	-\$6,657	-\$2,050	-\$4,500	\$0	-\$4,500		45.5%
610.1 Special Education Materials	-\$1,206	-\$860	-\$3,500	\$0	-\$3,500		24.6%
610.22 Professional Development Supplies	-\$1,410	-\$5,450	-\$5,000	-\$450	-\$5,450		100.0%
610.22 Yearbooks	-\$3,434		-\$3,754	\$0	-\$3,754		
610.23 Board Expenses			\$0	-\$3,000	-\$3,000		
610.24 Office Supplies	-\$35,884	-\$8,135	-\$33,000	\$0	-\$33,000		24.7%
610.33 POP Expenses	-\$7,852	-\$97	-\$10,000	\$0	-\$10,000		1.0%
622.26 Energy Supplies	-\$49,162	-\$8,956	-\$49,000	\$0	-\$49,000		18.3%
630.31 Food and Kitchen	-\$102,791	-\$7,978	-\$113,000	\$0	-\$113,000		7.1%
641.1 Textbooks & Curriculum	-\$10,997	-\$20,521	-\$10,000	-\$10,521	-\$20,521		100.0%
644.22 Library	-\$5,963	-\$888	-\$7,000	\$0	-\$7,000		12.7%
644.22 Book Fair	-\$1,299		-\$2,000	\$0	-\$2,000		
650.21 Tech-Related Supplies	-\$32,199	-\$116	-\$6,000	\$0	-\$6,000		1.9%
670.1 Software	-\$41,224	-\$25,454	-\$45,000	\$0	-\$45,000		56.6%
680.26 Maintenance & Cleaning Supplies	-\$41,185	-\$16,601	-\$35,000	\$0	-\$35,000		47.4%
TOT	-\$395,618	-\$164,737	-\$416,754	-\$13,971	-\$430,725		
Promontory School of Expeditionary Learning - Expense - 700 Property - 36.6% (5 School Budget records)							
720.26 Land & Site Improvement	-\$3,201,513	-\$19,180	-\$10,000	-\$9,180	-\$19,180		100.0%
733.1 Furniture and Fixtures	-\$68,388	-\$11,973	-\$10,000	-\$1,973	-\$11,973		100.0%
734.1 Technology-Related Hardware	-\$103,920	-\$341	-\$50,000	\$0	-\$50,000		0.7%
739.26 Maintenance Equipment			-\$3,000	\$0	-\$3,000		
739.31 Kitchen Equipment			-\$2,000	\$0	-\$2,000		
TOT	-\$3,373,821	-\$31,494	-\$75,000	-\$11,153	-\$86,153		
Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 13.5% (5 School Budget records)							
810.24 Dues and Fees	-\$3,724	-\$410	-\$4,200	\$0	-\$4,200		9.8%
810.24 Charter School Association Dues	-\$3,616	-\$3,531	-\$3,616	\$85	-\$3,531		100.0%
810.25 Background Checks	-\$1,940	-\$33	-\$2,300	\$0	-\$2,300		1.4%
830 Facility Mortgage Payment	-\$330,443	-\$72,333	-\$555,019	\$0	-\$555,019	17.0%	13.0%
890.21 Misc. Expenditures	-\$1,204		-\$1,204	\$0	-\$1,204		
TOT	-\$340,928	-\$76,308	-\$566,339	\$85	-\$566,254		
TOT	-\$3,167,143	\$35,161	\$232,477	-\$15,549	\$216,928		