



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

## **BOARD OF DIRECTORS MEETING AGENDA**

November 21, 2024

7:00PM

1051 W 2700 S

Perry, UT 84302

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Join via zoom at:

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

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

- Welcome/Mission Statement and Pledge: Jessica Flinn

7:10PM – **PUBLIC COMMENT**

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

7:15PM—POP Update

7:20 PM –Training

7:30 PM – **FINANCE REPORT**

- Budget Review – Brian Cates

7:40 PM – **MINUTES**

- 11-7-2024 Board Retreat Meeting Minutes

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

7:45 PM – **BUSINESS ITEMS**

- Additional IDA Funds
- Winter Intensives

8:15 PM --**ACTION ITEMS**

- FMLA Policy
- Service Animal Policy
- Spring 7/8 Intensive Overnights
- Spring Expedition Approval
- Winter Bonuses
- Communication Plan with 5-6 & 7-8 for High School

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

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

8:50 PM CLOSED MEETING

9:00 PM – ADJOURN

\*Next scheduled Board Meeting Thursday, January 16, 2025.



# PROMONTORY

school of expeditionary learning

Governing Board Retreat  
Thursday, November 7, 2024  
2830 N 4800 W  
Corinne, UT 84307

**Trustees:**

Michelle Flynn  
Dorothy Dobson  
Becca Ashby  
Emily Morgan  
Stephanie Quintero  
Riley Riser  
Adrienne Murray  
Barbie Molgard-Wright

**Director:**

Amber Edelman

**Visitors:**

Tammy Stutznegger  
Damon Andreasen  
Glenna Petersen

**Officers:**

Amber Jenks  
Jessica Flinn  
Hilary Gerhardt  
Michelle Wison  
Kandice Scothern-Absent

9:12AM – **CALL TO ORDER:** Welcome, Pledge, and Mission Statement – Emily Morgan

9:26 AM – **MINUTES**

- October 17, 2024 Minutes– Remove Amber Jenks as an officer. Becca motions to approve. Dorothy seconds.

9:28 AM – **PUBLIC COMMENT –No public comment.**

9:29AM **TRAINING: Board Orientation–**

Read the school mission and vision. Structures policy–put together by our founding board members. Board responsibilities and expectations. Board Agreements. Board Bios–need to be updated on the website. Conflict of interest. Program of instruction. Charter. Articles of Incorporation–are under our policies and procedures. Bylaws–handbook for the board. Past minutes. Charter school policies and handbooks. School calendar. Strategic plan. Recent audit results. Attorney’s contact information. Board member contact list. Parliamentary procedures.

## 10:00 AM – **BUSINESS ITEMS**

Adventure & Fieldwork discussion—Amber met with adventure coordinators. In discussions it was brought to our attention that there are a lot of different views within fieldwork and expeditions. Damon discussed some frustrations—every about 2-3 years he is asked to “fix” the adventure program. He puts his trust in teachers to know what fits within their subject. Are we still within the realms of EL? Looking more for direction. Who are we as a school? Suggested training parents who we are and what we expect as far as expeditions. We don’t have a version of EL to know what the expectations are.

Michelle discussed possibly the need to put the fieldwork section from the fieldwork policy in our family handbook into our registration.

Fieldwork: Ms. Glenna had us experience what it takes to plan a fieldwork.

Dorothy stated that the answer falls within training the teachers and parents.

Discussed genius hour pros and cons. It is a shift in adventure learning.

Glenna—we need to stick to Raunburger’s expeditionary learning.

Roots ‘n Wings—2-3 teachers that want to participate. Work on a new parent orientation.

Damon wants to know what research he needs to bring back to the board. Amber suggested the number of students who stay at Promontory K-8<sup>th</sup> grade.

Michelle wants to bring this topic back to the Spring retreat in April/May.

Damon wants an answer on the tent policy sooner than Spring. He wants some direction.

Reinstate the Roots and Wings Committee Becca, Adrienne, Dorothy, Michelle, Amber, Gwen, Damon, Glenna

Christmas Dinner 19<sup>th</sup> at 8:00pm

Lunch Break 12:00-12:30

12:40PM Strategic planning—Goal setting for charter schools.

12:47PM Time & Efforts Policy—Had to make updates required by the State. We now have to do Time and Efforts with SPED and Title 1.

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

1:00PM Dress Code Policy—Clarify denim jeans. No denim of any color.

Update photos on policy

Barbie motions to approve. Hilary seconds. Motion is approved.

1:28PM FMLA Policy—Table and vote on at the November 21<sup>st</sup> meeting.

1:33PM Policy for Equitable Teacher Distribution—Hilary motions to approve. Becca seconds. Motion is carried.

1:35PM Team Building Activity

2:05PM Adjourn—Stephanie motions to adjourn. Dorothy seconds. Motion is carried.

\*\*Next scheduled board meeting: November 21, 2024

## Maintenance of Effort Policy

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### 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.

