

**PUBLIC MEETING OF THE
MOUNTAIN OAK SCHOOL BOARD OF DIRECTORS
Regular Meeting Minutes– January 8, 2024**

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	January 8, 2024	3:55 PM	5:05 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	Secretary
2.	Consents, Reviews, Approvals, Old Business a. Consent Items: TH motions to approve Consent Items. BM 2nd. Unanimously aye. i. Approve Prior Minutes 1. December 4, 2023 ii. Agenda Approval b. Old Business - None	Secretary
3.	Public Comment - None a. Guidelines for public participation i. Comment cards must be turned in to a board member at least 5 minutes prior to the meeting. The comment cards can be found in the office near the student sign-in sheet. ii. Online public participants can comment in the chat box to the group or Mountain Oak School what they wish to present to the board. iii. Public participation is limited to 2 minutes and the board cannot respond to public comments.	Secretary
4.	Board Reports a. Strategic Plan Committee report – 120 surveys sent, 11 responses received	Secretary/ Board members
5.	Community Reports (action items must be informed and included on the agenda as a specific topic)	Board President

	<ul style="list-style-type: none"> a. Charter Representative Report – On 12/22 charter board sent an email that they weren't able to access documents to make KL a Charter Rep. Docs have been resent and we will be updated 1/17. There is a Charter Rep bootcamp 1/22. b. Director's Report – Attendance is steady, staff changes, 10-year charter review is continuing well c. PTA Report – None d. Business Manager Report – ARPA approved 90% of funding (thank you to Kristy and Michael), all back invoices are now up to date, ARPA funds do not directly align with budget items so receiving 90% instead of 100% is not an issue. Procedural issues are cleared up so Kristy at Aspire is able to pay off credit card. 	
<p>6. Unfinished Business OR Action Items</p>	<ul style="list-style-type: none"> a. Present sample and possibly approve Director Evaluation – TH motion to approve the three documents. JR 2nd. Unanimously aye. <ul style="list-style-type: none"> i. Goals will be set by next month. Approve Director self-evaluation (some of them may evaluate Michael as business manager), goal setting template, and board review form. We need 2 board members (suggested PR and CR) and a PTA member or teacher as part of the evaluation committee (CR will reach out to Katia). Marcee is a potential teacher committee member. b. Discuss and possibly approve Emergency Interim Board Officer Succession Plan. – TH presented/reviewed plan. BM motion to approve Emergency Interim Succession plan. CR 2nd. Unanimously aye. <ul style="list-style-type: none"> i. At the time of a board member being an interim Director or Business Officer, the board will decide if a financial stipend is appropriate/necessary. In the case of an interim officer, there is high urgency to find a replacement (TH will send using docusign). c. Discuss and possibly approve capping 7th and/or 8th grade class enrollment. – <ul style="list-style-type: none"> i. JN - last year Jr High class was capped in 4th quarter 18 students currently in 7/8th grade. CR - Waldorf schools have 8th grade projects/fundraising/trips so 8th grade is often capped in October. Discussed creating a committee to decide class cap. CR and BM note that enrollment/capping changes need to come to board. TH motions to cap 7th / 8th grade classes effective immediately Jan 8th at 4:41 PM. JR 2nd. Unanimously aye. d. Approve new teacher contract(s) – BM motion to approve 2 new teacher contracts. TH second. Unanimously aye. <ul style="list-style-type: none"> i. In the future the board would like to see the contracts as soon as possible or as soon as the positions are available the board can approve the contracts then be informed of who was hired. ii. In future create a step-based salary system. CR and TH willing to help. CR send a copy of Pine Forest's system for reference along with local public school district systems. <ul style="list-style-type: none"> 1. Have it prepared by April meeting or ideally sooner. 	<ul style="list-style-type: none"> a. Cindy Roe b. Tim Harrington c. Jim Nolen d. Jim Nolen
<p>7. New Business OR Discussion Items</p>	<ul style="list-style-type: none"> a. Review audit report – Tabled to next meeting due to not currently having access to report b. Review enrollment packet questions – JN and Michael Donelson submitted corrections to website and enrollment paperwork and 	<ul style="list-style-type: none"> a. Jim Nolen b. Jim Nolen c. Tim Harrington

	<p>are now found in compliance. They changed mostly involved clarifying what items are optional to fill out. We need to ensure going forward that they continue to be in compliance with updated statutes. JN will post the changes for approval at next meeting.</p> <p>c. Strategic Plan Committee meeting. 1/24 at 3:45. Prior to meeting, send out a hard copy and resend survey.</p> <p>d. Work session to review bylaws, policies, and procedures. 1/24 at 3:45.</p>	d. Katie Larson
8.	Meeting Summary – KL gave meeting summary	Board Member
9.	Announcements – None	Board Member
10	Adjournment. TH adjourned at 5:05 PM.	President

Attendee Information:

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