

**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 sessions 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 to order at: 3.33

Meeting Type:	Date:	Start Time:	End Time:	Location:
Regular Meeting	4/2/2017	3:30PM		Great Hall 1455 Willow Creek Rd Prescott AZ 86301

Agenda Items	Presenter
<b>1 Public Comment</b>	N/A
<p><b>2 Director Report</b></p> <p><b>Enrollment-</b> <i>Currently 163 students in K-8 22 in pre K. 3 new in March in 1<sup>st</sup> 2<sup>nd</sup> and 6<sup>th</sup> One exit in 6<sup>th</sup> Next year re-enrollment and new were at: 157 147ADM and 6 pre- school children will go into Kindergarten 6<sup>th</sup> grade 24, 20 in 4<sup>th</sup> grade, 16 in 5<sup>th</sup>, 11/12 in 8<sup>th</sup>, 20 in 7<sup>th</sup>. 1<sup>st</sup> grade has 21. 3<sup>rd</sup> grade has 19 2<sup>nd</sup> grade has 16.</i></p> <p><b>Budget/finance-</b> <i>140 ADM to plan the budget, safe number. We can adjust the budget upwards for increase or lower estimated ADM in May.</i></p> <p><i>Prop. 123, a lawsuit against the action was won. Plaintiff said Prop 123 not constitutional but recent news says the judge may reconsider this ruling as a provision at the federal for state trusts that may allow for what AZ chose to do. .</i></p> <p><b>Fundraising-</b><i>rummage sale our goal is \$2000 funds raised goes to lift.</i></p> <p><i>Terroir seeds should have started in February but we can still do seeds sale. Not to late to plant. Need to look into it.</i></p> <p><i>Or get another company.</i></p> <p><b>Marketing-</b><i>Jenica is in charge of Earth Day and our booth downtown on the 21<sup>st</sup>. Open house April 14<sup>th</sup>. KNAU radio spot for 3 months will boost our visibility!</i></p> <p><b>State, county, federal-</b> <i>Title 4 grant will go toward student safety, arts and technology. 15% toward tech.</i></p> <p><i>This grant needed for: Intercom and bell system, \$5000. Maybe a set of violins for students who need them. And new front glass door for East Building. The Integrated Action plan must reflect grant needs</i></p> <p><i>ACWE-April 14<sup>th</sup> meeting regarding Waldorf 100. Cindy will go. Angela at school for Open House instead. 9-1, welcoming parents</i></p> <p><b>Community Education-</b> <i>Board training on June 4<sup>th</sup> for new board members. Sharon McFeeley did a talk early childhood k-3 pedagogy, 20 people came.</i></p>	Cindy Roe