# Medical Recommendations by School Personnel to Parents

## Definitions

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

## Purpose

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

## **Policy**

### **A. School personnel MAY:**

1. provide information and observations to parents/guardians about their children. Such information or reports may include observations and concerns about in the following:
  - i. progress;
  - ii. health and wellness;
  - iii. social interactions;
  - iv. behavior; and
  - v. topics consistent with Utah code 53E-9-203(6)
2. communicate information and observations between school personnel about a child.
3. refer a student to appropriate school personnel and agents, in accordance with Promontory School guidelines and procedures, including referrals and communication with a school counselor or mental health professionals working within the school system.
4. consult or use appropriate health care professionals in the event of an emergency while the student is at school, consistent with student emergency information provided at student enrollment.
5. exercise their authority relating to the placement within or readmission of a student who may be or has been suspended or expelled.
6. complete a behavioral health evaluation form if requested by the student's parent to provide information to a licensed physician or physician assistant.

### **B. School personnel SHALL:**

1. report suspected child abuse consistent with section 62A-4a-403 of Utah State Code;
2. comply with state and local health department laws, rules

and policies;

3. conduct student evaluations/assessments consistent with IDEA

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

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

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

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

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



3. conduct a child psychiatric/behavioral health evaluation or mental health screening, test, evaluation, assessment consistent with 53E-9-203 ;
  4. provide to a parent, upon specific request of the parent, a list of three or more health care professionals or providers, including licensed physicians, physician assistant, psychologists, or other health specialists.
- F. Local school boards or charter schools shall adopt a policy:
1. providing for training of appropriate school personnel on the provisions of this section; and
  2. indicating that an intentional violation of this section is cause for disciplinary action consistent with local school board or charter school policy and under Section 53G-11-513.
- G. Nothing in this policy shall be interpreted as discouraging general communication not prohibited by this policy between school personnel and a student's parent.

## **Training**

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

## **Penalties for Violation**

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

## **Pledge, Flag & Symbolism Policy**

(1) Promontory School shall provide instruction in the Pledge of Allegiance, the history of the flag, flag etiquette, customs pertaining to the display and use of the flag, and other patriotic exercises as provided by 4 U.S.C. Secs. 1 to 10 and in accordance with Utah code 53G-10-304.

(2) Promontory School shall display the United States Flag, as provided, in all learning and meeting areas ie. classrooms, library, board room, ect.

(3) Promontory School shall provide the setting and opportunities to teach patriotic values associated with the flag of the United States by example; and make information about the flag, respect for the flag, and civility toward all during patriotic activities available on the Promontory School website.(R277-475-4)

(4) (a) The pledge of allegiance to the flag shall be recited once at the beginning of each day, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis.

(b) Each student shall be informed by posting a notice in a conspicuous place that the student has the right not to participate in reciting the pledge.

(c) A student shall be excused from reciting the pledge upon written request from the student's parent.

(d) (i) At least once a year students shall be instructed that:

(A) participation in the pledge of allegiance is voluntary and not compulsory; and

(B) not only is it acceptable for someone to choose not to participate in the pledge of allegiance for religious or other reasons, but students and staff members should show respect for any individual who chooses not to participate. Likewise, any other student or staff member who chooses not to participate is expected to act respectfully as well. Respect is one of our school values and continually taught at Promontory. Disrespect during the pledge of allegiance, by any student, is not acceptable and will be addressed by the classroom teacher.

(ii) A public school teacher shall strive to maintain an atmosphere among students in the classroom that is consistent with the principles described in Subsection (4)(d)(i).

(5) (1) Promontory School shall adequately notify students and parents of lawful exemptions to the requirement to participate in reciting the Pledge of Allegiance.

(2) Promontory School may require an annual written request from a student's parent if a student or the student's parent requests that the student be excused from reciting the Pledge of Allegiance. R277-475-5

(6) Promontory School will annually recognize veterans and others who have served our country with a celebratory presentation utilizing symbolism of America.

(7) Abuse of a flag. Utah Code 76-9-601

(1) A person is guilty of abuse of a flag if they:

- (a) Intentionally place any unauthorized inscription or other thing upon any flag or the United States; or
  - (b) Knowingly exhibit any such flag, knowing the inscription or other thing to be unauthorized; or
  - (c) For purposes of advertising a product or service for sale or distribution, affix a representation of the flag of the United States or of a state of the United States to the product or on any display whereon the product or service is advertised; or
  - (d) Knowingly cast contempt upon the flag of the United States or of any state of the United States by publicly mutilating, defacing, defiling, burning, or trampling upon it.
- (2) Abuse of a flag is a class B misdemeanor.

