PROMONTORY
school of expeditionary learning

Board of Directors Meeting Minutes

Thursday, September 15, 2022

7:00PM
1051 W 2700 S

Perry, UT 84302

Trustees
Michelle Flynn
Josie Beth Archibald
Michael Eng
Karen Braithwaite
Dorothy Dobson
Becca Ashby
Stephanie Quintero
Amber Edelman

Officers
Ariel Tidwell
Amber Jenks

Director
Jennifer Blaine

Visitors

Tammy Taylor
Susan Bennett

7:05 PM – **CALL TO ORDER**

· Welcome/Mission Statement and Pledge: Becca Ashby –Discussed what each of our favorite book is.

7:20 PM – Training by Dorothy Dobson. Open and Public Meeting Training. 5 trustees is a quorum for our board. Notice of a public meeting needs to be posted at the school, on the UT public webpage and in a local newspaper (Check to see about where else we can post it besides in the local newspaper), Also when does the public notice need to be posted by: 1 week or 24 hours. How long do minutes need to be kept for?

7:37 PM – **MINUTES**

·   8-11-2022 Board Meeting Minutes: Michael motions to approve. Stephanie seconds. Motion is carried.

7:38 PM – **PUBLIC COMMENT:** No public comment.

7:30 PM – **FINANCE REPORT**

·   Budget Review – Brian Cates excused from meeting. Michael discussed information for the finance meeting. $2200 interest earned. Financial summary–holding strong. Local revenue 4.2% forecast is 19%. Local revenue is slower at the beginning of the year. State revenue 19.1%, right on target. Able to cover all of our expenses. Federal revenue not received any yet–usually towards the end of the year. Expenses–nothing of concern at this time. Enrollment trend–449 as of Tuesday, right on target.

7:45 PM – **BUSINESS ITEMS**

·   Military Families Enrollment–OPA is a purple star admission school. Purple heart school. Give them sibling preference. Add to admission paperwork? But needs to be added to the lottery questions. Will need to change the admissions policy <mark>(Action Item)</mark>. Need to have a good mentor program for the military program. Required to attend a training to make sure we are holding up on laws. Need to have a veteran-type program. Active-duty vs reserve? Consider putting them under the siblings on the lottery wait list. Stephanie and Dorothy would be willing to help with military family enrollment.   Resolution supporting military family enrollment <mark>(Action Item for Oct)</mark>

·   School Land Trust: Update board contact information on website by October 1st.

·   Expansion: RFP got created, but still had a few things to change. Got completed and they came back with feedback. Wanted more information. Moody's gave us a rough estimate on when they can come from Chicago so we can get bonding. Academics could be a concern because we don't do tests, but we do have other data points. Will get results in a couple of weeks after their visit. Will be here the week of September 26th. Looking for an owner's representative.   We have a couple of options–Ariel's dad and Michelle's husband and Jeff Basinger who helped us with our original build. Monty will want a decision by the end of the month. Hopefully be breaking ground before the end of the year.

·   PoP Update: Parade had quite a committee show up to help with the float and parade. Tim Bench let us use his trailer. We have had more parents engaged and willing to participate than before. The Safety committee needed volunteers and they stepped up. Hair color was a question? PoP is doing great. Concern about the left-hand turn sign not being visible. School zone light isn't working. Stephanie will work on getting someone to look at it.

·   Gang Prevention Policy: Time changed it and then put date changed, but we need to make sure we are putting dates on when we have updated a policy. Training for our teachers? How often? Policy needs to be updated. <mark>Put on agenda for October.</mark>

·   Governing Board Policy: References as PAC not POP. Definitions need to be updated. Reference the By-Laws and make sure they match. Take out EL in requirements section. Update policy and put on <mark>agenda for October Business.</mark>

·   Grievance Policy: NO updates

·   Integrated Pest Management Policy: A few changes and links that didn't work. Code change.

· Internet Safety Policy: Minor code change. Duplicate statement.

· Health & Safety Policy: No changes

· Library Policy: <mark>Table until next month</mark>. It has been approved, but we wanted to make it more suitable to Promontory.

8:30 PM **ACTION ITEM**

· Review/ Ratify Committees: Finance Committee: Amber, Shawna, Michael, Ariel, Red Apple. Great Thinkers: Amber, Karen, Dorothy, Jennifer, Glenna Petersen, Cameron Anderson, Spring Martin, and Lisa Wells. Hiring: Amber, Karen, Michelle, Dorothy, Jennifer, Amy. Emergency Plan: Stephanie, Karen Director Evaluation: Amber, Michelle, Dorothy, Michael, (Executive Committee). Sex Education: Cameron Anderson, Jennifer Blaine, Amber, Dorothy, Gwen Andrus, Parents, Ariel, Josi Beth Grants: Dorothy, Jennifer. Jenn Dabb, Karen. History: Zach Davis, Dorothy, Karen, Michelle Board Retreat: Tammy, Ariel, Josi Beth. Board Member Recruiting: Amber Michelle Public Relations: Dalene Baxter, Holly Jenks, POP School Land Trust: Becca Ashby (All Trustees) Special Projects/Expansion: Ariel, Jennifer, Michelle, Matthew Flynn, Music Teachers, Amber, Jenn Dabb, Dorothy, Stephanie. Audit Committee: Finance Committee. Military Families: Dalene, Amber, Dorothy, Stephanie. Policy Committee: Josi Beth Archibald, Michelle Flynn, Jessica Wolf, Dorothy Dobson, Becca, Stephanie

Stephanie motion to ratify committee. Dorothy seconds. Motion is carried.

· 9:10PM Electronic Devices Policy: Phones during recess. Added smart watches on list of devices. No time can they be used on playground or used for social media, etc. unless under discretion of teacher. Gives students parameters.

With the above changes, Dorothy motions to approve. Karen seconds. Motion is carried.

· After School Activities: Student council, clubs, yearbook, theater.

Josi Beth motions to approve. Karen seconds. Motion is carried.

· Annual Open Meeting Act Training/Review –Not an action item. We did our training today for Open Meeting Act Training.

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

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

· Enrollment: Steady at 449

· **Student Achievement**: Lots of wonderful fieldwork, Beginning of the year benchmark testing almost finished, Crew relationship building, clubs and student council

·   Charter Agreement Goal: Reading Proficiency—Percentage of third graders reading at grade level 81%. 33% RISE, 66% Dibels. Math Proficiency—Percentage of sixth grade students scoring minimum math proficiency 71.6%. 12% RISE 50% Acadience Math. Student Portfolios—percentage of students who maintain working portfolios 98%. 100% of students have portfolios in their classroom.

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

·   **Professional Development:** Regular aide training - 1st Thursday of the month, Gwen giving mini training weekly during team meetings. Vertical planning meetings this year. All day Conscious Discipline training on Sept. 2 was a big success. Teton science school.

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

9:35PM CLOSED MEETING: No closed meeting.

9:38 PM – ADJOURN: Michelle motions to adjourn. Stephanie seconds. Motion is carried.

 *Next scheduled Board Meeting: October 20, 2022

PPD

Mission Statement

The mission of the N.O.V.A. Principles Foundation is:

Nurturing youth to seek out positive

Opportunities, internalize good

Values, and to accept

Accountability for their choices in life.

History

The N.O.V.A. program was created in March of 2003, by officers from the Orem Police Department in Utah. In April of 2004, N.O.V.A. Principles LC, was created to allow the N.O.V.A. program to be implemented beyond the confines of the City of Orem. N.O.V.A. quickly expanded to other locations outside of the City of Orem. In January 2016, N.O.V.A. Principles LC, became the N.O.V.A. Principles Foundation, a 501(c)(3) Non-Profit Public Charity.

