

**PUBLIC MEETING OF THE
MOUNTAIN OAK SCHOOL BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

Pursuant to A.R.S. 38-431.02(1) notice is hereby given to the members of the Mountain Oak School and the general public that the Board of Directors of the Mountain Oak School will meet on the time and date listed below. The meeting will be held at the Mountain Oak School, 1455 Willow Creek Rd., Prescott, Arizona. The Board may vote to go into Executive session on any agenda item, pursuant to A.R.S. 38.-431.01(A)(3) for legal advice on matters as set forth in the agenda item. Executive session is not open to the public. Board Members or other participants may attend by telephonic conference. The following topics and any variables thereto will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

Vision: Mountain Oak School is Committed to the Following:

- Growing our school population to full enrollment.
- Developing and enriching our campus.
- Maintaining and building our financial health.
- Expanding our presence and visibility in the greater community.
- Becoming a nexus of Waldorf cultural activity in Arizona and the nation.
- Cultivating and supporting a strong and vibrant school community.

Meeting Type:	Date:	Start Time:	End Time:	Location:
Regular Meeting	3/5/2018	3:30 PM		Assembly Hall 1455 Willow Creek Rd Prescott AZ 86301

Meeting comes to order at: 3:32pm

Fix sequencing, a numbered item was out of place, and Nicole makes the motion to move 6, 7, 8 and 11 before Reports: Jeff seconds all in favor, motion carries.

Consent agenda moves to #13. Nicole makes the motion. Jenica seconds, all in favor, motion carries.

Agenda Items	Presenter
1 Public Comment	N/A
2 Director Report <i>Enrollment: 170 enrollment head count. Withdrawals: 2- transfers-unhappy with school 1-(family issue), 1- back to Home School, 1 discipline concern 2 sports family (no cross country)- New Enrollment 1- to 1st grade. Sandra Maki contributing to school enrollment with her connections in her community. by getting word out about our school. Parents are expressing at enrollment interviews that there is too much homework and less art at other schools. Appreciate what we offer. Concern about retaining current middle school and new enrollments into middle school with Northpoint opening a middle school. Fundraising: Rummage sale on April 7th and 8th. MOS ‘Gives Back’ to Pollinator Partnership- butterflies and bees fundraiser coming up. Seed fundraiser comes up in April with Terroir seeds. And that is the last one for the year. Marketing: Jeff and Salima are working on Library display. Sharon will hold educational talks. Website, we need to get bios posted. Angela working on these. Earth Day we have a booth downtown, Saturday, April 21st, Open house on the 14th. Our open house this past weekend brought 8 families, Science extravaganza had many people, nice to have two events going on at once. PA: Parent Association met today at 11am in Cindy’s office and the decision was made to have second Monday meetings at 11am instead of after school. Parent Association will support the set up for the Rummage sale and clean up too. Site: Our stage-City coming to inspect and then we can sheet rock and pick the color: Purple/blue/gray.</i>	Cindy
3 Faculty Report <i>Classes are getting ready for field trips. Medieval Games was this</i>	Jeff

