

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

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.

Called to order by Jeffrey Holmes at: 3:51pm, Recessed until we have a quorum. Nicole arrived, meeting continued at 4:04pm

Meeting Type:	Date:	Start Time:	End Time:	Location:
Regular Meeting	08/6/2018	3:30 PM		Assembly Hall 1455 Willow Creek Rd Prescott AZ 86301

	Agenda Items	Presenter
1	Public Comment	N/A
2	<p>Director Report</p> <p><i>Meeting with accountant on the 9th, the budget that was adopted may need changes, some of the salary raises were off, no step increase for hourly lower waged individuals. With a SPED employee leaving, we have some wiggle room and can rectify the mistake.</i></p> <p><i>There was a survey for teachers asking if they would have time to clean the classrooms after hours. Teachers responded saying they did not have the time, so we hired a cleaning crew after hours everyday. The crew started today to get ready for the first day.</i></p> <p><i>A lot of work has been happening around the school grounds: New sidewalks, new blacktop and markings to make provisions for the parents parking and picking up tomorrow. City came out and oversaw what we can do for pick up drop off and they liked that we will have one way in and one way out.</i></p> <p><i>Also staff parking on the north side will be switched to go the other direction.</i></p> <p><i>Adopting a safety policy/protocol-Prescott PD has come to meet with us faculty and admin and we will make changes to fit our need for safety procedures.</i></p> <p><i>Still working to get a new landscaper.</i></p> <p><i>Tomorrow we will have someone mow for the kids on the east playground.</i></p> <p><i>Slow Foods are working to get kitchen going. Need sink, dishwasher, plumbing. Fridge is good and stove hood good.</i></p> <p><i>USDA-grant to help the schools grow food and bring it to our kitchen. We fall into the implementation part to get things going.</i></p> <p><i>After we are given the grant we have to sustain our progress, sell and use the food we grow.</i></p> <p><i>Also working with Orchard and there will be giving us trees and planting them for us if we should get this grant.</i></p>	Michael Kpodo

<p><i>Our garden teacher is working with Lowes and its called the Heroes Project for us to have a successful garden! Slow Food is calling our school the flagship school for their project. Also Home Depot may give us new hardware, door knobs etc. We had our campus cleanup- it was fun. Next one we'd like more help and we can offer a BBQ and music. We had a very good showing of families. Classrooms will have the option of having hand sanitizers or soap. Teachers as well as parents prefer the natural soaps and hand sanitizers. Parent meeting for school improvement plan on the 13th. Will be posted in the Wednesday.</i></p>	
<p>3 Faculty Report <i>Getting ready for 1st day working to get the classrooms beautifying.</i></p>	Jenica Scaife
<p>4 President's Report-<i>Really excited for the changes and the energy. Big changes can cause some angst but mostly everything is very positive.</i></p>	Nicole Morris
<p>5 Charter Representative Report <i>Nothing to report.</i></p>	Nicole Morris
<p>6 Approve Overtime Policy-<i>Some things were added that were not on before. See below. Jeff makes the motion, Jenica, all in favor motion carries.</i></p> <p>Definitions</p> <p>Compensable Time is also called work time. An employer must document a nonexempt employee's work time. In addition to regularly scheduled hours, work time can include overtime, certain types of travel time, training time, and shift preparation/transition time. The FLSA defines compensable time as time that an employee is required or permitted to work for the employer.</p> <p>Exempt employees are paid an agreed amount for the whole job, regardless of the amount of time or effort required to complete the work, and do not record hours of work on the time record.</p> <p>Nonexempt employees are paid for each hour worked, and record each hour worked on the time record. If the employee works more than 29 hours (fulltime) in one workweek, the employee is paid a premium of time and one-half, which is also referred to as overtime compensation. For part-time employees, (less than 29 hours), overtime is time worked over the established full time equivalency (FTE).</p> <p>Overtime (Hours worked over normal scheduled or agreed upon hours)</p> <p>Approval of Overtime</p> <p>Director(s) are responsible for authorizing and scheduling overtime in advance; therefore, a nonexempt employee shall not work overtime unless authorized in advance by his/her supervisor(s) and authorized by Director (s). Office Manager and (or) Operations Director is responsible</p>	Michael Kpodo

	<p>for reviewing all submitted timesheets to ensure accuracy and oversight. All employees are expected to work overtime when requested to do so. Overtime will be used only after other alternatives have been explored, such as rescheduling priorities, reassigning work, re-balancing workloads, offsetting excess hours in one day with reduced hours in another day in the same workweek, and revising the work schedule so that weekend work can be performed as a regular part of the affected workweek.</p> <p><i>Any and all overtime worked without prior approval by Director(s) may not be compensable time.</i></p>	
7	<p>Discussion: School Safety and Policy- <i>Discussed in Directors report.</i></p>	Michael Kpodo
8	<p>Discussion: Transportation need, van leasing <i>Our van had many problems, doors could not open from outside. So van is in for repairs. Needs new tires. Fix doors. Oil change and general maintenance and checking for other potential problems. Is leasing a van an option? The intent is to use our van for PV pickup. We only have one student who may need the transportation. The question was can we increase enrollment if we have the van for PV?</i></p>	Michael Kpodo
9	<p>Nomination of Michael Reagan for board membership- <i>Ask Michael to submit his resume and a letter of interest.</i></p>	Nicole Morris
10	<p>Consent Agenda: Move to approve- Vouchers-01, 1903-06, 1856-57, 2017-18 SY-Lost Hours Minutes from July 9, 2018 <i>Jeff makes the motion, Nicole seconds, all in favor, motion carries. Called a special meeting for Wednesday at 2:15pm</i></p>	
3	<p>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</p>	Nicole Morris

Adjourned at 4:56pm

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 Member	nicole.d.morris.lmt@gmail.com	x
Edie Dillon, Board Member	eadwellspring@yahoo.com	
Jenica Scaife, Board Member	jartlip@mountainoakschool.org	x
Jeffrey Holmes, Board Member	jeffdroid@gmail.com	x

Robert Davis, Board Secretary	good2behome@gmail.com	
Vonda Chisholm, Education Director, Member ex-Officio	vchisholm@mountainoakschool.org	x
Michael Kpodo Operations Director, Member Ex-Officio	mkpodo@mountainoakschool.com	x
Angela Kumbera, Minutetaker, Non- member	akumbera@mountainoakschool.org	x