Involvement

N.O.V.A. acknowledges the key role of parents and family in keeping youth away from the harmful effects of illegal drugs, violence, and negative media exposure. N.O.V.A. supports parents in this endeavor by teaching youth and also by providing a Parent's program. The N.O.V.A. Parent's program is derived from sound psychological principles to give parents assistance in raising youth in today's world.

The Program

The N.O.V.A. Principles Elementary program is a 13–15-week program taught at the 5th or 6th-grade level by uniformed law enforcement officers. Some departments provide students who participate in this program a N.O.V.A. folder, program material, and a N.O.V.A. T-shirt. N.O.V.A. Officers spend time with students in the classroom, at lunch, and on the playground building a great rapport between students and officers.

The N.O.V.A. Principles Jr. High program is a 4-week program taught at the 6th, 7th, or 8th-grade level by uniformed law enforcement officers. Some departments provide students who participate in this program a N.O.V.A. folder, and program material.

N.O.V.A.

Elementary Program Curriculum

The following is a brief outline of the elementary program curriculum

Lesson 1 – Purpose and Principles
• Define Purpose and Principle while applying to everything in life.
• Develop an understanding of the First NOVA Core Principle: Accountability.
• Develop an understanding of how a person is able to say "No" to harmful, dangerous, or wrong situation.

Lesson 2 – Substance Awareness
• Develop an understanding about the STS Application and how this application can assist a person preventing them from engaging in Risky Behaviors. (Study the Situation).
• Develop an understanding about the Cause & Effect Application applies to every choice we make in life.
• Develop an understanding about harmful substances (tobacco, vaping, marijuana, alcohol).
• Discover how partaking of harmful substance can imped an individual.

Lesson 3 – Positivity
• Develop an understanding of NOVA Principles Positivity.
• Discover how pain and tragedy can be handled.

Lesson 4 – Paradigm
• Learn and develop skills to work through put downs.
• Develop understanding of the NOVA Application Paradigm in becoming the victor in life.
• Learn and develop skills to work through troubles and problems.
• Discover how the negative influence from being left out can impact an individual.

Lesson 5 – True Colors
• Develop an understanding of the NOVA True Colors Application.
• Develop an understanding of the NOVA Lifetime Decisions Application.
• Develop an understanding of the NOVA Principle of Knowledge.
• Discover how peers can influence me.
• Discover problem solving.
• Discover how to avoid traps in life.

Lesson 6 – Anger
• Develop an understanding of the NOVA Core Principle: Work.
• Develop an understanding of the NOVA Which Wolf Am I Feeding Application.
• Discover how to control my anger.
• Develop an understanding of the Stages of Moral Development Model (Anger Management)
• Develop an understanding of how the brain impacts our Fight or Flight impulses

Lesson 7 – Respect
• Develop an understanding of the Respect Principle.
• Develop skills to avoid Mean Spirited Teasing and Bullying and develop coping skills for each.
• Develop and understand the NOVA Toolbox – Be C.A.L.M.

Lesson 8 – Awareness
• Develop and understanding about the influences of the media.
• Develop and understanding about the Fire Application.
• Develop and understanding of safe media guidelines.

Lesson 9 – Internet and Social Media Interaction
• Develop an understanding of Internet and Social Media Benefits & Risks.

• Develop an understanding of the dangers of Pornography, Predators & Sexting.
• Develop an understanding of NOVA Fire Application.
• Discover how various media formats draw me into viewing risky and positive media.
• Discover how I become desensitized.

Lesson 10 – Initiative
• Develop an understanding of the NOVA Initiative Application.
• Discover the difference between being a producer and a consumer.
• Discover how NOVA Principles and Applications will help an individual.

Lesson 11 – I Steer My Life
• Develop an understanding of diversity & inclusion.
• Develop an understanding of the positive and negative aspects of stereotyping.
• Discover how the positive roads to life are taken.
• Develop an understanding of how the NOVA Principles and NOVA Applications assist a person in taking the positive roads of life.

Lesson 12 – NOVA Constitution
• Review how life is rigged to "win" if a person follows the NOVA Principles.
• Prepare a life roadmap through the creation of a N.O.V.A. Constitution.

Lesson 13 – The Challenge
• Discover how the tools to follow The Path to Excellence.
• Discover how taking risks can be positive and negative.
• Develop an understanding on how taking risks is powerful.

Certification Program:
To wrap up the N.O.V.A. program, a special Certification Program is held to award students who complete all the requirements of the N.O.V.A. program a Certification of Achievement. Students also have the opportunity to earn other special awards such as, the Project N.O.V.A. Award, the N.O.V.A. Pack Award, the N.O.V.A. Constitution Award, and the Super N.O.V.A. Award as well.

Jr. High Program Curriculum

Brief Outline

One lesson is presented each week for a total program course of 4 weeks. Much of the Jr. High curriculum is derived from several key lessons taught in the Elementary school curriculum. The idea behind this is to reiterate and reaffirm key principles and knowledge taught in Elementary school, as well as to give these basic principles and knowledge to those students who did not have the N.O.V.A. program in Elementary school.

Lesson 1 – Drugs:

This lesson starts off by introducing the N.O.V.A. Principles program and the basic key points of the program. Students are then taught the following basic N.O.V.A. Principles: "STS" (Study the situation), "Cause & Effect" (When you do something or don't do something, something happens), "Boiling a Frog Analogy" (When do you know you're a boiled frog? When it's too late), and, "Knowledge is Potential Power" (Using knowledge gives you power).

The main focus of this first lesson is to educate students about the harmful effects of drugs. This is accomplished by giving a basic review of the gateway drugs taught in the Elementary school curriculum, as well as teaching students about the harmful effects of harder drugs such as: Meth, Heroin, Cocaine, LSD, etc.. The premise for this drug education is that if a person knows the harmful effects that drugs cause, that knowledge will help a person to stay away from them.

An Active Learning Lesson game is played that centers around the idea that drugs are addicting and once addicted it will be very hard to break that addiction. In the end, when it comes to drugs, there is no path to excellence.

Lesson 2 – Self-Esteem:

This lesson is one of N.O.V.A.'s most powerful lessons that focuses on self-esteem. Much of what is taught in lesson 3 of the Elementary school curriculum is taught in this lesson as well.

Students are taught that feeling good about yourself, liking who you are, avoid giving put-downs to others, and having a positive attitude are important conduits in order to become happy and successful.

Students are taught that it's what's on the inside that counts, and that one of the most important things for everyone to do is to do the best they can with what they have.

This lesson reinforces the fact that everyone has troubles and problems that they have to deal with. Students are taught that they can handle their troubles and problems, and that the biggest issue is not that they have troubles or problems, but it's how you deal with your problems, what you do to solve your problems, and what can you learn and how you can grow from your troubles and problems that's important.

The, "Paradigm" (The view or perspective of how you see things) principle is taught, and that there are 2 Paradigms a person can have, the Victim Paradigm, or the Hero Paradigm. Everyone gets to choose which Paradigm they want to have in life. Students are encouraged to have a Hero Paradigm where they have a positive attitude and see themselves as producers who create things of value for themselves and others.

An Active Learning Lesson game is played where students work through a mathematical formula with amazing results. This game teaches students that if they follow good principles, good outcomes are guaranteed.