	<p>past week/weekend. Classes are preparing for AZ Merit with keyboarding practice and practice tests. Jeff reiterated that Sandra is doing a lot for bringing in new families. New after school dismissal going well.</p>	
4	<p>President's Report Tax credit at 9k. Also busy with search and hire. Need new board members, looking for parents who will be willing and able.</p>	Nicole
5	<p>Charter Representative's Report-not present</p>	Marlene
6	<p>Consider approving the 2018/19 Benefit Schedule \$450 monthly reimbursement is changed to \$500 reimbursement. Employees are also able to purchase any coverage. Jeff makes the motion, Nicole seconds, all in favor, motion carries. See below: 614.00 Benefits, 18-19-Approved March 5, 2018</p> <p>The following benefits are approved for qualified employees. See 614.00 Staff Benefits for definitions.</p> <p>Health Insurance: Each full-time employee will receive the following:</p> <ul style="list-style-type: none"> • Up to \$500 monthly reimbursement for health insurance, paid at the end of the month. Employees must turn in insurance payment declarations to receive reimbursement. • Reimbursement of health insurance costs for additional costs of eligible policies, if needed. See below for requirements. <p>Dental Insurance Principal Dental Insurance: MOS will pay half the premium for all eligible employees. Employees may choose to purchase insurance for themselves, paying half the premium, and or for dependents, paying the full premium.</p> <p>Vision Insurance Sight Care, vision insurance, is available for purchase by any employee.</p> <p>Retirement Plan: full time employees ASRS for employees employed directly 401K with 5% matching for leased employees</p> <p>Reimbursement for health insurance costs for full time employees MOS will reimburse the cost for an employee to purchase health insurance comparable to a silver plan, with a H S A level deductible. Documentation required</p> <ul style="list-style-type: none"> • Quote from an insurance agent for a policy that is <ul style="list-style-type: none"> ○ Individual ○ Silver or below ○ Tax-credit allowance ○ Maximum monthly premium of \$500 • Bill or receipt for amount paid. Bills or receipts must be submitted to administration to receive reimbursement. <p>Note that employees are free to purchase any policy they choose for themselves or their family, and the policy can be at any level, silver, platinum, etc. The individual quote for a silver policy is only used to set the allowable reimbursement amount. MOS will not pay the cost of coverage for dependents, nor for coverage substantially greater than a silver plan.</p> <p>If an employee is unable to purchase a health insurance plan for \$500 or less, they must bring their quote to the Director and ask for an exception to this policy.</p>	Cindy

	<p><i>The Director may ask for additional documentation, or to speak with the insurance agent. The Director may grant exceptions for policies costing up to \$850 monthly.</i></p> <p><i>The Board may grant for the Director exception up to \$850 monthly.</i></p>	
7	<p>Consider approving the 2018/19 School Calendar <i>180 days required. Staggered dismissal for grades next year. We meet instructional hours. Board should be aware of the instructional hours needed.</i> <i>Jeff makes the motion to approve the calendar, Nicole seconds, all in favor, motion carries.</i></p>	Cindy
8	<p>Consider approving the Conflict of Interest Policy <i>Policy is reviewed</i> <i>Nicole makes the motion, Jeff seconds, all in favor, motion carries.</i> <i>See below:</i></p> <p style="text-align: center;">Conflict of Interest Policy for Mountain Oak School Board Members</p> <p><u>Definition:</u> A Conflict of Interest exists when a board member of Mountain Oak School holds a material financial interest in a school-related transaction or may come under undue influence of a family member’s association with school-related business.</p> <p><u>Procedure:</u></p> <p>1) Attendance at meeting: <i>Board Member in Attendance:</i> Board member who is attendance at the meeting where there is any potential conflict of interest should disclose pertinent facts or produce documents relating to the conflict of interest. Such disclosure should be reflected in the minutes. <i>Board member not in attendance</i> at the meeting: any information regarding potential conflict of interest should be communicated to the chair (Board President). Disclosure should be reflected in the minutes.</p> <p>2) Discussion, Participation, and voting If the interest could interfere with or affect the board member’s judgment with respect to any school-related issue, said board member must refrain from discussing or voting on the agenda item for which that interest is held. A person who has a conflict of interest shall not participate in the board’s discussion of a matter for which the conflict exists. Such person should not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.</p> <p>3) Questions as to whether a conflict exists If it is not entirely clear whether a conflict of interest exists, the individual with the potential conflict shall disclose the circumstances to the chair or chair’s designee, who shall determine whether there exists a conflict of interest.</p> <p>4) Confidentiality</p> <p>Each responsible person shall exercise care to not disclose confidential information acquired in connection to a conflict of interest situation.</p> <p>Approved March 5, 2018</p>	Cindy
9	<p>Discuss Director Search and Hire <i>Pan B- no pedagogical director hired: Division of duties between 2 or 3, part time positions. Student discipline and parent contact must be priority. Student services; academic support, ESS, ELL, Data programs, benchmarking, etc. Marketing and fundraising may be a third. We can look at that in the future.</i></p>	Cindy
10	<p>Discuss Part A – Director Evaluation</p>	Cindy