	<p>Next one is on the 11<sup>th</sup> Middle school years. Need people to come to this. Flyers went out.</p> <p><b>Faculty/staff update-</b> Kindergarten is staffed. Need 1<sup>st</sup> grade possible grade or 2.</p> <p><b>PA report-</b>Not many people are coming, time has moved to Tuesday morning once a month at 11am. Next one is 16<sup>th</sup> of April.</p> <p><b>Facilities-Stage:</b> Travis has other jobs going. Need stage done. City has approved the construction and wiring. Needs dry wall. Construction needs to be done during the week in the daytime. Can work in early morning too, before school starts. Once finished, we can rent out our hall with new stage to support finances. !</p>	
3	<p><b>Faculty Report-</b> AZ Merit all the month of April.</p> <p>Principals of Waldorf education and possible Eurhythmy class going on at Professional Development day.</p> <p>And Rummage sale on the 7<sup>th</sup> and 8<sup>th</sup>.</p> <p>8<sup>th</sup> grade projects going on now on Wednesday nights.</p> <p>8<sup>th</sup> grade trip coming up. On April 22-27</p> <p>5<sup>th</sup> grade trip to Grand Canyon on April 11, 12, 13 of April.</p>	Jenica Scaife
4	<p><b>President's Report-</b></p> <p>Tax credit at \$14,000 yay!</p> <p>Classes will be asked to make thank you cards for donating.</p> <p>8<sup>th</sup> grade trip needs \$4000 from tax credit. And they have all they need for trip.</p>	Nicole Morris
5	<p><b>Charter Representative Report-</b>Not present</p>	Marlene Sullivan
6	<p><b>Consider Approving Fundraising Policy Change</b></p> <p>Nicole makes motion, Jenica seconds, all in favor, motion carries.</p> <p>See below:</p> <p>FUNDRAISING POLICY</p> <p>305.00</p> <p>Adopted by the Board, April 2, 2018</p> <p><i>Described: PURPOSE OF FUNDRAISING, CRITERIA FOR CHOOSING FUNDRAISERS, FUNDRAISING PRIORITIES, ANNUAL SCHOOL-WIDE FUNDRAISING CALENDAR, PROJECT DESIGNATION, PARENT ASSOCIATION ROLE, FUNDRAISING PROCESSES AND PROCEDURES</i></p> <p>PURPOSES FOR FUNDRAISING:</p> <ul style="list-style-type: none"> <li>• School-wide fundraising for annual operating expenses or specific projects</li> <li>• Class Fundraising for trips and supplemental classroom supplies</li> <li>• Capital Campaign: to raise a large amount of money in a specific time period for one-time purposes, i.e. buildings, vehicles, land, etc.</li> <li>• Parent Association Fundraising for specific projects or purposes</li> </ul> <p>CRITERIA FOR CHOOSING FUNDRAISERS: The standards or principals that</p>	Cindy Roe

will guide the choosing and approval of the type of fundraiser:

- Be aligned with principals that support the well-being of the planet; the people, the animals, the environment,
- Thoughtfulness toward child development must be considered
- Favor local businesses or charities when possible

**PRIORITIES:**

1. First Priority: School-wide Fundraising: This is money needed for the annual operation of the school or for designated projects.
2. Second Priority: 8<sup>th</sup> grade trip: Each year, the 8<sup>th</sup> grade takes a major educational trip in the spring.

**FUNDRAISING ANNUAL CALENDAR:** An annual calendar of school-wide fundraising events should be approved by the school board for the upcoming school year. It is recommended that each year a give-back fundraising event is scheduled in the calendar, i.e. Pennies for Patients, Pollinator Partnership, Coats for the Cold etc.


**PROJECT DESIGNATION OF SCHOOLWIDE FUNDRAISING:** Monies not needed for the operating budget shall be used for designated projects. Input from Administration, Faculty and Parent Association toward designated projects will be considered by the Board.

**PARENT ASSOCIATION FUNDRAISING:**

- The PA conducts their own fundraising events such as raffles, sales, etc. All events must be approved through the event approval process.
- Parent Association helps with school wide fundraisers as able.
- If available, the Director/Board will contribute 2.5% of school-wide fundraising to Parent Association for its' assistance in fundraising events. These funds will support PA with childcare costs for its' events, teacher appreciation gifts and events, etc.

**FUNDRAISING PROCESSES, PROCEDURES AND DEFINITIONS**

- Class **Off-campus** takes place away from the school requires minimal support from the office. 100% of funds raised goes to the class conducting the event.
- A class fundraising event is classified as **on-campus** if any of it happens on the campus. 5% of the net profit is placed in school-wide fundraising to cover office support of the event.
- Funds are on deposit in the school bank account, and are subject to the audit and accounting procedures of the School.