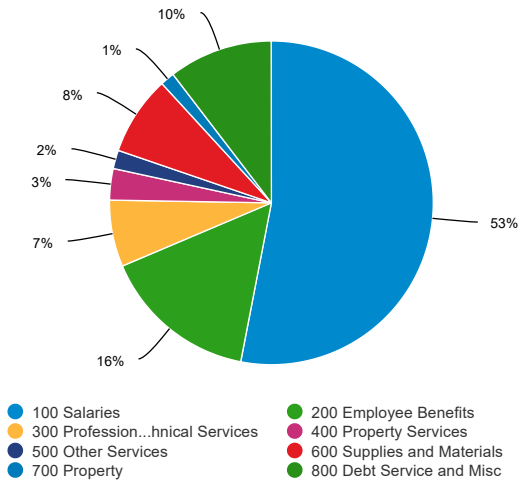
### Financial Summary

Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
<b>Revenue (3 School Category records)</b>					
1000 Local Revenue	\$68,157	\$150,000	\$196,850	19.3%	34.6%
3000 State Revenue	\$1,699,978	\$5,181,971	\$5,191,144	32.5%	32.7%
4000 Federal Revenue	\$18,327	\$343,797	\$343,797	0.0%	5.3%
<b>TOT</b>	<b>\$1,786,463</b>	<b>\$5,675,768</b>	<b>\$5,731,791</b>		
<b>Expense (8 School Category records)</b>					
100 Salaries	-\$918,306	-\$2,899,750	-\$2,889,750	30.0%	31.8%
200 Employee Benefits	-\$271,871	-\$848,300	-\$848,300	32.2%	32.0%
300 Professional and Technical Services	-\$119,970	-\$362,648	-\$362,648	7.2%	33.1%
400 Property Services	-\$44,267	-\$170,500	-\$170,500	10.1%	26.0%
500 Other Services	-\$14,445	-\$104,000	-\$101,000	-0.0%	14.3%
600 Supplies and Materials	-\$247,986	-\$416,754	-\$431,754	-0.0%	57.4%
700 Property	-\$99,432	-\$75,000	-\$76,973	-0.0%	129.2%
800 Debt Service and Misc	-\$150,166	-\$566,339	-\$566,254	32.3%	26.5%
<b>TOT</b>	<b>-\$1,866,442</b>	<b>-\$5,443,291</b>	<b>-\$5,447,179</b>		
<b>TOT</b>	<b>-\$79,979</b>	<b>\$232,477</b>	<b>\$284,612</b>		

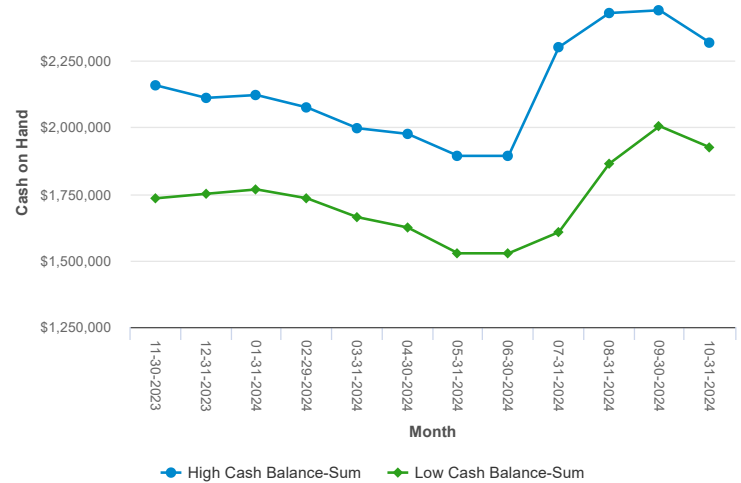
### Financial Metrics

Financial Metric	Covenant	Target	Forecast
Operating Margin		4.0	4.97
Debt Service Ratio	1.15	1.30	1.51
% Building		<16	9.7
Unrestricted Days Cash	40	100	147