Lesson 3 – Anger Management

Students are asked if they like to have people control them. They are told that this lesson on anger management will help them learn how to prevent this from happening.

This lesson teaches the basics of what is in lesson 7 of the Elementary school curriculum, as well as some material in lesson 8, and lesson 13.

The powerful principles of Control & Maturity and how your brain works is taught, as well as dealing with Bullies and Gangs. Anger Management tools are taught, as well as the, "Which Wolf are you feeding?" (Which Wolf is stronger? The one you feed) principle.

Students are taught that Stereotyping is where you classify a person to a certain idea based on what they look like. For the most part Stereotyping is harmless, unless it's done to put down, make fun of, or to injure someone. Students are taught that Stereotyping a person to harm, put down, or injure them is wrong and unacceptable.

An Active Learning Lesson game is played where students are presented with a choice to play a trick game where they can not win and a negative consequence is given when they lose. This game teaches students to, "STS" and to think about the, "Cause & Effects" of things before they make choices. Doing so will help them get to their path of excellence and avoid unnecessary troubles and problems in life. In other words, "It's easier to stay out of trouble, than to get out of trouble".

Lesson 4 – Media

This last lesson teaches the combined basics of the 3 Media lessons found in the Elementary school curriculum, with the focus on teaching students to be careful about the type of Media they consume each day.

Students are taught that rating systems for Movies, Music, and Video games are there to warn them about the dark, depressing, violent, vulgar, obscene, and indecent content contained in much of the Media of today.

Students are taught that the Media of yesteryears is not the same as today, and that the change from decent, wholesome, and uplifting programs of years gone by to the dark, depressing, violent, vulgar, obscene, and indecent of today happened gradually, just like the, "Boiling a frog analogy".

The, "Garbage in – Garbage out" (What you put in is what you get out) principles is taught. Students are cautioned to be very careful as to the type of media they put into their heads, as what they put in will come out.

The effects of negative Media consumption is taught. How our brain creates, "Neural Pathways" is taught. An Active Learning Lesson game is played where students can experience how Neural Pathways are created in their brains, and why it is so important to create only positive Neural Pathways.

Students are taught that there are many positive and negative choices they can make each day. Making positive choices will lead them to their path of excellence, whereas making negative choices will not.

Key Policy

Purpose:

To outline policy and procedures for issuance and control of door and cabinet keys for Promontory School administrators, staff, teachers, and non-employee authorized activity supervisors.

The establishment of a safe environment is the shared responsibility of the school administrators, teachers, and staff. Administrators, teachers, and staff receive keys to the school and are entrusted with keys to the school to carry out the educational objectives of the school. Because possession of a school key gives authorized persons unfettered access to the school, the students, and sensitive records, all parties in possession of a key must keep the goals of confidentiality and safety in mind at all times and must sign a key use agreement.

Definitions

- Master Key - A key that activates all door locks in a building.

- Multiple-door Key - A key that activates the locks in more than one, but not all doors to spaces assigned to a specific community.

- Building Entrance Key - A key, or key fob, that activates the lock only on one or more outside entrance doors to the building.

- Room Key - A key that activates the lock only to the door to a single room and its attached closets.

- Cabinet Key - A key that activates the locks to storage cabinets.

- Approving Officers – Board Chair for Board of Trustees (the Trustees), Director of the school (the Director) for employees and Building Facility Manager (the Facility Coordinator) for building maintenance.

- Facility Coordinator-- Schedules the building, issues keys, maintains key issuance record, and approves building maintenance.

- Designee – A board member or school employee appointed by an Approving Officer or Facility Coordinator to act in his/her behalf.

- Authorized User— A person who has been granted authorization from an Approving Officer and signed the key use agreement in order to be issued a key for long or short-term use.

Policy

Building Security

- The school is generally open to from 8:00 am to 3:30 pm, Monday through Friday. Certain rooms and offices are open at other times to meet particular needs.

- It is the responsibility of all personnel using buildings before or after regular hours to ensure that outside doors remain locked when there are no school activities in session.

- It is the responsibility of all personnel using buildings after regular hours to   see that lights are turned off in the rooms they are vacating, and that office doors and outside doors are secured. Personnel must communicate with other users as they vacate the building.   The final user of the evening is responsible to ensure that all lights are off, and all doors are locked.

- It is the responsibility of all personnel to ensure that no outside doors are propped open during or after regular hours.

- Key holders agree to refrain from compromising the security of the building. Key holders are required to report to the Director any doors that are unsecured or in violation of the school's policies.
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  Violation of these requirements may result in the loss of key privileges and may result in discipline up to and including termination.

Key Issuance

- Keys shall be authorized by Approving Officers (see table below for more authorization detail) and issued and controlled by the Facility Coordinator, or Board Chair in the case of Trustees.

- Duplication of keys other than by the Facility Coordinator (or Designee) is prohibited. Any person who knowingly makes or duplicates a key in any matter not authorized by this policy is subject to disciplinary action.

- Persons to whom keys are issued shall use the keys only in accordance with this policy.

- Only authorized persons are allowed to be in possession of a key to the school. Authorized persons are only those persons with documentation of authority to possess or control a key. Authorization is specific to each key issued.

- No person may give his or her key to an unauthorized user for any period of time. Any key(s) found to be in the possession of an unauthorized person will be confiscated and

any person found to have provided a key or a copy of a key to an unauthorized user may be disciplined up to and including termination.

- School personnel may receive authorization to check out a key from the office for School related use. Approval must be obtained from the Director and the key issued via the Facility Coordinator or Designee.

- In some instances, an approved non-employee activity supervisor may receive authorization to be issued a key for facility use when school staff is not   present. The named supervisor shall read and adhere to the school's key   policy and submit an Application for Key Form. Upon approval, the key will be checked out through the Facility Coordinator. The approved supervisor is responsible to unlock and secure the facility being used. Keys may not be loaned to others and must be returned to the school office immediately following contracted use. The named supervisor shall be held responsible for any damages or losses sustained to the building, school facilities or equipment while in possession of keys.

- Lost or stolen keys must be reported to the Director and Facility Coordinator immediately. A lost key may require one or more door and/or cabinets to be rekeyed. This process may cost a substantial amount of money. Where permitted by applicable laws, the school may withhold the cost of rekeying the building(s) from a teacher's or administrator's check or final paycheck if a violation of this policy resulted in the lost or stolen key.

KEY ELIGIBILITY AND RESPONSIBILITY

Type of Key	Eligibility to Carry	Eligibility to Access On-site or Short Term	Authorization Responsibility	Issuance Responsibility
Master Key (Activates all door locks in building)	Full-time Secretary Facility Coordinator Full-time Secretary	Board of Trustees Janitor	Two approving officers	Facility Coordinator (to carry) Facility Coordinator or designee (short term)
Multiple Door Key (Activates locks in more than one door but not all doors in an assigned community)	Employees (as needed to perform their duties) Board of Trustees	Employees (as needed to perform their duties) Approved non-employee supervisors Maintenance contractors	Director (for employees) Director **AND** Board Chair (for supervisors) Facility Coordinator (For contractors)	Facility Coordinator (to carry) Facility Coordinator or designee (short term)

Key Return

When an individual's need for a key no longer exists, whether as a result of termination of employment, resignation, layoff, or other reasons, it is the responsibility of the Facility Coordinator to collect the unneeded key(s).

Exceptions

Exceptions to the policy on issuance of keys may be authorized in writing by three Approving Officers.