	<ul style="list-style-type: none"> <li>• School-wide, Class and Parent Association fundraising events must be scheduled and approved through the event approval process. See Event Approval attached</li> <li>• The 8<sup>th</sup> grade may do unlimited on-campus fundraising, and is exempt from the 5% rule.</li> </ul> <p>Further detail is in the Instructional Employee Orientation Manual and the Parent Association Handbook</p> <p>Current Fundraising Events: 2017/18</p> <p>School-wide: Online shopping, Winter Faire, Rummage Sale, <u>Kids Kreations</u>, Spring Seed Sale, Chipotle (1)</p> <p>8<sup>th</sup> grade: Wildflower Bread Co. Chipotle (1)</p> <p>PA: Box Tops</p> <p>Class: Lunch Fundraiser</p>	
7	<p><b>Consider Approving Specialty Teacher and Aide/Assistant Pay Schedule-</b>  <i>Cindy went over the new pay schedule.  Nicole makes the motion, Edie seconds, all in favor, motion carries.  See Pay Schedule below:</i></p>  <p><b>Specialty Teacher Compensation</b></p> <p><b>Woodwork</b>  <b>Handwork</b>  <b>Garden/Stewardship</b>  <b>Spanish (foreign language)</b>  <b>Movement Education</b>  <b>Music (1-3, Violin, Percussion, Chorus)</b></p> <p>Teaching experience: <b>0 to 2 years</b>, no Waldorf Specialty or Teacher Training      \$20.00  Increase by rate of \$1.00 each year after hire.</p> <p>Teaching experience: <b>2 to 5 years</b>, no Waldorf Specialty or Teacher Training      \$22.00  Increase by rate of \$1.00 each year after hire.</p> <p>Teaching experience: <b>5 to 7 years</b>, no Waldorf Specialty or Teacher Training      \$25.00  Increase by rate of \$1.00 each year after hire.</p> <p>Teaching experience: <b>7 to 10 years</b>, no Waldorf Specialty or Teacher</p>	Cindy Roe

<p>Training                      \$27.00 Increase by rate of \$1.00 each year after hire.</p> <p>Teaching experience: <b>10 plus years</b>, no Waldorf Specialty or Teacher Training                      \$30.00 Increase by rate of \$1.00 each year after hire.</p> <p>Teaching experience: <b>0 – 5 years</b> with Waldorf Specialty or Class Teacher Training                      \$30.00 Increase by rate of \$1.00 each year after hire.</p> <p>Teaching experience: <b>5 or more years</b> with Waldorf Specialty or Class Teacher Training                      \$35.00 Increase by rate of \$1.00 each year after hire.</p> <p><i>If a specialty teacher demonstrates excellence, develops or progresses the specialty program toward excellence, self-initiates professional development in the Waldorf Specialty Subject the Director has the authority to increase the compensation to the next level pay up to the untrained-specialty teacher cap of \$30.00 per hour. If a non-Waldorf trained specialty teachers shows exceptional qualifications, training and classroom management skills the Director may place them at the \$30 per hour rate.</i></p> <p><i>Professional Development must be specified and prearranged or with the Director. Evidence of professional development must be detailed, documented and turned into the Director.</i></p> <p><b>Paraprofessional and Classroom Aide Compensation</b></p> <p>Start Pay \$12.00 Increase by \$0.50 per year.</p> <p>If one-on-one paraprofessional is responsible for an extreme, high needs student the Director may increase compensation up to \$15.00 per hour.</p> <p>Approved 4.2.18 MOS School Board</p>	
<p><b>8 Consider Approving Additional End of Year Board Meetings</b> <b>Dates:</b> Nicole leaving on the 15<sup>th</sup> for Europe, Edie 25<sup>th</sup> April to 6<sup>th</sup> of May. April 11<sup>th</sup> to 13<sup>th</sup> Jeff gone. April 16<sup>th</sup> an additional meeting. April 30<sup>th</sup> an additional meeting. May 7<sup>th</sup> is next scheduled meeting. Nicole makes the motion to approve the additional meetings, Jeff seconds, all in favor, motion carries.</p>	Cindy Roe
<p><b>9 Presentation- Director Evaluation Part II</b> Comprehensive Needs Assessment- first step-. 6 principals are considered. Cindy shows us how data gets compiled for the assessment. Then an Integrated Action plan gets developed, which</p>	Cindy Roe