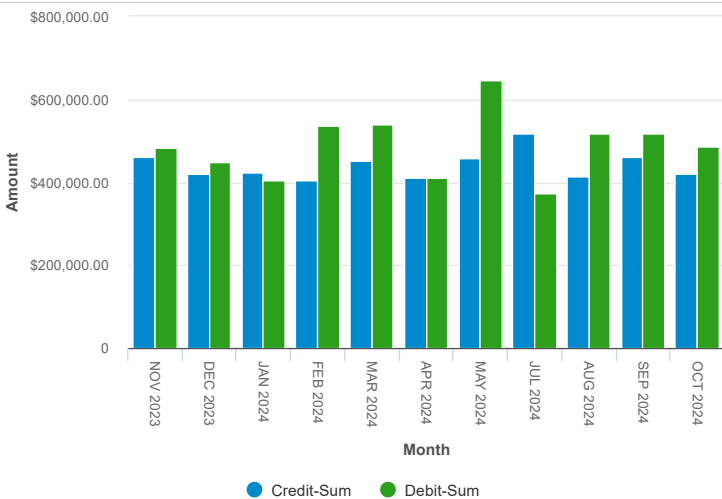
### Expense Distribution



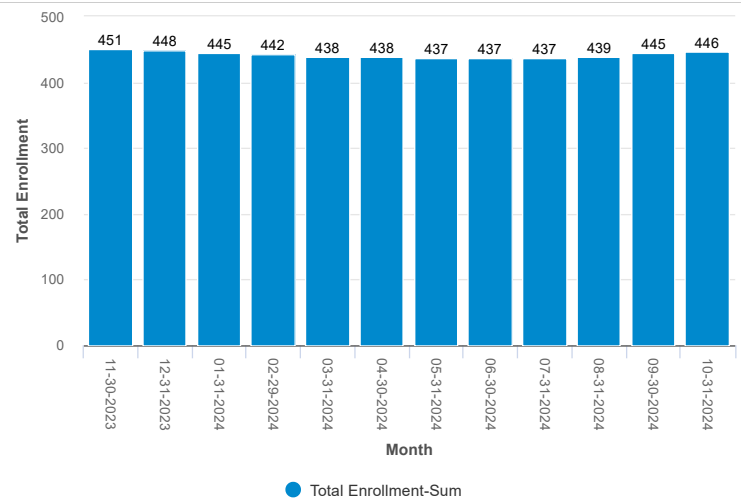
### Cash Balance



### 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
<b>Promontory School of Expeditionary Learning - Revenue - 1000 Local Revenue - 34.6% (11 School Budget records)</b>							
1510 Interest on Investments	\$184,332	\$45,104	\$70,000	\$45,000	\$115,000	33.0%	39.2%
1610 Lunch Program	\$58,534	\$13,178	\$60,000	\$0	\$60,000		22.0%
1720 Yearbook Income	\$3,317	\$49	\$0	\$0	\$0		
1720 Bookfair Income	\$1,246		\$0	\$0	\$0		
1720 Uniforms	\$403	\$291	\$0	\$291	\$291		99.8%
1741 Middle School Fees	\$6,525	\$3,977	\$7,000	\$0	\$7,000		56.8%
1920 Fieldwork/Expedition Donations	\$7,180		\$6,000	\$0	\$6,000		
1920 Community Donations	\$11,670	\$1,430	\$1,000	\$430	\$1,430		100.0%
1923 POP Income			\$3,000	\$0	\$3,000		
1923 Adventure			\$0	\$0	\$0		
1990 Miscellaneous/Background Checks/Fines	\$41,434	\$4,129	\$3,000	\$1,129	\$4,129		100.0%
<b>TOT</b>	<b>\$314,642</b>	<b>\$68,157</b>	<b>\$150,000</b>	<b>\$46,850</b>	<b>\$196,850</b>		
<b>Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 32.7% (35 School Budget records)</b>							
3010 Regular School Prgm K-12	\$1,697,638	\$595,299	\$1,782,591	\$0	\$1,782,591	33.0%	33.4%
3020 Professional Staff	\$92,293	\$32,302	\$96,907	\$0	\$96,907	33.0%	33.3%
3105 Special Education -- Add-On	\$386,286	\$165,166	\$495,499	\$0	\$495,499	33.0%	33.3%
3110 Special Education -- Self-Contained		\$3,961	\$11,884	\$0	\$11,884	33.0%	33.3%
3120 Special Education -- Extended Year	\$3,759	\$1,325	\$3,974	\$0	\$3,974	33.0%	33.3%
3125 Special Education -- State Programs	\$7,519	\$2,866	\$8,599	\$0	\$8,599	33.0%	33.3%
3128 Special Education -- Stipends for ESY	\$3,910		\$0	\$0	\$0		
3153 Students At-Risk Add-on	\$83,974	\$34,799	\$104,396	\$0	\$104,396	33.0%	33.3%
3211 Gifted and Talented	\$4,660		\$4,660	\$0	\$4,660		
3230 Class Size Reduction - K-8	\$176,933	\$62,376	\$187,129	\$0	\$187,129	33.0%	33.3%
3400 Teacher Salary Supplement			\$0	\$0	\$0		
3410 Flexible Allocation	\$1,077	\$374	\$1,122	\$0	\$1,122	33.0%	33.3%
3520 School Land Trust	\$64,964	\$67,210	\$67,210	\$0	\$67,210	100.0%	100.0%
3566 Professional Learning	\$3,596	\$1,290	\$0	\$1,290	\$1,290		100.0%
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	\$480,965	\$1,476,065	\$0	\$1,476,065	33.0%	32.6%
3725 Charter School Admin Costs	\$51,980	\$28,064	\$84,192	\$0	\$84,192	33.0%	33.3%
3770 School Lunch (Liquor Tax)	\$45,395	\$4,186	\$45,000	\$0	\$45,000		9.3%
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	\$0	\$56,943	80.0%	80.0%
3800 Public Ed Capital & Tech Fund			\$0	\$0	\$0		
3800 Early Interactive Software Program			\$12,580	\$0	\$12,580		
3800 Elevate Grant			\$90,000	-\$90,000	\$0		
3814 Master Pilot Grant			\$0	\$40,235	\$40,235		
3846 Innovation Grant		\$50,000	\$0	\$50,000	\$50,000	100.0%	100.0%
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	\$4,000	\$0	\$4,000	100.0%	100.0%
3876 Educator Salary Adjustment	\$297,386	\$105,014	\$315,043	\$0	\$315,043	33.0%	33.3%
3878 Special Education- Extended Year			\$0	\$0	\$0		
3880 Enhancement of School Meal Pgm		\$7,648	\$0	\$7,648	\$7,648	100.0%	100.0%
<b>TOT</b>	<b>\$4,553,963</b>	<b>\$1,699,978</b>	<b>\$5,181,971</b>	<b>\$9,173</b>	<b>\$5,191,144</b>		
<b>Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 5.3% (12 School Budget records)</b>							
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		