Procedures

Key Issuance

- Individuals wishing to have a key or keys issued to them shall complete an Application for Keys form.

- The form must be signed by the applicant and the Approving Officer.
- Upon approval, the applicant and the key issuer must sign the Key Holder Agreement before the key can be issued.

- Upon key return, the Facility Coordinator (or Designee) and applicant will sign the key return section of the Key Holder Agreement.

- No deposit is required.

Key Replacement

- To replace a lost or broken key, an Application for Keys form must be completed in the same manner as for issuance of an original key.

- A broken key to be replaced must be returned with the application form to the Facility Coordinator.

- If a key has been lost, available details must be provided, and a report filed.

- If a lost key is later found, it must be returned to the Facility Coordinator.

Record Keeping

The Facility Coordinator shall maintain a comprehensive listing of all door and cabinet keys issued by name of individual.

Access to Building by Outside Contractors

- The Facility Coordinator in conjunction with the Director is responsible for making arrangements with outside contractors requiring building access. All lock work will be managed through the Facility Coordinator.

- Keys will not be issued to contractors working at the school except as specifically pre-authorized by the Facility Coordinator. The Facility Coordinator will notify the Director of these authorizations in writing.

Lock Repair and Replacement

Locks may not be installed, repaired, or replaced on any doors without the specific approval of three Approving Officers, with the exception of equipment locks (i.e., lockers, filing cabinets).

Library & Computer Use Policy

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

Library Use

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

Computer Use

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

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

4) Students who publish school related information on the Internet must first inform a teacher, have appropriate permission, teacher supervision and approval by Promontory.

5) Students are strictly prohibited to:
   a. Access or create files or materials without authorization
   b. Bring in their own digital devices without approval or gain access to the school's WiFi system without prior approval
   c. Access or create offensive, profane, or pornographic files
   d. Use internet games, MUDs (Multi-user domains), MMOs (Massively Multiplayer Online games), IRCs, Instant Messaging, Web Mail, or web chats
   e. Plagiarize works or violate copyrights or trademarks
   f. Attempt to bypass computer security, proxy sites, pay for surf sites, hacking tools or other unapproved software, malware, viruses, root kits, etc.
   g. Have food or drinks near computers

6) There will not be an expectation of privacy in files, disks, documents, internet history, etc., which have been used or created with Promontory equipment.

7) Security is a high priority because of multiple users. Students are prohibited to use another individual's account or login information other than his/her own at any time. Any security concerns must be reported to the principal, teacher/supervisor or system administrator.

8) Vandalism will result in appropriate disciplinary action. Vandalism includes, but is not limited to: abusive overloading of data on the server, uploading or downloading or creation of computer viruses, any malicious attempt to harm or destroy the property.

9) The use of the computers and internet is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. **Students who misuse and/or damage Promontory's computer equipment and systems will be responsible to pay the costs associated with repairs including system down-time, labor and parts. Any horseplay, "goofing off" or other activity that results in the damage of computer equipment will be the responsibility of the individual or individuals involved. Students are instructed to carry laptops with the lids closed and with both hands**. The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time.

Library & Computer Use Procedures

At Promontory School, it is our desire for all of our students to have a passion for reading. Being a "Great Thinker" student at Promontory comes with "Great Responsibility" regarding our library and computer use. Please read through our policy, sign and date the back, and return to the school office. Thank you for your cooperation.

Library Use

1. All students have the opportunity to visit the library once a week and participate in a prepared, grade-specific program with their crew, including but not limited to: fiction and/or nonfiction read-alouds, library skills lessons, author studies, novel studies, and general informational discussions.

2. In addition to this weekly time, the library is open and available to all students during lunch periods and for 15 minutes after school ends. Students visiting the library after school should do so only if they have parental permission and are not causing a delay in carpools.

3. Each student is responsible for all material he/she checks out of the library. Books may not leave the library without being properly checked out through the library computer system by a member of the library staff.

4. Books are checked out for two-week periods, and late notices are emailed to parents every week. Books may be renewed up to three times, so long as another student has not placed a reservation on the book. To avoid late notices, students are encouraged to renew their books. Students do not need to have the book with them in order to renew it.

5. Students may NOT check out books under another student's name. Students may only check out books under a teacher's name if the teacher has provided written consent.

6. If a book is returned damaged and unrepairable, a replacement fee will be assessed to the student. Damage to books includes, but is not limited to: water damage; crayon, pen, or marker damage; broken binding or cover; and ripped pages.

7. If a book is lost, a replacement fee will be assessed to the student. This fee will be refunded to the student if the book is later found and returned to the library.

8. Students also have the option of purchasing a (new) replacement copy of a lost or damaged book and donating it to the library in lieu of fee payment.

9. If a book is overdue for 1 month, a replacement fee will be assessed AND the student's library privileges will be restricted until the fee is paid or the book is returned/replaced.

10. Library check-out privileges are as follows:
    a. Kindergarten students may check out one book at a time.
    b. First, second, third, and fourth grade students may check out two books at a time.
    c. Fifth, sixth, seventh, and eighth grade students may check out three books at a time.
    d. Teachers may check out as many books as needed.

11. If the school year ends and a book has not been returned, the book will be considered lost and a replacement fee will be assessed to the student. The student's library privileges will be restricted in the coming school year until the book is returned/replaced or the fee paid.

Computer Use

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

1) Student use of the computers must be in support of education and research and must be consistent with educational objectives of Promontory. Internet access at Promontory is filtered and monitored on an ongoing basis.
2) Personal contact information may not be shared on internet sites open to public access. This includes student's addresses, phone numbers and personal email addresses. Disclosing any personal contact information, whether their own or other students, is strictly prohibited.
3) Students may use school internet access only for teacher-directed educational activities and only when authorized and supervised.
4) Students who publish school related information on the internet must first inform a teacher, have appropriate permission, teacher supervision and approval by Promontory.
5) Students are strictly prohibited to:
 - Access or create files or materials without authorization
 - Bring in their own digital devices without approval or gain access to the school's WiFi system without prior approval
 - Modify, change or reconnect computers, network devices, laptops or other Information technology related equipment
 - Access or create offensive, profane, or pornographic files
 - Use internet games, MUDs (Multi-user domains), MMOs (Massively Multiplayer Online games), IRCs, Instant Messaging, Web Mail, or web chats
 - Plagiarize works or violate copyrights or trademarks
 - Attempt to bypass computer security, proxy sites, pay for surf sites, hacking tools or other unapproved software, malware, viruses, root kits, etc.
 - Have food or drinks near computers
6) There will not be an expectation of privacy in files, disks, documents, internet history, etc., which have been used or created with Promontory equipment.
7) Security is a high priority because of multiple users. Students are prohibited to use account or login information other than his/her own at any time. Each student is provided their own unique username and password for the computer systems.   Any security concerns must be reported to the principal, teacher/supervisor or system administrator.
8) Vandalism will result in appropriate disciplinary action. Vandalism includes, but is not limited to: abusive overloading of data on the server, uploading or downloading or creation of computer viruses, any malicious attempt to harm or destroy the property.
9) The use of the computers and internet is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. **Students who misuse and/or damage Promontory's computer equipment and systems will be responsible to pay the costs associated with repairs including system down-time, labor and**

parts. Any horseplay, "goofing off" or other activity that results in the damage of computer equipment will be the responsibility of the individual or individuals involved. Students are instructed to carry laptops with the lids closed and with both hands. The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time.

