

**PUBLIC MEETING OF THE  
MOUNTAIN OAK SCHOOL BOARD OF DIRECTORS  
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 are 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:
Special Meeting	04/16/2018	3:30 PM		Assembly Hall 1455 Willow Creek Rd Prescott AZ 86301

Meeting comes to order 3:30pm

Agenda Items	Presenter
<b>1 Public Comment</b>	
<b>2 Approve 18/19 Faculty Contracts; Kindergarten, Second Grade, Third Grade.</b> <i>Nicole made the motion, Robert seconds it, Nicole, Edie and Robert in favor, Jeff and Jenica abstain, motion carries.</i>	Cindy
<b>3 Approve 2018/19 Instructional Employee Operations Manual</b> <i>New Student Discipline process, Student Computers, New Parent Contact, and communication next year. Putting into place Family Link, so parents can see grades and assignments from home. (see documents below)</i> <i>Nicole makes the motion to approve these additions, Robert seconds, all in favor, motion carries.</i>	Cindy

**MOUNTAIN OAK SCHOOL Teacher**

**Orientation Student Computers**

Teachers are responsible for safeguarding the state assessment computers when the computers are in the teacher’s care.

Teachers are responsible for ascertaining that all equipment, (computers, headphones, computer mice, etc.) are accounted for and signing off on the inventory sheet after each use.

Protocol for moving the computers for practice

and testing will be established at the beginning of each year. Teacher Initials: \_\_\_\_\_

## MOUNTAIN OAK SCHOOL **Teacher**

### **Orientation School Structure**

Mountain Oak School is comprised of:

- . a.) School Board: See bylaws for members and function. See Policy and Procedure Manual for all board approved policy. All employees are subject to the Policies and Procedures of Mountain Oak School.
- . b.) Faculty and Staff: See Policy and Procedure Manual and Instructional Employee Manual
- . c.) Parent Association: See PA Mission and Structure
- . d.) Student Body: See Student Handbook, and MOS Policy and Procedure Manual

Please read all documents pertaining to the different entities of the school. Minutes from meetings of the Board, Faculty and Parent Association are available in Binders in the office.

**Board Meets:** Once a month and additional meetings as needed. **Faculty Meets:** Salaried faculty meets once a month on Thursdays. Specialty teachers, classroom assistants, paraprofessionals, student service office and staff meet once a month per yearly schedule. **Parent Association Meets:** Once a month and additional meetings when needed.

Teacher Initials: \_\_\_\_\_

MOUNTAIN OAK SCHOOL **Teacher**

## **Orientation Parent Contact -**

### **Communication**

**Communication is key in developing a healthy class and school community.**

Teachers will communicate regularly with parents. Content of communication can include descriptions of the current block, (why and how it is taught at a particular age), descriptions of artistic work happening in the class: painting themes, songs, flute playing, modeling, etc. Communications should include: class projects: gardening, shelter building, community service, needs of teacher for volunteerism or wish lists items, festival work; academic expectations, homework requirements, etc. Please be certain that communications are appropriate and grammatically correct.

### **Current Communication Platforms**

**ParentSquare:** Teachers will communicate on a regular basis, (at least biweekly) through the communication platform of Parent Square. Teachers are required to submit evidence of parent contact as part of performance pay criteria.

**School Master- Family Link 2018/2019 rollout of Family Link-** This program will be utilized in 2018/2019 as a link for parents to view student progress in homework assignments and marks given for assignments, benchmark scores,

progress monitoring, Title I assessments, academic subjects, state assessment results.

There will be a rollout of the program and teachers will be required to implement different components of the program at scheduled intervals.

The (gradebook) portion of this platform will help inform administration and teachers of student achievement in academic subjects and inform the semester report cards for students.

### **Weekly 'Wednesday' School Newsletter**

All teachers and specialty teachers are welcome to use the 'Wednesday' school newsletter to communicate with the entire Mountain Oak School Community. Submittals for the Wednesday are described at the beginning of each year.

**Specialty Teachers - Parent Square** – Specialty teachers may request access to communicate with parents via parent square relevant specialty subject activities such as updates on projects, material needs, volunteer needs etc. Submit your request to administration.

Teacher Initials: \_\_\_\_\_

MOUNTAIN OAK SCHOOL **Teacher**

## **Orientation Professional**

## **Development Accounts**

Mountain Oak will assign money to Individual Professional Development Accounts annually.

**Source of Funds:** 301 Pt 3, and M&O

**Amount of funds:** A portion of the school's 301 pt 3 money is budgeted each year to professional development. 75% of this portion is for individual professional development, and 25% for all-school development. The Board aims to assign at least \$500 to each full-time teacher each year.