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
4571 National School Lunch Prgm	\$17,593	\$2,846	\$17,000	\$0	\$17,000		16.7%
4572 Free & Reduced Reimbursement	\$59,220	\$11,701	\$55,000	\$0	\$55,000		21.3%
4573 National School Breakfast	\$18,417	\$3,779	\$17,000	\$0	\$17,000		22.2%
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		
<b>TOT</b>	<b>\$174,794</b>	<b>\$18,327</b>	<b>\$343,797</b>	<b>\$0</b>	<b>\$343,797</b>		
<b>Promontory School of Expeditionary Learning - Expense - 100 Salaries - 31.8% (15 School Budget records)</b>							
121.24 Administration	-\$196,028	-\$67,167	-\$200,000	\$0	-\$200,000	33.0%	33.6%
131.1 Teachers	-\$1,271,948	-\$442,490	-\$1,335,000	\$0	-\$1,335,000	33.0%	33.1%
131.1 Merit Pay/Winter Bonus	-\$50,090		-\$30,000	\$0	-\$30,000		
131.1 Special Education Teachers	-\$154,649	-\$71,160	-\$240,000	\$0	-\$240,000	33.0%	29.7%
131.1 Stipends	-\$121,182	-\$31,396	-\$150,000	\$10,000	-\$140,000		22.4%
132.1 Substitute Teachers	-\$60,377	-\$13,275	-\$40,000	\$0	-\$40,000		33.2%
132.1 PTO Cash Out	-\$10,550	-\$10,000	-\$10,550	\$0	-\$10,550		94.8%
142.21 Counselor	-\$49,562	-\$19,815	-\$64,000	\$0	-\$64,000	33.0%	31.0%
152.24 Office Salaries	-\$109,237	-\$45,018	-\$155,000	\$0	-\$155,000	33.0%	29.0%
161.1 Community Aides/ Literacy Aides	-\$327,791	-\$72,691	-\$286,100	\$0	-\$286,100	33.0%	25.4%
161.1 Special Education Aides	-\$182,008	-\$36,827	-\$79,600	\$0	-\$79,600	33.0%	46.3%
161.1 RTI / Title I	-\$35,979	-\$10,141	-\$44,600	\$0	-\$44,600		22.7%
162.22 Library Aide	-\$38,555	-\$11,390	-\$32,300	\$0	-\$32,300	33.0%	35.3%
182.26 Custodial/Maintenance Salaries	-\$119,763	-\$56,132	-\$116,600	\$0	-\$116,600	33.0%	48.1%
191.31 Kitchen Salaries	-\$113,324	-\$30,804	-\$116,000	\$0	-\$116,000	33.0%	26.6%
<b>TOT</b>	<b>-\$2,841,044</b>	<b>-\$918,306</b>	<b>-\$2,899,750</b>	<b>\$10,000</b>	<b>-\$2,889,750</b>		
<b>Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 32.0% (8 School Budget records)</b>							
220 FICA	-\$211,916	-\$68,462	-\$223,000	\$0	-\$223,000	33.0%	30.7%
230 Retirement	-\$115,108	-\$41,096	-\$116,000	\$0	-\$116,000	33.0%	35.4%
241 Health Insurance	-\$399,482	-\$143,964	-\$450,000	\$0	-\$450,000	33.0%	32.0%
242 Life and Disability Insurance	-\$5,298	-\$2,702	-\$5,300	\$0	-\$5,300		51.0%
243 HRA/Flex Spending	-\$13,615	-\$5,497	-\$17,000	\$0	-\$17,000	33.0%	32.3%
244 Dental Insurance	-\$22,510	-\$902	-\$23,000	\$0	-\$23,000	33.0%	3.9%
270 Worker's Compensation Fund	-\$8,181	-\$7,605	-\$9,000	\$0	-\$9,000		84.5%
280 Unemployment Insurance	-\$7,453	-\$1,642	-\$5,000	\$0	-\$5,000		32.8%
<b>TOT</b>	<b>-\$783,564</b>	<b>-\$271,871</b>	<b>-\$848,300</b>	<b>\$0</b>	<b>-\$848,300</b>		
<b>Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 33.1% (9 School Budget records)</b>							
323.21 SpEd Services OT, Psych, other	-\$112,145	-\$31,879	-\$98,000	\$0	-\$98,000		32.5%
330.22 Expeditionary Learning Contract			\$0	\$0	\$0		
331.22 Professional Development	-\$22,485	-\$8,304	-\$17,000	\$0	-\$17,000		48.8%
345.23 Audit Services	-\$16,540	-\$9,975	-\$17,000	\$0	-\$17,000		58.7%
345.25 Business Services	-\$77,328	-\$26,548	-\$79,648	\$0	-\$79,648	33.0%	33.3%
345.25 Professional Services	-\$15,128	-\$956	-\$3,000	\$0	-\$3,000		31.9%
347.21 Speech Therapy Services	-\$79,473	-\$29,169	-\$80,000	\$0	-\$80,000		36.5%
349.23 Legal Services		-\$1,925	-\$10,000	\$0	-\$10,000		19.3%
350.25 Technical Services (IT)	-\$58,048	-\$11,213	-\$58,000	\$0	-\$58,000		19.3%
<b>TOT</b>	<b>-\$381,147</b>	<b>-\$119,970</b>	<b>-\$362,648</b>	<b>\$0</b>	<b>-\$362,648</b>		
<b>Promontory School of Expeditionary Learning - Expense - 400 Property Services - 26.0% (6 School Budget records)</b>							
412.26 Water / Sewage / Garbage	-\$11,209	-\$2,353	-\$12,500	\$0	-\$12,500		18.8%