Library & Computer Use Agreement

I understand the rules of conduct as described in the ***Library and Computer Use Procedures*** *(see page 19-20 of the New Student Registration Packet)* for Promontory and that the rules of conduct apply anytime the library and computers are in use. I understand that violations of the above provisions will result in the loss of my library and computer privileges and may result in further disciplinary and/or legal action, including   but not limited to suspension or expulsion, or referral to legal authorities.

I understand that if books have not been returned at the end of the year, the book will be considered lost and a replacement fee will be assessed to the student. The student's library privileges will be restricted in the coming year until the book is returned/ replaced or the fee paid.

I understand that any horseplay, "goofing off" or other activity that results in the damage of computer equipment will be the responsibility of the individual or individuals involved. Students are instructed to carry laptops with the lids closed and with both hands. Any computer down time and/or damage caused by me to computer equipment shall be my responsibility and I agree to pay the costs of associated repairs including labor and parts.

Misuse of the computers comes in many forms, but can be viewed as any messages, information or graphics sent or received that include or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement. I agree to report any misuse of the computers to my teacher or other school administrator.

Also, should I choose to "publish" on the Internet, I will work under the guidance of a supervising teacher.

I have read the **Library and Computer Use Procedures** and understand the terms and conditions. I hereby agree and comply with the above described conditions of acceptable use.

Student Signature   **Parent Signature**   **Date**

Maintenance of Effort Policy

Introduction

Most federal education statutes require that states and school districts maintain state and/or local funding effort from year to year. State and local education agencies have to demonstrate, prior to receiving any federal education dollars, that they 'maintained effort' with state and local resources. These "maintenance of effort" (MOE) provisions are intended to ensure education funding is cut as little as possible in tough economic times and that federal funding does not take the place of other money that should be coming from state and local resources.

Title I Maintenance of Effort

Under ESEA section 8521(a), Promontory School of Expeditionary Learning, before receiving any Title I funding, must show that the combined fiscal effort from state and local funds per student, or the aggregate expenditures of the school for the preceding year, is not less than 90 percent of the combined fiscal effort aggregate expenditures for the second preceding fiscal year. Financial data will be reviewed at the close of each fiscal year to ensure compliance.

IDEA Maintenance of Effort

Under 34 CFR § 300.203, Promontory School of Expeditionary Learning must determine that the budget for the education of children with disabilities is at least the same amount, from at least one of the following sources, as the school spent for that purpose from the same source for the most recent fiscal year:

- Local funds only;
- The combination of state and local funds
- Local funds only on a per capita basis; or
- The combination of state and local funds on a per capita basis.

Budgets will be reviewed annually during the application for IDEA funds to ensure the required level of expenditures is maintained.

Gang Prevention Policy

Definitions

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

B. "Gang Activity" means the commission of, attempted commission of, conspiracy to commit, or solicitation of two or more underlying crimes acts by a juvenile that would be an underlying crime if committed by an adult.

Purpose

In accordance with Utah State Code 53E-3-509, the purpose of this policy is to prevent gang activity by and against students and employees of Promontory School of Expeditionary Learning. This will be accomplished through awareness efforts, training, identification, and disciplinary action against those who violate this Policy. A secondary purpose is to provide clear standards and a safe and accessible reporting process for school faculty and personnel suspecting gang activity.

Publication

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

Prohibitions

A. No school employee or student may engage in advocating or

promoting a gang or any gang-related activities;

1. marking school property, books, or school work with gang names, slogans, or signs;
2. conducting gang initiations;
3. threatening another person with bodily injury or inflicting bodily injury on another in connection with a gang or gang-related activity;
4. aiding or abetting an activity described under Subsections (2)(f)(i) through (iv)in Utah state code 53E-3-509 by a person's presence or support;
5. displaying or wearing common gang apparel, common dress, or identifying signs or symbols on one's clothing, person, or personal property that is disruptive to the school environment; and
6. communicating in any method, including verbal, non-verbal, and electronic means, designed to convey gang membership or affiliation.

B. No school employee or student may make a false allegation of advocating or promoting a gang or any gang-related activities.

Actions Required of the School

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

site that is normally considered to be under school control, notification shall be provided to parents and guardians of students in the school:

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

Training

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

Organizational Structure
of Governing Body

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

Board of Trustees

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

Board Members

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

Election and Tenure

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

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

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

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

Removal of Board Members

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

Requirements

In order to understand the mission of the school and make decisions in the interest of the school, each new voting member shall be required to review the Structures Policy thoroughly for complete understanding and attend/participate in other board directed training as applicable.

Vacancies

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

Officers of the Board

Chair

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

Vice-Chair

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

Treasurer

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

Secretary

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

Advisory Board

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

Board Crews

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

Parent Crews/ Parent Advisory Crew

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

Parent Liaison

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

Board Meetings

Regular Meetings

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

Special Meetings

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

Integrated Pest Management Policy and Plan

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

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

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

Pests

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

IPM Coordinator

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

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

Education

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

Record Keeping

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

Notification

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

Pesticide Storage and Purchase

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

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

Pesticide Applicators

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

Integrated Pest Management Procedures

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

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

Admissions Policy
3/29/2010
4/5/2013
2/23/2017
2/15/2018
1/21/2021
10/21/2021

Admissions Policy

Promontory School is a public charter school that will not discriminate on the basis of disability, race, creed, color, gender, national origin, or religion.

In filling the school with students, the Mission of Promontory School of Expeditionary Learning will be considered at every applicable instance. This mission 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 challenges, act with humanity , and become the Great Thinkers of the 21st century .*

Promontory School will fill its student enrollment based on the following priority:
1. Open Enrollment
2. Lottery Selection
3. Preferential Enrollment

Open Enrollment

Once a student has been admitted to the school through an appropriate process, he or she may remain in attendance through subsequent grades. A new applicant for admission to the charter school, however, would be subject to the lottery if, as of the open enrollment closing date, the total number of applicants exceeds the number of spaces available at the school. Open Enrollment dates will be publicly announced and will adhere to Utah State Statute.

Lottery Selection

A lottery is a random selection process by which Promontory School admits applicants. Promontory School will use a lottery if, during the open enrollment period, more students apply for admission to the charter school (in any grade) than can be admitted. During a public meeting, the School Board will vote on the lottery process. Through a random drawing each applicant will be assigned a number identifying the order in which they are drawn. Following the lottery, Preferential Enrollment will be addressed. Afterwards classes will be filled to capacity using the sequence obtained from the lottery drawing.

When a student is admitted to the school through the process, all siblings of that student are admitted immediately, if space is available. If space is not available for a particular grade, that sibling will be placed on the waiting list. Students not selected will remain on a waiting list, preserving the order as determined by the lottery, giving preference to siblings of attending students. Promontory School will notify applicants of the lottery results within 2 weeks. Students placed on the waiting list will be given the opportunity to attend the school if openings become available during the school year. The lottery is run regularly to maximize enrollment. Families will be notified, first via email, then by text messaging, followed by a phone call, and students have 5 school days to accept the opening. Students who apply after the enrollment period may be admitted as space allows or will be added to the waiting list through subsequent lotteries.

Preferential Enrollment

First preferential enrollment for any grade is given to children and grandchildren of Founding Members and Promontory School of Expeditionary Learning Governing Board

Admissions Policy
3/29/2010
4/5/2013
2/23/2017
2/15/2018
1/21/2021

Members as well as the children of Promontory School of Expeditionary Learning employees. Secondary preferential enrollment will be given to siblings of students already admitted to or attending Promontory School followed by preferential enrollment for active duty military families.

