

**PINE FOREST EDUCATION ASSOCIATION, INC.**  
**PINE FOREST CHARTER SCHOOL**  
2257 E. Cedar Avenue, Flagstaff, AZ 86004

**NOTICE OF PUBLIC MEETING**  
3:30 p.m. Monday, October 24, 2022  
Virtual Meeting

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Pursuant to Arizona revised Statutes (A.R.S. 38-431.02), notice is hereby given to the members of the Pine Forest Education Association, Inc., Pine Forest Charter School Governing Board, and to the general public, that the Directors and Governing Board will hold a public meeting, open to the public as specified below in the designated board meeting room at Pine Forest Charter School, Flagstaff, AZ. The Board reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specific time.

Pursuant to A.R.S. 38-431.03.A.2, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda, for protection of confidentiality of parties or to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Kelly Smith at 928-779-9880. Requests should be made as early as possible to allow time to arrange accommodation.

DATED AND POSTED this \_\_\_\_ day of \_\_\_\_\_ 2022.

By \_\_\_\_\_  
Cindy Roe, Executive Director

October 24, 2022 3:30 pm

## Governing Board General Meeting Minutes Draft

### I. WELCOME – Call to order at 3:33 pm

**Verse: The Social Ethic** - *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.*

**Mission:** *Pine Forest School provides an education of the whole child and is dedicated to helping individuals achieve their full intellectual, emotional, and physical potential in a sustainable and beautiful environment which reinforces integrity, understanding, respect, and trust. Guided by the Core Principles of Public Waldorf Education, we prepare our children to walk into the future with confidence and the necessary tools to create a better world.*

A. Roll Call (X-present, A-absent): Ellen Ryan X Johanna Payton X  
Alex Carpenter X Ex Officio: Cindy Roe X Kelly Smith A Guest/Faculty: Kate Mareck, Faculty; Amy Bird from Rudolf Steiner Foundation joined at 4:02 pm; Janet Kelly from OneAZ joined at 4:21 pm.

### II. APPROVAL OF AGENDA: Motion to approve the agenda by Alex Carpenter, 2<sup>nd</sup> by Johanna Payton. Unanimously approved.

### III. APPROVAL OF MINUTES:

A. Governing Board Minutes: September 5, 2022 General Board Meeting – Motion to approve the September 5, 2022 General Board Meeting minutes by Johanna Payton, 2<sup>nd</sup> by Alex Carpenter. Unanimously approved.

### IV. REVIEW FINANCIALS: Cindy Roe distributed several months of reports and answered questions.

- A. Review payroll register
- B. Review bank statements
- C. Review financial reports

### V. CALL TO THE PUBLIC (This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. 38-431.01.G., action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.)

No comments.

### VI. REPORTS

A. Faculty: Johanna Payton reported that a review of the Festival of Strength and Courage was completed to make preparation for next year easier. Student progress reports will be a combination of a flat grade and skills-based assessments. The faculty is working to better engage and involve parents. Many events: 8<sup>th</sup> grade held a gift basket fundraiser, 7<sup>th</sup> grade went to the library October 12, 6<sup>th</sup> grade made bread at Gloria's Bakery, 5<sup>th</sup>

grade went to Walnut Canyon October 6, 7<sup>th</sup> and 8<sup>th</sup> played a softball game together, eleven Girls on the Run practiced the 5km at Buffalo Park, a Halloween Parade will occur soon, and Spirit Week is this week. Trimester reports will be ready soon, and parent/teacher conferences will be scheduled. The 3<sup>rd</sup> grade worked with a Hopi elder to make mutton stew. Ellen Ryan requested a time for PFF and PFS Board to be able to attend a faculty meeting. Johanna will check with faculty this week. The College of Teachers is reading a book about how the school, faculty and students all engage.

**B. Director of Education: Kelly Smith**

- Enrollment is 198. FTE is 183.9.
- Academic performance – The second round of Galileo benchmark assessments was performed. PFS is confident that the school will receive an assessment of grade “A” based on the point count.
- Personnel – One new substitute has been getting familiar with the classrooms/school.
- School safety – Sonny Savage, Christy McMurray, and Kelly Smith attended a 3-day school mental health and crisis preparedness workshop. An emergency preparedness operation plan will be developed soon.