422.26 Lawn Care & Snow Removal	-\$8,199		-\$20,000	\$0	-\$20,000		
423.26 Custodial Services	-\$49,992	-\$16,664	-\$52,000	\$0	-\$52,000	33.0%	32.0%
430.26 Repairs / Maintenance / Monitoring	-\$18,073	-\$1,268	-\$35,000	\$0	-\$35,000		3.6%
443.25 Lease of Copy Machines	-\$18,651	-\$9,237	-\$21,000	\$0	-\$21,000		44.0%
450.46 Construction Services (West Side)	-\$23,120	-\$14,745	-\$30,000	\$0	-\$30,000		49.1%
<b>TOT</b>	<b>-\$129,243</b>	<b>-\$44,267</b>	<b>-\$170,500</b>	<b>\$0</b>	<b>-\$170,500</b>		
<b>Promontory School of Expeditionary Learning - Expense - 500 Other Services - 14.3% (7 School Budget records)</b>							
518.21 Field Work Travel / Entrance Fees	-\$6,836	-\$1,409	-\$16,000	\$0	-\$16,000		8.8%
518.21 Adventure	-\$6,388	-\$222	-\$7,500	\$0	-\$7,500		3.0%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
520.23 Liability, Property, D&O Insurance	-\$40,116	-\$10,057	-\$45,000	\$0	-\$45,000		22.3%
530.24 Telephone	-\$6,815	-\$1,469	-\$9,500	\$0	-\$9,500		15.5%
540.23 Marketing	-\$18,147	-\$434	-\$15,000	\$0	-\$15,000		2.9%
580.22 Travel	-\$4,954	-\$825	-\$8,000	\$0	-\$8,000		10.3%
581 Board Expenses	-\$3,102	-\$30	-\$3,000	\$3,000	\$0		
<b>TOT</b>	<b>-\$86,358</b>	<b>-\$14,445</b>	<b>-\$104,000</b>	<b>\$3,000</b>	<b>-\$101,000</b>		
<b>Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 57.4% (16 School Budget records)</b>							
610.1 Classroom / Expedition	-\$54,354	-\$74,777	-\$90,000	\$0	-\$90,000		83.1%
610.1 Adventure Supplies	-\$6,657	-\$3,011	-\$4,500	\$0	-\$4,500		66.9%
610.1 Special Education Materials	-\$1,206	-\$1,298	-\$3,500	\$0	-\$3,500		37.1%
610.22 Professional Development Supplies	-\$1,410	-\$5,795	-\$5,000	-\$1,000	-\$6,000		96.6%
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	-\$14,510	-\$33,000	\$0	-\$33,000		44.0%
610.33 POP Expenses	-\$7,852	-\$316	-\$10,000	\$0	-\$10,000		3.2%
622.26 Energy Supplies	-\$49,162	-\$19,916	-\$49,000	\$0	-\$49,000		40.6%
630.31 Food and Kitchen	-\$102,791	-\$34,985	-\$113,000	\$0	-\$113,000		31.0%
641.1 Textbooks & Curriculum	-\$10,997	-\$23,759	-\$10,000	-\$17,000	-\$27,000		88.0%
644.22 Library	-\$5,963	-\$3,691	-\$7,000	\$0	-\$7,000		52.7%
644.22 Book Fair	-\$1,299		-\$2,000	\$0	-\$2,000		
650.21 Tech-Related Supplies	-\$32,199	-\$1,239	-\$6,000	\$0	-\$6,000		20.7%
670.1 Software	-\$41,224	-\$32,591	-\$45,000	\$6,000	-\$39,000		83.6%
680.26 Maintenance & Cleaning Supplies	-\$41,185	-\$32,098	-\$35,000	\$0	-\$35,000		91.7%
<b>TOT</b>	<b>-\$395,618</b>	<b>-\$247,986</b>	<b>-\$416,754</b>	<b>-\$15,000</b>	<b>-\$431,754</b>		
<b>Promontory School of Expeditionary Learning - Expense - 700 Property - 129.2% (5 School Budget records)</b>							
720.26 Land & Site Improvement	-\$3,201,513	-\$82,425	-\$10,000	\$0	-\$10,000		824.2%
733.1 Furniture and Fixtures	-\$68,388	-\$13,847	-\$10,000	-\$1,973	-\$11,973		115.6%
734.1 Technology-Related Hardware	-\$103,920	-\$3,160	-\$50,000	\$0	-\$50,000		6.3%
739.26 Maintenance Equipment			-\$3,000	\$0	-\$3,000		
739.31 Kitchen Equipment			-\$2,000	\$0	-\$2,000		
<b>TOT</b>	<b>-\$3,373,821</b>	<b>-\$99,432</b>	<b>-\$75,000</b>	<b>-\$1,973</b>	<b>-\$76,973</b>		
<b>Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 26.5% (5 School Budget records)</b>							
810.24 Dues and Fees	-\$3,724	-\$759	-\$4,200	\$0	-\$4,200		18.1%
810.24 Charter School Association Dues	-\$3,616	-\$3,531	-\$3,616	\$85	-\$3,531		100.0%
810.25 Background Checks	-\$1,940	-\$1,210	-\$2,300	\$0	-\$2,300		52.6%
830 Facility Mortgage Payment	-\$330,443	-\$144,667	-\$555,019	\$0	-\$555,019	33.0%	26.1%
890.21 Misc. Expenditures	-\$1,204		-\$1,204	\$0	-\$1,204		
<b>TOT</b>	<b>-\$340,928</b>	<b>-\$150,166</b>	<b>-\$566,339</b>	<b>\$85</b>	<b>-\$566,254</b>		
<b>TOT</b>	<b>-\$3,288,325</b>	<b>-\$79,979</b>	<b>\$232,477</b>	<b>\$52,135</b>	<b>\$284,612</b>		