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 - 30.7% (11 School Budget records)							
1510 Interest on Investments	$4,975	$6,149	$5,000	$19,000	$24,000	25.0%	25.6%
1610 Lunch Program	$5,562	$10,556	$50,000	$0	$50,000		21.1%
1710 Middle School Fees	$7,177	$5,120	$7,078	$0	$7,078		72.3%
1720 Yearbook Income	$2,790		$0	$0	$0		
1721 Bookfair Income	$2,511		$0	$0	$0		
1920 Fieldwork/Expedition Donations	$8,346	$60	$0	$0	$0		
1920 Community Donations	$6,143	$3,822	$0	$0	$0		
1921 Marketing Income (T-Shirts)		$170	$0	$0	$0		
1923 POP Income	$4,089	$834	$3,000	$0	$3,000		27.8%
1923 Adventure			$5,000	$0	$5,000		
1999 Miscellaneous/Background Checks/Fines	$122,723	$624	$0	$0	$0		
TOT	**$164,314**	**$27,334**	**$70,078**	**$19,000**	**$89,078**		
Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 26.8% (35 School Budget records)							
3010 Regular School Prgm K-12	$1,466,835	$392,402	$1,569,608	$0	$1,569,608	25.0%	25.0%
3020 Professional Staff	$106,520	$28,496	$113,983	$0	$113,983	25.0%	25.0%
3105 Special Education -- Add-On	$285,582	$81,335	$325,341	$0	$325,341	25.0%	25.0%
3110 Special Education -- Self-Contained	$3,619	$3,819	$15,277	$0	$15,277	25.0%	25.0%
3120 Special Education -- Extended Year	$3,596	$895	$3,578	$0	$3,578	25.0%	25.0%
3125 Special Education -- State Programs	$6,779	$1,659	$6,638	$0	$6,638	25.0%	25.0%
3128 Special Education -- Stipends for ESY	$3,450		$0	$0	$0		
3153 Students At-Risk Add-on	$52,564	$18,496	$73,985	$0	$73,985	25.0%	25.0%
3195 Early Intervention/OEK	$50,730	$15,000	$60,000	$0	$60,000	25.0%	25.0%
3200 Supp Educ COVID19 Stipend			$0	$0	$0		
3211 Gifted and Talented	$4,067		$0	$0	$0		
3230 Class Size Reduction - K-8	$153,847	$41,363	$165,454	$0	$165,454	25.0%	25.0%
3336 Enhancement for At-risk students			$0	$0	$0		
3400 Teacher Salary Supplement			$0	$0	$0		
3410 Flexible Allocation			$0	$0	$0		
3411 EL Software			$0	$0	$0		
3520 School Land Trust	$59,537	$60,495	$60,380	$115	$60,495	100.0%	100.0%
3566 Professional Learning	$4,143	$903	$3,525	$0	$3,525	25.0%	25.6%
3579 Mental Health Grant	$32,770		$38,424	$0	$38,424		
3655 Digital Teaching & Learning	$34,244		$27,000	$0	$27,000		
3719 Charter School Local Replacement	$1,210,048	$327,587	$1,290,055	$0	$1,290,055	25.0%	25.4%
3719 Local Replacement - Lag Funding - One-Time			$22,471	$0	$22,471		
3725 Charter School Admin Costs	$43,318	$10,740	$42,962	$0	$42,962	25.0%	25.0%
3770 School Lunch (Liquor Tax)	$38,193	$1,122	$25,000	$0	$25,000		4.5%
3800 TSSA Program	$78,845		$95,910	$0	$95,910		
3800 Suicide Prevention	$1,000	$1,000	$1,000	$0	$1,000	100.0%	100.0%
3800 Educator Professional Time		$31,166	$39,156	$0	$39,156	80.0%	79.6%
3800 Public Ed Capital & Tech Fund		$66,968	$67,057	-$89	$66,968	100.0%	100.0%
3805 Early Literacy Program	$26,206	$4,479	$17,916	$0	$17,916	25.0%	25.0%
3810 Library Books & Electronic Res	$574	$144	$574	$0	$574	25.0%	25.0%
3826 ARP Teacher Bonus Extra Assignments	$7,356			$0			
3868 Teacher Materials and Supplies	$3,374	$2,697	$3,372	$0	$3,372	80.0%	80.0%
3872 Substance Prevention	$7,592	$4,000	$0	$4,000	$4,000	100.0%	100.0%
3876 Educator Salary Adjustment	$110,006	$27,501	$110,006	$0	$110,006	25.0%	25.0%
3878 Special Education- Extended Year			$0	$0	$0		
TOT	**$3,794,794**	**$1,122,270**	**$4,178,672**	**$4,026**	**$4,182,698**		
Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 1.0% (19 School Budget records)							
4200 GEER Program			$0	$0	$0		
4200 GEER II	$27,577		$10,000	-$10,000	$0		
4200 TSI Summer Planning	$1,600			$0			

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
4500 Results Driven Accountability (RDA)	$25,000		$0	$0	$0		
4500 CARES ACT	$1,923		$0	$0	$0		
4500 ESSER II CARES	$149,799		$0	$0	$0		
4500 ESSER III CARES			$172,000	$3,309	$175,309		
4500 Outdoor Rec Grant	$75,000		$0	$0	$0		
4500 Outdoor Classroom Grant			$10,000	$0	$10,000		
4522 IDEA Preschool	$3,334		$3,326	$0	$3,326		
4524 IDEA Part-B	$94,926		$75,000	$0	$75,000		
4571 National School Lunch Prgm	$14,713	$1,193	$13,000	$0	$13,000		9.2%
4572 Free & Reduced Reimbursement	$172,540	$2,330	$50,000	$0	$50,000		4.7%
4573 National School Breakfast	$29,370	$777	$11,000	$0	$11,000		7.1%
4575 Supply Chain Assistance	$11,828			$0			
4581 Emergency Operating Funds	$9,049		$0	$0	$0		
4801 Title IA	$63,839		$58,971	$0	$58,971		
4860 Title IIA	$10,021		$10,021	-$2,137	$7,884		
4890 Title IVA	$10,000		$10,000	$0	$10,000		
TOT	**$700,520**	**$4,300**	**$423,318**	**-$8,828**	**$414,490**		

Promontory School of Expeditionary Learning - Expense - 100 Salaries - 22.4% (15 School Budget records)

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
121 Administration	-$157,250	-$38,625	-$159,000	$0	-$159,000	25.0%	24.3%
131 Teachers	-$1,094,777	-$251,379	-$993,017	$0	-$993,017	25.0%	25.3%
132 Substitute Teachers	-$27,542	-$2,610	-$20,000	$0	-$20,000		13.1%
132 PTO Cash Out	-$9,600	-$8,820	-$10,962	$0	-$10,962		80.5%
134 Merit Pay/Winter Bonus	-$36,535		-$36,000	$0	-$36,000		
135 Stipends	-$44,323	-$15,600	-$40,000	$0	-$40,000		39.0%
140 Special Education Teachers	-$110,437	-$34,711	-$166,190	$0	-$166,190	25.0%	20.9%
142 Counselor		-$5,813	-$46,500	$0	-$46,500		12.5%
152 Office Salaries	-$114,058	-$25,769	-$98,362	$0	-$98,362	25.0%	26.2%
161 Community Aides/ Literacy Aides	-$194,831	-$35,382	-$221,306	$0	-$221,306	25.0%	16.0%
162 Special Education Aides	-$67,562	-$9,697	-$84,039	$0	-$84,039	25.0%	11.5%
163 RTI / Title 1	-$54,234	-$5,458	-$59,812	$0	-$59,812	25.0%	9.1%
164 Library Aide	-$23,393	-$5,049	-$25,360	$0	-$25,360	25.0%	19.9%
180 Custodial/Maintenance Salaries	-$43,756	-$18,103	-$50,000	$0	-$50,000	25.0%	36.2%
190 Kitchen Salaries	-$94,360	-$15,952	-$96,800	$0	-$96,800	25.0%	16.5%
TOT	**-$2,072,657**	**-$472,969**	**-$2,107,348**	**$0**	**-$2,107,348**		

Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 30.9% (8 School Budget records)

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
220 FICA	-$154,241	-$35,170	-$155,000	$0	-$155,000	25.0%	22.7%
230 Retirement	-$92,219	-$22,773	-$96,000	$0	-$96,000	25.0%	23.7%
241 Health Insurance	-$331,475	-$124,283	-$335,000	$0	-$335,000	25.0%	37.1%
242 Life and Disability Insurance	-$1,826	-$752	-$2,400	$0	-$2,400	25.0%	31.3%
243 HRA/Flex Spending	-$9,560	-$3,531	-$14,400	$0	-$14,400	25.0%	24.5%
244 Dental Insurance	-$20,234	-$6,938	-$22,000	$0	-$22,000	25.0%	31.5%
270 Worker's Compensation Fund	-$4,397	-$2,553	-$8,500	$0	-$8,500	25.0%	30.0%
280 Unemployment Insurance	-$6,061		-$2,000	$0	-$2,000		
TOT	**-$620,014**	**-$196,001**	**-$635,300**	**$0**	**-$635,300**		

Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 21.7% (9 School Budget records)

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
330 Expeditionary Learning Contract			$0	$0	$0		
330 Professional Development	-$35,786	-$8,489	-$15,000	$0	-$15,000		56.6%
340 Legal Services			-$10,000	$0	-$10,000		
344 Professional Services	-$292	-$25	-$200	$0	-$200		12.7%
350 Business Services	-$74,362	-$18,954	-$75,816	$0	-$75,816	25.0%	25.0%
352 Audit Services	-$14,300	-$8,000	-$14,800	$0	-$14,800		54.1%
355 Technical Services (IT)	-$35,722	-$6,239	-$45,000	$0	-$45,000		13.9%
361 SpEd Services OT, Psych, other	-$99,246	-$14,852	-$88,000	$0	-$88,000		16.9%
362 Speech Therapy Services	-$77,428	-$13,180	-$72,000	$0	-$72,000		18.3%
TOT	**-$337,136**	**-$69,739**	**-$320,816**	**$0**	**-$320,816**		

Promontory School of Expeditionary Learning - Expense - 400 Property Services - 14.1% (6 School Budget records)

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
410 Water / Sewage / Garbage	-$9,799	-$2,418	-$12,500	$0	-$12,500		19.3%
420 Custodial Services	-$49,992	-$12,498	-$50,000	$0	-$50,000	25.0%	25.0%
430 Repairs / Maintenance / Monitoring	-$32,583	-$2,249	-$24,000	$0	-$24,000		9.4%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
435 Lawn Care & Snow Removal	-$6,722		-$20,000	$0	-$20,000		
443 Lease of Copy Machines	-$17,215	-$3,561	-$21,000	$0	-$21,000		17.0%
450 Construction Services (West Side)	-$4,024		-$20,000	$0	-$20,000		
TOT	**-$120,335**	**-$20,726**	**-$147,500**	**$0**	**-$147,500**		
Promontory School of Expeditionary Learning - Expense - 500 Other Services - 17.3% (8 School Budget records)							
520 Liability, Property, D&O Insurance	-$19,628	-$3,503	-$24,000	$0	-$24,000		14.6%
531 Telephone	-$5,141	-$1,438	-$6,000	$0	-$6,000	25.0%	24.0%
540 Marketing	-$14,176	-$5,862	-$10,000	$0	-$10,000		58.6%
580 Travel	-$3,239	-$2,333	-$8,000	$0	-$8,000		29.2%
581 Board Expenses	-$1,312	-$136	-$2,200	$0	-$2,200		6.2%
582 Board EL Attendance / Travel			-$2,000	$0	-$2,000		
590 Field Work Travel / Entrance Fees	-$7,741	-$150	-$18,000	$0	-$18,000		0.8%
590 Adventure	-$7,959		-$7,500	$0	-$7,500		
TOT	**-$59,197**	**-$13,422**	**-$77,700**	**$0**	**-$77,700**		
Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 44.8% (15 School Budget records)							
611 Classroom / Expedition	-$78,750	-$63,751	-$71,000	$0	-$71,000		89.8%
611 Adventure	-$1,029	-$4,670	-$1,500	-$3,170	-$4,670		100.0%
611 Special Education Materials	-$7,036	-$272	-$6,500	$0	-$6,500		4.2%
612 Office Supplies	-$29,840	-$6,128	-$22,000	$0	-$22,000		27.9%
613 Professional Development Supplies	-$7,569	-$1,368	-$7,500	$0	-$7,500		18.2%
614 POP Expenses	-$1,435	-$204	-$2,500	$0	-$2,500		8.2%
620 Energy Supplies	-$38,959	-$10,402	-$38,000	$0	-$38,000	25.0%	27.4%
630 Food and Kitchen	-$91,083	-$14,638	-$75,000	$0	-$75,000		19.5%
641 Textbooks & Curriculum	-$6,544	-$1,046	-$5,000	$0	-$5,000		20.9%
644 Library	-$6,768	-$2,442	-$7,000	$0	-$7,000		34.9%
644 Yearbooks	-$3,754	-$2,507	-$3,754	$0	-$3,754		66.8%
644 Book Fair	-$2,488		-$2,000	$0	-$2,000		
650 Tech-Related Supplies	-$10,817			$0			
670 Software	-$16,932	-$11,608	-$17,000	$0	-$17,000		68.3%
680 Maintenance & Cleaning Supplies	-$23,941	-$6,773	-$19,000	$0	-$19,000		35.6%
TOT	**-$326,942**	**-$125,807**	**-$277,754**	**-$3,170**	**-$280,924**		
Promontory School of Expeditionary Learning - Expense - 700 Property - 17.5% (4 School Budget records)							
710 Land & Site Improvement	-$159,280	-$4,488	-$300,000	$0	-$300,000		1.5%
733 Furniture and Fixtures	-$22,377	-$3,933	-$10,000	$0	-$10,000		39.3%
734 Technology-Related Hardware	-$188,571	-$59,092	-$50,000	-$10,000	-$60,000		98.5%
739 Equipment	-$21,846		-$15,000	$0	-$15,000		
TOT	**-$392,074**	**-$67,513**	**-$375,000**	**-$10,000**	**-$385,000**		
Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 25.3% (5 School Budget records)							
810 Dues and Fees	-$3,399	-$565	-$4,200	$0	-$4,200		13.5%
810 Background Checks	-$2,184	-$858	-$2,300	$0	-$2,300		37.3%
811 Charter School Association Dues	-$1,994	-$2,034	-$1,994	-$40	-$2,034		100.0%
820 Facility Mortgage Payment	-$407,583	-$101,896	-$407,583	$0	-$407,583	25.0%	25.0%
890 Misc. Expenditures	-$300		-$1,000	$0	-$1,000		
TOT	**-$415,460**	**-$105,353**	**-$417,077**	**-$40**	**-$417,117**		
TOT	**$315,814**	**$82,375**	**$313,573**	**$988**	**$314,561**		

