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 25, 2021

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 \_\_\_\_\_\_\_\_\_\_\_\_2021.

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cindy Roe, Executive Director

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

October 25, 2021 3:30 pm

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**Governing Board General Meeting Minutes Draft**

1. WELCOME – Call to order at 3:39 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.*

* 1. Roll Call (X-present, A-absent): Ellen Ryan X Dave Eckert X Johanna Payton X

Alex Carpenter X Ex Officio: Cindy Roe X Kelly Smith X Guest/Faculty: none

1. APPROVAL OF AGENDA: Motion to approve the agenda - Motion to approve the agenda by Dave Eckert, 2nd by Johanna Payton. Unanimously approved.
2. APPROVAL OF MINUTES:
3. September 27, 2021 Governing Board General Meeting – Motion to approve the Governing Board General Meeting minutes of September 27, 2021 with change in date of October meeting from 27 to 25 by Dave Eckert, 2nd by Johanna Payton. Unanimously approved.
4. REVIEW FINANCIALS:
   1. Review payroll register – Cindy Roe reminded all that payroll registers are confidential and can be deleted after reviewing.
   2. Review bank statements – Bank statement will sent out to board members soon.
   3. Review financial reports – Cindy Roe discussed all financial reports and encouraged questions.
5. 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.)

NA

1. REPORTS
   1. Faculty: Dave Eckert

* Meetings – Faculty is preparing for the Halloween Parade and the Lantern Walk. Pedagogical reading of the Partnerships of Hope by Christopher Schaefer continues. Faculty noted that PFS has been in the new building for 6 years and with 7 year cycles being important pedagogically, they are noticing a shift toward more understanding of Waldorf by the parents.
* Professional development – Sources of guidance on the Galileo tests were reviewed.
* Class events/Field trips – Planning is underway for the grade 6 San Juan River trip and the grade 8 Catalina Island trip.
* Community service – NA
  1. Director of Education: Kelly Smith
* FTE and enrollment – 178 students are enrolled. PFS lost 3 families and 4 students and gained 4 families with 5 new students.
* Academic performance – Preparation for Galileo and ELA tests in mid-November has begun. The TSI grant funds are being used for tutoring for Special Education students. After school tutoring is available and the program met its first checkpoint.
* Personnel – Another substitute teacher has been hired. A second pre-school assistant will be hired in January.
* School safety – Students are being sent home if ill health is noticed. Dave Eckert inquired about notification to families when vaccines are available for students younger than 12. Some information could be sent out.
  1. Executive Director: Cindy Roe
* Funding – Funding is for 170.8 students. The budget was based on 185.
* Financial report – The transition continues in moving the account from BBVA to OneAZ Credit Union. A legal consultant was paid to provide information on the State mask mandate. Refinancing the mortgage needs to be complete by October 2022 and could occur through partial institutional funding and partial Rudolf Steiner Foundation. Cindy Roe reminded the board that enrollment was 240 students in 2019 and is it is now 170.8, and she will continue to carefully track the budget.
* Building/property – Stove/ovens should not be used in the Kindergarten rooms.
* Staffing – NA
* Audit – Final auditing will occur in October. New requirements include approval by the board and submission to the ADE as well as the Charter School Board.
* Fundraising – The State Tax Credit drive will begin in November. The Care Store is operating for school supply purchases.
  1. Pine Forest Foundation: Alex Carpenter
* School grants/loans – A GEO Fund grant proposal has been submitted. Kelly Smith mentioned that Johanna Payton and Stephanie Miller were both observed in their classrooms by a Faculty member from the Gridalis Waldorf School. Kelly also met with her, and her comments were very positive.
* Events – The PFF is planning Winterfaire.

E. Committees:

* Marketing – NA
* Strategic Plan – Cindy Roe shared a tracking document for the Plan and encouraged assistance in completing planning elements. She is willing to work with Faculty to continue planning. Successes are noted in each category beginning in May 2019 to present: Indigenous Wisdom learning/teaching occurred (what is next?); Professional Development Waldorf Certification Trainings are occurring; average teacher salaries have increased; a reserve fund is currently healthy and goals for the use of funds above the reserve should be proposed in now, soon, later categories; grow enrollment each year; support for gifted to special needs students is in place; financial resources supports all students (Waldorf Certification, new salary schedule, professional development, PFF support); some marketing pieces in place (Newsletter is well done, a Waldorf Master Teacher can provide professional development in late winter 2021 – what is next?); Core Principles of Learning are being studied (what is next?); community building needs to continue; pride from parents in PFS has increased (what is next?).
* Evaluation – Administrators are completing their Goals worksheet and updating their Job Responsibilities checklist, meeting with the evaluation team, and completing the first phase of 2021/22 evaluations.

1. 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.)

* 1. Approve PFF Board Members – Motion to approve PFF Board members of Alex Carpenter (President), Martine Snyder Stonebraker (VP), Aurora Phillips (Treasurer), Jessica Baglione (Secretary), and members Stephanie Bontrager and Cindy Roe by Ellen Ryan, 2nd by Dave Eckert. Three votes for and one abstention due to a conflict of interest (Alex Carpenter). Motion approved.
  2. Substitute Pay Policy – Motion to accept Substitute Pay Policy by Ellen Ryan, 2nd by Alex Carpenter. Unanimously approved.
  3. Approve working with Facilitator, Teresa Marzolph and Culture Engineered to provide a confidential survey of Administrators, Faculty, and staff for an estimated proposed amount of $531.25. Changes may be made to the proposal’s survey questions and a meeting with Teresa Marzolph will be scheduled. Motion to approve working with Facilitator as stated above by Dave Eckert, 2nd Alex Carpenter. Unanimously approved.

1. PERSONNEL (The Board may vote to convene in Executive Session) – NA
2. OLD BUSINESS – NA
3. NEW BUSINESS - NA
4. ADJOURN (Next Regular Board Meeting November 22, 2021 at 3:30 pm.) Motion to adjourn by Dave Eckert. Meeting was adjourned at 5:26 pm.

Submitted by Ellen Ryan, Acting Secretary, on October 27, 2021.

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