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 October 31, 2024

**Summary**

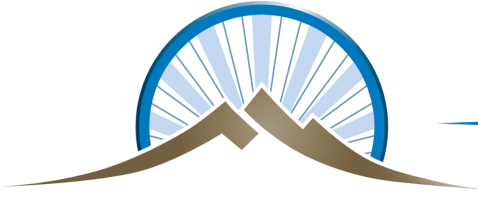
Beginning Balance	\$ 1,480,981.30	Average Daily Balance	\$ 1,491,126.92
Deposits	\$ 26,625.60	Interest Earned	\$ 26,625.60
Withdrawals	\$ 0.00	360 Day Rate	5.2262
Ending Balance	\$ 1,507,606.90	365 Day Rate	5.2987

<b>Date</b>	<b>Activity</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Balance</b>
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
09/30/2024	REINVESTMENT	\$ 6,540.54	\$ 0.00	\$ 1,501,183.94
10/31/2024	REINVESTMENT	\$ 6,422.96	\$ 0.00	\$ 1,507,606.90
10/31/2024	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,507,606.90

{Effective: 07/31/2024}

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





# PROMONTORY

school of expeditionary learning

## SERVICE ANIMAL POLICY

### **Purpose**

To establish guidelines for the presence and use of service animals in the school setting to support students with disabilities

### **Policy**

In accordance with the Utah State Board of Education and the Americans with Disabilities Act, Promontory School of Expeditionary Learning permits the use of service animals by individuals with disabilities. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.

### **Scope**

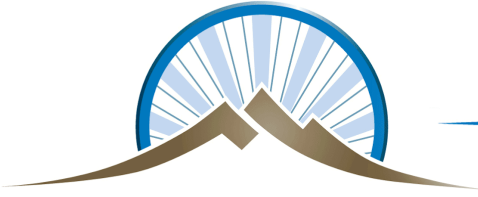
This policy applies to all students, staff, and visitors within the school premises.

### **Definitions**

- Service Animal: A dog trained to perform tasks for a person with a disability.
- Handler: The person with a disability who uses a service animal.

### **Procedures**

1. Request for Use:
  - A request must be submitted using the *Service Animal Application Form*.
  - The request should include documentation of the animal's training and vaccination records.
2. Approval Process:
  - The school will review the application and determine eligibility based on provided documentation.
  - A meeting may be scheduled with the handler to discuss the service animal's role and integration into the school environment.
3. Responsibilities:
  - The handler is responsible for the care and supervision of the service animal.
  - The service animal must be under control at all times.
4. Exclusions:
  - The school may exclude a service animal if it is out of control, not housebroken, or poses a threat to the health or safety of others.
5. Accommodation Plan:
  - An individual accommodation plan will be developed for the student outlining the integration of the service animal into the school environment.