	<p><i>is tied in with Title One, MOWR etc. A comprehensive vision of learning. New strategies need to be developed with new directors and an integrated action plan put into place.</i></p>	
<p><b>10</b></p>	<p><b>Discuss Transitional Plan A, Plan B for new Directors-</b>  <i>If no Educational Director is- found Division of duties: Possible 29 hour/week person and a 15 hour/week person, or three people to cover time of a pedagogical director. Someone would need to be available most hours to cover discipline and parent work including telephoning parents, putting together behavior plans, and overseeing teacher needs. student concerns. See below for proposed "Job Lists" in three columns and how the position's duties get split up. Cindy goes over the draft of the 3 columns and proposed jobs. Cindy discusses how tasks get done, Pedagogy is key to most of these columns. See below:</i></p> <p><i>Plan B-No Pedagogical Director is Hired. Three or Two Part Time positions:</i></p> <p><b>Student/Parent</b></p> <p>Student Discipline</p> <p>Student Concerns</p> <ul style="list-style-type: none"> <li>Needs</li> <li>Requests</li> <li>Surveys</li> </ul> <p>Sports Program Oversight</p> <p>Student Assessment</p> <ul style="list-style-type: none"> <li>Data</li> <li>Benchmarking/Progress</li> <li>AZMERIT</li> <li>AIMS A</li> </ul> <p>Parent Community</p> <ul style="list-style-type: none"> <li>Conference</li> <li>Correspondence</li> <li>Meetings</li> </ul> <p><b>Parent and Student Liaison</b></p> <p><b>Instruction/Personnel</b></p> <p>Curriculum Oversight</p> <ul style="list-style-type: none"> <li>Waldorf Pedagogy</li> <li>Singapore</li> </ul> <p>Student Services</p> <ul style="list-style-type: none"> <li>Special Ed</li> <li>ELL</li> <li>Title 1</li> </ul>	<p>Cindy Roe</p>

MOWR

Faculty/Personnel

Search and Hire

All Instructional

Class Teacher & Specialty

Orientation

Policy Compliance

301 – Compliance

Teacher Eval.

Professional Dev.

Contracts

All Instructional

Substitute Organization

Faculty Meeting

Planning

Study

Calendar

School Year Calendar

Daily Schedule

Playground Schedule

**Instructional Personnel Liaison**

**Public Relations**

Marketing

New and Annual Marketin

Enrollment Events

Permitting

School Enrollment

Community Education

Parent Topics

Parent Association

Meetings

Liaison

Volunteer Coordinator

ACWE

Private Programs

	Preschool Oversight Aftercare Oversight Summer Camps Van Pool Greater Community Highlands Slow Foods  <b>Greater Community Liaison</b>	
<b>11</b>	<b>Discuss Position of Transitional Superintendent-</b> <i>The Board discussed how Cindy or someone in authority, will be necessary during the transition to ascertain if school, state and federal policy/ law and accountability is on track. – A safeguard for the school functionality. What are the terms?- 6 months continued support and superintending rate of pay or contracted, etc.</i>	
<b>12</b>	<b>Discuss 2018/19 Fundraising Calendar-</b> <i>In June the new Fundraising Calendar will get approval. The board needs to see what that will look like for 2018/19 school year. Fundraisers to think about are: return to signature events, such as Silent Auction, new events, Duck Derby, etc.</i>	
<b>13</b>	<b>Consent Agenda</b>  <b>Move to Approve:</b> <b>Vouchers, # 18 &amp; 19, 1837-1840</b> <b>Approve Minutes from March 5, 2018</b>  <i>Nicole makes the motion, Jeff seconds, all in favor, motion carries.</i>	
<b>14</b>	<b>Meeting Adjournment</b> 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	Nicole Morris

Adjourned: 5:26

**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
Edie Dillon, Board Vice President	eadwellspring@yahoo.com	x
Jenica Scaife, Board Member		x
Robert Davis, Board Secretary	good2behome@gmail.com	
Jamie Juarez, Admin Assistant, Non Member	jjuarez@mountainoakschool.org	
Angela Kumbera – Minute Taker		x



Cindy Roe, Interim Director, Member Ex-Officio	croe@mountainoakschool.com	x
Marlene Sullivan – Charter Holder	msullivan@mountainoakschool.org	