

**PUBLIC MEETING OF THE
MOUNTAIN OAK SCHOOL BOARD OF DIRECTORS
Regular Meeting Minutes– November 6, 2023**

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:

- Developing and enriching our school offering and 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	November 6, 2023	3:51 PM	5:42 PM	Mountain Oak School 1455 Willow Creek Rd Prescott AZ 86301 or virtual link to join meeting see below

	Agenda Items	Presenter
1.	Meeting Opening a. Welcome and Call to Order b. Opening Quote c. Roll Call d. Open Meeting Law Reminder	Peter Rennick
2.	Consents, Reviews, Approvals, Old Business a. Consent Items TH motion to approve consent items, BM 2nd, unanimously aye. Motion Passes. i. Approve 10/2/23 board minutes and 10/12/23 board retreat minutes ii. Agenda Review Approval b. Old/Unfinished Business	Peter Rennick
3.	Public Comment - No public comment	Peter Rennick
4.	Board Reports - BM stated the charter board has been updated to remove RM and add AA, JR, KL. The bank administrator account is updated and BM was added as a signer pending today's decision.	Members
5.	Community Reports (action items must be informed and included on the agenda as a specific topic) a. Charter Representative Report - AA, JR, KL are all approved as board members. KL charter rep approval had a mistake - the corporation asking for a background check is Mountain Oak School, Inc. It is now being resubmitted. SB's removal as charter rep has been submitted. b. Director's Report - Student count has stayed the same. Lantern Walk is coming up. The charter renewal paperwork was completed and had an initial phone call; there is a small hold up with an employee issue. Michael Donelson and Christie finished the ARPA grant. Thanks to everyone for	Community representative as identified during the meeting

	<p>working on submission for the audit. There are two open positions with good candidates - 4th grade and agricultural science/gardening. CR requested Jn give a SSA test report at the next meeting.</p> <p>c. PTA Report - working on planning the Winter Faire and have already filled every vendor spot.</p> <p>d. Business Manager Report - focused on summer school and ARPA grant. Some of the summer school grant needs revisions. ARPA is successfully submitted and we should hear back in 4-6 weeks. Financially, everything balanced out.</p>	
<p>6. Action Items</p>	<p>a. Approve new bank signer (possibly BM). TH motion to approve BM as a principal bank signer due to her position on the board. 2nd PR. BM abstains due to conflict of interest. JR, KL, TH, PR, CR, AA aye. Motion passes.</p> <p>b. Discuss and possibly approve who gets a credit card and how much money is allotted on each card - Not necessary now that BM is a bank signer.</p> <p>c. Approve TH as board president. PR motions to approve TH as board president. CR 2nd. TH abstains due to conflict of interest. JR, KL, BM, PR, CR, AA aye. Motion passes.</p> <p>d. Approve BM as board treasurer. TH motion to approve BM as board treasurer. JR 2nd. BM abstains due to conflict of interest. JR, KL, TH, PR, CR, AA aye. Motion passes.</p> <p>e. Approve current working board to be authorized to submit charter holder governance request to align current working board with the contract on file with AZ State Board for Charter Schools (ASBCS). (Working Board includes: Cindy Roe, Brandy Meade, Katie Larson, Timothy Harrington, Peter Rennick, Jonathan Ruf, Amber Alexander and Jim Nolen Ex-Officio). - No longer necessary.</p> <p>f. Discuss and possibly approve Emergency Interim Board Officer Succession Plan - TH presents succession plan summary. TH, JN, KL agree to help finalize the succession plan to present for approval at the next board meeting.</p> <p>g. Present and possibly approve strategic plan and stakeholder survey and strategic plan committee. - TH motion to move forward with the Strategic Planning process in the 2023-2024 school year. JR 2nd. Unanimously aye. Motion passes. Committee TH, PR, JN, KL, and possibly JR will refine for the next meeting with TH as committee chair.</p> <p>h. Present sample and possibly approve new Director Evaluation - CR presents PFS director evaluation as a sample which includes an evaluation committee to set goals and track documents based on director reports throughout the year. Set 1-5 goals at the beginning of the year based on discussion with the committee and survey from staff/faculty. CR will write out how the process works. CR and JN write director job description and goals for the next meeting.</p> <p>i. Possible Executive Session for school discipline and safety concern. TH motion to move into executive session. PR 2nd. Unanimously aye. Motion passes. 4:55. ES ends 5:14.</p>	<p>Peter Rennick</p> <p>b. Jim Nolen</p> <p>e. Jim Nolen</p> <p>f. Tim Harrington g. Tim Harrington and Cindy Roe h. Cindy Roe and Jim Nolen I. Katie Larson</p>
<p>7. New Business OR Discussion Items</p>	<p>a. CR presents annual financial report overview – TH tabled to next meeting because of technical difficulties. BM 2nd. AYE: TH, CR, BM, PR, JR, AA, KL Nay: none Motion passes.</p>	<p>PR or TH pending 6.C.</p> <p>a. Cindy Roe B. Katie Lason and Michael Donelson</p>

	<p>b. Discuss bank credit line payment – RY can make minimum payments in person but that is ineffective. No one currently has the ability to pay the control account. BM will discuss with the bank. BM motions to get Kristy A. on bank account to pay credit cards. TH 2nd. Unanimously aye. Motion passes. TH noted a person on the bank account can be managed based on how much authority they have. Kristy will only have authority to make credit card payments for the amount we authorize her to.</p> <p>c. Possible work session to review policies and procedures - KL reviewing process and policy and old minutes and will compile them all for a work session tentatively in December or January</p> <p>d. Discuss how to add items to board binder - KL to complete binder and then show for approval</p> <p>e. Hiring Committee with 30, 60, 90 day employee evaluation – With so much turn around it would be beneficial to have someone create and implement a 30, 60, 90 day success plan to support new employees and how their training and orientation is going. Q/A to get a perception of awareness of processes , procedures, and onboarding. This would be under the director’s purview to create some sort of new hire onboarding success document. AA and JN could work together on it possibly with Sharon or other faculty making sure to differentiate between Waldorf mentoring and administration day-to-day operations.</p> <p>f. Food program Committee – Staff and faculty can follow-up with Marco and early childhood food program under director’s direction.</p>	<p>c. Katie Larson d. Katie Larson e. Amber Alexander f. Amber Alexander</p>
8.	Meeting Summary	Board Member
9.	<p>Announcements</p> <p>a. Work session to review strategic plan survey results 11/15/2023 4:00 PM</p> <p>b. Next regular meeting 12/4/23</p>	Board Member
10	Adjournment. TH 5:42	President/Interim President

Attendee Information:

Name	E-Mail Address	Present
Cindy Roe, Board Member	croe@mountainoakschool.org	Y
Brandy Meade, Board Member	brandymis@gmail.com	Y
Tim Harrington, Board Member	osmliving@gmail.com	Y
Peter Rennick, Vice President/ Interim President	pjre2@cox.net	Y
Amber Alexander, Faculty	aalexander@mountainoakschool.org	Y
Jonathan Ruf, Faculty Board Member	jruf@mountainoakschool.org	Y
Katie Larson, Secretary	katie.larson@mountainoakschool.org	Y
James Nolen – School Director Ex Officio	jnolen@mountainoakschool.org	Y

Virtual Meeting Info

<https://us06web.zoom.us/j/83361722162?pwd=ja70UjmlIRuRg0LFOiT3SW4GwDwdmi.1>