# PROMONTORY

school of expeditionary learning

## SERVICE ANIMAL APPLICATION FORM

### Personal Information

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Name of Handler

\_\_\_\_\_  
Contact Information

### Service Animal Information

\_\_\_\_\_  
Name of Animal

\_\_\_\_\_  
Breed

\_\_\_\_\_  
Age

\_\_\_\_\_  
Description of Tasks Performed

### Documentation

- Vaccination Records
- Health Certificate

### Acknowledgment

I, \_\_\_\_\_, acknowledge that I am responsible for the care, supervision, and  
(printed name of responsible party)

control of the service animal at all times.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### For School Use Only

\_\_\_\_\_  
Application Received By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Status

\_\_\_\_\_  
Comments

## FMLA & Maternity/Paternity Leave

Promontory School shall adhere to the requirements as set forth in the US Family Medical Leave Act (FMLA).

An eligible employee, or an eligible employee's designee, may request in writing an unpaid leave of absence of up to 12 calendar weeks during a 12 month period. Leave shall be calculated using the rolling year method. Actual allowable hours of leave shall be based on average daily hours in employment agreement. Actual used hours shall be calculated based on scheduled work hours in the school calendar. During the FMLA period, Promontory School shall continue to pay its portion of applicable benefits and/or premiums. The employee must continue to pay his/her portion of any insurance premiums.

**Salary and Personal Time Off (PTO) Hours:** the employee may elect to use their available PTO hours during the FMLA Leave. Any leave taken beyond the extent of PTO hours shall be unpaid. FMLA leave supported by PTO hours shall be included in the allowable leave period.

**Eligible Employee:** By law, an employee who has worked for Promontory School for at least 1,250 hours in the previous 12 month period is eligible. Hours worked do not include any time off, paid or unpaid.

### **Eligible Reasons:**

- for the birth and care of the newborn child of an employee\*\*,
  - Leave must conclude within 12 months of the birth;
  - Leave must be in a single block of time;
- for placement with the employee of a child for adoption or foster care\*\*,
  - Leave must conclude within 12 months of the placement;
  - Leave must be in a single block of time;

\*Employees must provide medical certification within 15 days verifying a serious health condition of the employee, spouse, parent or child if requesting FMLA for this purpose.

If an employee meets all the eligibility requirements above but has not been employed for at least 12 months, the school shall hold the employee's job provided the employee is in good standing. Employees who have had a documented disciplinary event or who are on a plan of improvement are ineligible.

Employees shall be subject to all absence requirements as set forth in the policies and procedures of Promontory School including completion of forms, notice requirements, and providing substitute lesson plans as necessary.

For any additional days on leave (following the FMLA period?) up to 6 weeks, employees will receive salary minus the sub rate plus payroll taxes paid.

An employee must reimburse Promontory School for all monies paid to the employee or benefit premiums paid on behalf of the employee during the FMLA period if the following occurs:

- The employee fails to return to work for 30 calendar days following the FMLA leave, unless failure to return to work is because of a serious health condition certified by a medical doctor or for circumstances beyond the employee's control.
- The employee is terminated for failure to meet agreement requirements within 45 days following the FMLA period.

When returning from maternity/paternity leave within the same school year as the leave, it is the Director's discretion to provide up to 3 additional personal days.

If requesting intermittent leave (must be medically necessary as certified by a healthcare provider), employees must have a leave schedule approved by administration.

#### **A. FMLA (Family Medical Leave Act)**

1. Promontory participates in FMLA which secures the right of employees to take up to 12 weeks off of work unpaid and have their job held for them.
2. To qualify for FMLA, the employee or immediate family member would be dealing with a "serious health condition."
3. The employee would need to have worked for Promontory for 12 months as a full-time employee prior to the FMLA occurrence.
4. FMLA is unpaid leave for 12 weeks. The employee will be required to use personal time as part of the twelve weeks and will be paid for the available personal days.

#### **B. MATERNITY & PATERNITY LEAVE**

1. Maternity leave qualifies for FMLA if all other FMLA stipulations are met.
2. Employees must use personal days first while on leave. For any additional days on leave up to 6 weeks, employees will receive salary minus the sub rate plus payroll taxes paid. If a long-term sub (more than 15 days) is engaged, the sub may be paid at a higher rate. That additional cost will be deducted from the employee's salary. Example: salary for half a month: \$1,500, sub teaches 11

days (paid \$100 plus \$7.20 taxes for each day) = \$1179.20, you would receive \$320.8.

3. When returning from maternity leave within the same school year as the leave, it is the Director's discretion to provide up to 3 additional personal days.
4. Paternity leave is 3 days. Personal days will not be deducted.