PROMONTORY
school of expeditionary learning

Promontory School of Expeditionary Learning
Financial Summary
As of 9/30/22

redapple
FINANCIAL

Financial Summary

Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
Revenue (3 School Category records)					
1000 Local Revenue	$27,334	$70,078	$89,078	6.7%	30.7%
3000 State Revenue	$1,122,270	$4,178,672	$4,182,698	26.7%	26.8%
4000 Federal Revenue	$4,300	$423,318	$414,490	0.0%	1.0%
TOT	**$1,153,904**	**$4,672,068**	**$4,686,266**		
Expense (8 School Category records)					
100 Salaries	-$472,969	-$2,107,348	-$2,107,348	23.2%	22.4%
200 Employee Benefits	-$196,001	-$635,300	-$635,300	24.9%	30.9%
300 Professional and Technical Services	-$69,739	-$320,816	-$320,816	5.9%	21.7%
400 Property Services	-$20,726	-$147,500	-$147,500	8.5%	14.1%
500 Other Services	-$13,422	-$77,700	-$77,700	1.9%	17.3%
600 Supplies and Materials	-$125,807	-$277,754	-$280,924	3.4%	44.8%
700 Property	-$67,513	-$375,000	-$385,000	-0.0%	17.5%
800 Debt Service and Misc	-$105,353	-$417,077	-$417,117	24.4%	25.3%
TOT	**-$1,071,529**	**-$4,358,495**	**-$4,371,705**		
TOT	**$82,375**	**$313,573**	**$314,561**		

Financial Metrics

Financial Metric	Covenant	Target	Forecast
Operating Margin		4.0	6.71
Debt Service Ratio	1.2	1.30	1.77
% Building		<16	8.7
Unrestricted Days Cash		100	199

Expense Distribution
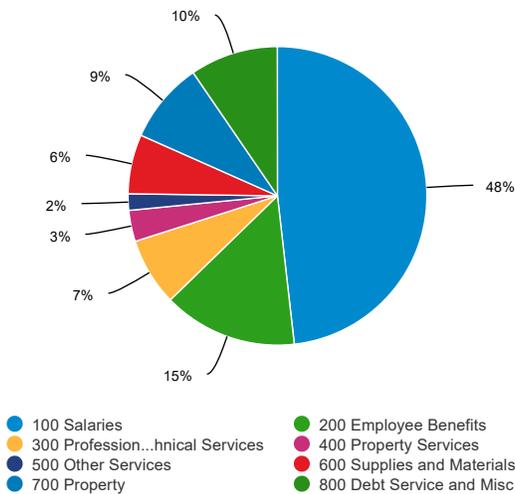
- 10%
- 9%
- 6%
- 2%
- 3%
- 7%
- 15%
- 48%

Legend:
- 100 Salaries
- 200 Employee Benefits
- 300 Profession...hnical Services
- 400 Property Services
- 500 Other Services
- 600 Supplies and Materials
- 700 Property
- 800 Debt Service and Misc

Cash Balance

Cash on Hand (Month: 10-31-2021 through 09-30-2022)
- High Cash Balance-Sum
- Low Cash Balance-Sum

Revenue vs Expenses

Amount by Month (OCT 2021 – SEP 2022)
- Credit-Sum
- Debit-Sum

Enrollment Trend

Total Enrollment by Month:
447, 441, 440, 439, 434, 433, 432, 432, 432, 432, 446, 449

- Total Enrollment-Sum
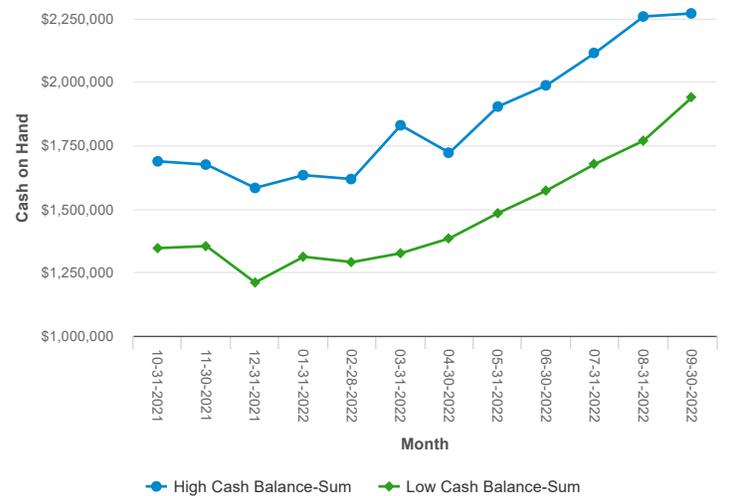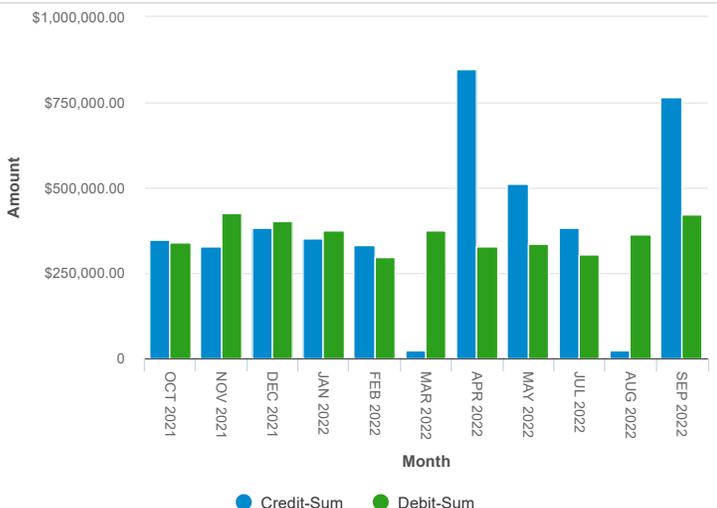
P T I F

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

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

www.treasurer.utah.gov

PROMONTORY SCH OF EXPEDITIONARY
BRIAN CATES
1051 WEST 2700 SOUTH
PERRY, UTAH 84302

Account	Account Period
8282	July 01, 2022 through September 30, 2022

Summary

Beginning Balance	$ 999,818.36	Average Daily Balance	$ 1,140,047.57
Deposits	$ 256,148.71	Interest Earned	$ 6,148.71
Withdrawals	$ 0.00	360 Day Rate	2.1105
Ending Balance	$ 1,255,967.07	365 Day Rate	2.1398

Date	Activity	Deposits	Withdrawals	Balance
07/01/2022	FORWARD BALANCE	$ 0.00	$ 0.00	$ 999,818.36
07/31/2022	REINVESTMENT	$ 1,394.78	$ 0.00	$ 1,001,213.14
08/11/2022	Per Mich	$ 250,000.00	$ 0.00	$ 1,251,213.14
08/31/2022	REINVESTMENT	$ 2,200.19	$ 0.00	$ 1,253,413.33
09/30/2022	REINVESTMENT	$ 2,553.74	$ 0.00	$ 1,255,967.07
09/30/2022	ENDING BALANCE	$ 0.00	$ 0.00	$ 1,255,967.07

{Effective: 07/31/2022}   *The GASB Fair Value factor at June 30, 2022 is 0.99586858*