

**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, November 22, 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

November 22, 2021 3:30 pm

Virtual Meeting

## **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 Dave Eckert X Johanna Payton A  
Alex Carpenter X Ex Officio: Cindy Roe X Kelly Smith X Guest/Faculty: NA

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

### III. APPROVAL OF MINUTES:

A. October 25, 2021 Governing Board General Meeting – Motion to approve the Governing Board General Meeting minutes of October 25, 2021 and November 5, 2021 Work Session minutes by Alex Carpenter, 2<sup>nd</sup> by Dave Eckert. Unanimously approved.

### IV. REVIEW FINANCIALS: Cindy Roe sent the bank statements and payroll registers to board members. She will send the financial report next week.

- 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.)

NA

### VI. REPORTS

A. Faculty: Dave Eckert

- Meetings – Pedagogical reading of the Partnerships of Hope by Christopher Schaefer continues with a chapter about Phases of Waldorf Development. The reading includes refining the roles of the decision makers and creating working partnerships. The College of Teachers is creating a mission statement and learning of the achievements of the

school as a group. This melds with the survey work PFS has undertaken. Parent/Teacher conferences went well and occurred in person.

- Professional development – A conference in January, hosted by the Alliance for Public Waldorf Education and themed “Navigating Our New Normal – Meeting the Needs of Today with Heart and Soul”, will be attended by several faculty members. Kelly added that she and two teachers will attend a meeting of the Bureau of Education and Resources in December. Additionally, a K-4 professional development about the use of high frequency words is being planned.
- Class events/Field trips – Winter Spiral will take place in December.
- Community service – NA

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

- FTE and enrollment – 177 students are enrolled. PFS lost one student and gained one new student.
- Academic performance – The second benchmark of Galileo testing is complete, and teachers have data for math and language arts.
- Personnel – There is a need for a Pre-K assistant.
- School safety – Parents are kept informed. Safety practices continue throughout campus. There have been 18 Covid19 cases so far.

**C. Executive Director: Cindy Roe**

- Funding – Funding is for 157.49 students, but this number will likely increase to between 165 and 167 as December’s numbers are recorded. The budget was based on 185 students, but should be adjusted to a more realistic 165. ESSER II and III funds are being spent now on part of the salaries of specialty teachers, teacher salaries, assistants, and the counselor. It also funds the internet hot spot that was necessary for student distance learning. ESSER I funds are spent on custodial. In 2023, an increase in students to 250 would be needed to continue with the same budget and services when the ESSER funds cease.
- Financial report – The board should review and sign the report when Cindy sends it out next week.
- Building/property – The school is switching to Xerox copiers and ending the Ricoh contract. A fire drill will occur the week after Thanksgiving. A clean up occurred in the back of the school.
- Staffing – The hours of the sanitation worker will likely be reduced in January.
- Audit – The complete audit has been sent to the state and will be sent to ADE next. This is a new requirement.
- Fundraising – The campaign for tax credit donations will occur soon. The School Store has been successful in raising funds.

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

- School grants/loans – The Geo Foundation awarded \$10,000 toward the Champions for Waldorf Education campaign.
- Events – Winterfaire was a success bringing in around \$4500 which the GEO fund will match. Winterfaire was a good community building event.

**E. Committees:**

PFEA, Inc (PFS) Governing Board Meeting November 22, 2021

- Marketing – Cindy will present at a future faculty meeting the marketing piece of the Strategic Plan sundial as there are funds now to spend. Planning should occur. Ellen Ryan and Alex Carpenter could attend the faculty meeting also.
- Strategic Plan – The College of Teachers added accomplishments to the chart Cindy Roe presented at the last board meeting. The College discussed how to engage the community. Some faculty members will attend an event in Phoenix of music educators from around the country.
- Evaluation – The next round of evaluation work will be in the beginning of 2022.

VII. 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.)

- A. Review and approve Annual Audit – There were just a few areas of concern and a plan has been formulated to address these. Motion to approve the 2021 Annual Audit by Dave Eckert, 2<sup>nd</sup> by Alex Carpenter. Unanimously approved.

VIII. PERSONNEL (The Board may vote to convene in Executive Session) – NA

IX. OLD BUSINESS – NA

X. NEW BUSINESS - NA

XI. ADJOURN (Next Regular Board Meeting January 24, 2021 at 3:30 pm.) Motion to adjourn by Dave Eckert. Meeting was adjourned at 4:30 pm.

Submitted by Ellen Ryan, Acting Secretary, on November 24, 2021.

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