**C. Executive Director: Cindy Roe**

- Funding/Enrollment – Funding is based on 183.9 now. Budget was based on 180. Preschool has 33 students enrolled.
- Financial report – Cindy Roe circulated the September financial report to board members.
- Building/property/Operations – 19 employees are enrolled in the health insurance plan.
- Staffing –
- Legal/Audit – The ADE audit is almost complete, and a report will be available at the November board meeting.
- Fundraising/Marketing – The San Juan River trip funding was low, so the board will be receiving requests for tax credit funds. Almost \$5000 was received from the AZ Community Foundation for the “Champions for Education” program.
- City/State/County/Federal – The ASBCS Compliance Statement of Assurance and the Charter Board Annual Report were circulated to board members. Board members should review both. The ACWE met to discuss the uniqueness of Waldorf development in AZ, with plans to move forward with consciousness in working with new paradigms.

**D. Pine Forest Foundation: Alex Carpenter**

- School grants/loans –
- Events – There is a parent/campus mixer on Friday, October 28. Winterfaire is December 3, and planning has begun. The breakfast program continues.

**E. Committees:**

- Marketing –
- Evaluations – Final evaluation meetings will occur this week.

**VII. DISCUSSION: Cedar Property Refinance - Amy Bird from Rudolf Steiner Foundation answered questions about loan terms. Janet Kelly from OneAZ also took questions from the board. The board should review both options and be prepared to choose the best fit for PFS next week.**

VIII. ACTION ITEMS – Discuss and possible action (The Board may elect to convene an Executive Session for protection of confidentiality of parties. No formal action can take place at this time. Any further consideration of the topic will be placed as an agenda item for a future Board meeting. At the conclusion of the Executive Session, the Board will adjourn the executive session with no action being taken.) NA

IX. PERSONNEL (The Board may vote to convene in Executive Session) - NA

X. OLD BUSINESS

A. Discuss HB2025 School Visitors Policy Development – From HB2025: 46. DEVELOP AND ADOPT IN A PUBLIC MEETING POLICIES TO ALLOW FOR VISITS, TOURS AND OBSERVATIONS OF ALL CLASSROOMS BY PARENTS OF ENROLLED PUPILS AND PARENTS WHO WISH TO ENROLL THEIR CHILDREN IN THE SCHOOL DISTRICT UNLESS A VISIT, TOUR OR OBSERVATION THREATENS THE HEALTH AND SAFETY OF PUPILS AND STAFF. THESE POLICIES AND PROCEDURES MUST BE EASILY ACCESSIBLE FROM THE HOME PAGE ON EACH SCHOOL'S WEBSITE.

Ellen Ryan volunteered to assist Cindy Roe in developing the policy to be presented to the board in November.

Kelly Smith reported requests from faculty:

- i. Limit scheduling to once per month or once per quarter for observations.
- ii. Classrooms can have open doors on observation days for a certain number of visitors; it is best to have 3-5 for grades and only 1-2 for early childhood for silent observation during main lesson times only.
- iii. Parents wishing to observe should already have children enrolled in the school or have submitted paperwork.
- iv. PFS cannot accommodate drop in visitation requests. All visitors for tours or classroom observations must schedule or select already scheduled events.
- v. Parents can request a separate meeting with a faculty member by appointment.
- vi. PFS currently provides tours and can accommodate tours of the campus by request. All visitors wishing a tour of the campus should schedule at least three days prior to arriving.

XI. NEW BUSINESS – NA

XII. ADJOURN (Next Regular Board Meeting November 28, 2022 at 3:30 pm. Next Special Meeting Tuesday, November 1, 2022 at 3:30 pm.) Motion to adjourn by Johanna Payton. Meeting was adjourned at 5:09 pm.

Submitted by Ellen Ryan, Acting Secretary, on October 25, 2022.

*Agendas and Minutes are available on the PFS website.*