	<p><i>Cindy handed out a sheet showing tasks the Pedagogical Director and a School Director would be responsible for. Cindy shared an excel sheet where the evidence is noted. Cindy shared her own Eval evidence for two domains of her job: Curriculum Oversight and Student Instruction</i></p> <p><i>Benchmark, AZMerit, AIMS-science, EasyCBM (teachers do 3 times a year), DIBELS, and ALEKS- (math) data among the students. Assure instructional employees are in compliance. Report card review-oversee that the reports are articulated professionally. Technology preparation for computerized testing. SPED-Pedagogical director oversees IDEA and ESS compliance Special Ed director accountability. ED. DIR must understand special ed. for audits.</i></p> <p><i>English language learners oversees with ED Dir, ELL. Title 1.</i></p> <p><i>Student Discipline- The office tracks the incident reports and after three, a behavior plan is put in place.</i></p> <p><i>Child protection-mandatory report (DCS) is also overseen by pedagogical director.</i></p> <p><i>Sports Program-overseeing the financials, putting together coaches, teams, schedules, use of van and attend games.</i></p> <p><i>Student surveys to see what are student concerns and the pedagogical director will cover that data as it comes in.</i></p>	
<p>11</p>	<p>Discuss and possible action on Bereavement Addendum to Staff Leave Policy</p> <p><i>Cindy reviews the addendum to the policy: Discussion- Most entities allow 5 bereavement days. Employee currently have 11 days combined leave (sick and personal). 5 days does not seem sufficient in real life situations. Jeff brings up the policy stating who may be more important to a person at time of bereavement. How do we qualify who is more important? Pooling time among the employees may help give someone more time, future policy. The employee can petition the board for more time if necessary.</i></p> <p><i>Nicole makes the motion to approve the addendum to leave policy, Jenica seconds, all in favor, motion carries.</i></p> <p>See below:</p> <p>Addendum to Staff Leave Policy</p> <p>Bereavement Leave</p> <p>Full time employees may request bereavement leave up to 10 days for immediate family members: spouse, domestic partner, child (natural, adopted, foster, step-child), mother, father, guardian, sister, brother and these relatives-in-law.</p> <p>Full time employees may request bereavement leave up to 3 days for a grandparent, grandchild, aunt or uncle.</p> <p>The allotted bereavement days do not have to be consecutive but should be used within a year of the death of the family member.</p> <p>Part-time employees (up to 29 hours) may request bereavement leave up to 3 days for immediate family members as described above.</p> <p>Part- time employees may request bereavement leave up to 2 days for a grandparent, grandchild, aunt or uncle.</p> <p>The employee shall submit a written request to the Director for Bereavement Leave. Documentation</p>	<p>Cindy</p>

	of death or funeral/memorial service of the family member may be required to receive Bereavement Leave. Adopted March 5, 2018	
12	Discuss change in Fundraising Policy- <i>Discussion-Cindy has updated, clarified and condensed the policy. New: Class fundraisers (on campus) will be changed from 25% of gross to school wide to 5% of gross to school wide. Parent Association will receive 2.5% of school wide fundraising if the association leads the fundraising event. Board will annually approve the school wide fundraising calendar in June or July. This policy will be finalized in April.</i>	Cindy
13	Consent Agenda Move to approve: <i>Vouchers #: 1833-1835, 16 and 17 Approve Board Minutes from February 5th Nicole makes the motion to approve, Jeff seconds, all in favor, motion carries.</i>	Nicole
14	Meeting Adjournment Closing: The healthy social life is found When in the mirror of each human soul The whole community finds its reflection And when in the community The virtue of each one is living. ~Rudolf Steiner	

Adjourned at 5:07pm

Posted Outside 1455 Willow Creek Rd By: _____ Date/Time:

Posted On School Website By: _____ Date/Time:

Attendee Information:

Name	E-Mail Address	Present
Nicole Morris, Board President	nicole.d.morris.lmt@gmail.com	x
Jeffrey Holmes, Board Member	jeffdroid@gmail.com	x
Jenica Scaife Board Member	jartlip@mountainoakschool.org	x
Edie Dillon, Board V.P.	eadwellspring@yahoo.com	absent
Robert Davis, Board Secretary	good2behome@gmail.com	x by phone
Jamie Juarez, Admin Assistant, Non Member	jjjuarez@mountainoakschool.org	
Cindy Roe, Interim Director, Member Ex-Officio	croe@mountainoakschool.com	x