The portion for individual professional development is divided between full-time teachers, (Kindergarten, Grades and Special Education) and specialty teachers who either teach 4 or more grades, or who are the only teacher in their subject area. Current subject areas are Music, Spanish, Woodworking, Handwork, and Movement. Full-time teachers receive one share; specialty teachers receive 1/2 share.

**Eligible spending:**

Professional development paid for out of 301 Pt 3 monies must be a part of the teacher's Professional Growth Plan developed in conjunction with the evaluator at the Summative Evaluation Meeting (see Teacher Evaluation Policy).

Any restrictions from 301 Pt 3 will be followed. Tuition, required reading, and travel expenses for the above listed programs are eligible.

**Timing:** Money will be budgeted as part of the regular budget cycle. Money will be available in the Individual Professional Development Accounts in February of each year, and will be carried over from year to year. Teachers may submit requisitions for payment at any time.

## **Ownership**

Any money accumulated in an Individual Professional Development Account at the time employment is ended belongs to the school, and will be redistributed to teachers in the next year's distribution.

Teacher Initials: \_\_\_\_\_

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## **MOUNTAIN OAK SCHOOL Teacher Orientation Office Referral – Student Discipline**

Refer to the Student Handbook for a detailed description of student discipline processes and what are considered infractions. Refer to this document when issuing an incident report.

When all other means of discipline have been asserted or there is a serious infraction a student is referred to the office with the following steps.

### **🍏 Incident Report**

When a student is referred to the office s/he must have an accompanying incident report so that administration has a full understanding of what occurred. If there is no immediate time to complete the incident report an office pass with some details of the infraction(s) must be arrive with the students. Incidents are recorded in the Student Information System (SIS).

🍏 Student Calls Home Students sent to the office will immediately call home and describe her/his misbehavior or infraction. The parent will be informed the teacher will do a follow-up call.

#### 🍏 Teacher Calls Parent

Make contact on the same date of the incident (if that is not possible then next day contact is critical), write the time of the person contacted and notes regarding the conversation. The purpose of this procedure is for moving toward behavior plans, suspensions and possible expulsions. The school needs a record of parent contact. If permission is granted by the class teacher or administration the attending adult can call the parent regarding the incident or chronic misbehavior but this is not recommended.

#### 🍏 Teacher fills out Teacher/Parent Contact Slip

The teacher or attending adult (with permission) must complete the Teacher/Parent Contact form that will be given directly to you or found in your mailbox the day the student is sent to the office. When the form is completed return it to the attendance secretary's inbox on top of the desk.

🍏 Incident Report Filed Parents are sent a copy of the incident report. The incident is filed in the Student Discipline Binder.

#### 🍏 Behavior Plan

When a student receives 3 incidents reports the parents, teacher, student services and administration will write a behavior plan. Teachers will regularly check-in (1 week, 2 weeks) with the parent to determine if the behavior plan is successfully progressing.

	<p>🍏 Further Discipline attempts to support the student's behavior are unsuccessful through the above model the school will move to the next phase of discipline described in the Student Handbook, i.e. suspensions and/or expulsions.</p> <p><b>**Students protected under the Individuals with Disabilities Act may have other discipline accommodations and procedures specified in the IEP. Please see the Policy and Procedure Manual for Special Education Law.</b></p> <p>Teacher Initials _____</p>	
<p><b>4</b></p>	<p><b>Consider Approving 301 Part II Performance Pay Criteria- school year 2018/2019</b></p> <p><i>Cindy went over new teacher responsibilities on the Performance pay criteria. Teachers have duties to uphold and class grades to keep up in the academics in order for the pay to be received.</i></p> <p><i>It is also determined by how well the school does as a whole and the grade the school receives.</i></p> <p><i>Eddie has asked that the actual policy be gone over, so in the next meeting we will go over the actual policy.</i></p> <p><i>This agenda item became only a discussion item, will be approved in the next meeting.</i></p>	<p>Cindy</p>
<p><b>5</b></p>	<p><b>Consider Approving 2018/2019 Classroom Caps- 1st through 8th grade – 24</b></p> <p><i>Nicole makes the motion to approve the cap at 24, Eddie seconds, all in favor, motion carries.</i></p>	<p>Cindy</p>
	<p><b>Meeting Adjournment</b></p> <p>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</p>	

Meeting adjourned at 4:10pm

**Posted Outside 1455 Willow Creek Rd By: \_\_\_\_\_ Date/Time:**

**Posted On School Website By: \_\_\_\_\_ Date/Time: \_\_\_\_\_**

**Attendee Information:**



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