

**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 28, 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

November 28, 2022 3:30 pm

## Governing Board General Meeting Minutes Draft

### I. WELCOME – Call to order at 3:35 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 X Guest/Faculty: Kate  
Mareck, Faculty; Becca Dickerson

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

### III. APPROVAL OF MINUTES:

A. Governing Board Minutes: October 24, 2022 General Meeting, November 1, 2022 Special Meeting, and November 18, 2022 Special Meeting Minutes. Motion to approve the minutes stated above by Alex Carpenter, 2<sup>nd</sup> by Ellen Ryan. Unanimously approved.

### IV. REVIEW FINANCIALS: Cindy Roe distributed several months of reports and answered questions. She encouraged board members to sign the signature page.

- 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.)

Becca Dickerson stated she was just here to listen today.

### VI. REPORTS

- A. Faculty: Johanna Payton
  - Meetings – This week’s meeting is an Art Fun Day, and next week is an all staff meeting with the addition of PFF board and PFS Board.
  - Professional development -

PFEA, Inc (PFS) Governing Board Meeting November 28, 2022

- Class events/Field trips – The Lantern Walk was successful. Winterfaire is December 3<sup>rd</sup>. Santa Lucia is December 13<sup>th</sup>. Winter Spiral for K – 3 is December 13<sup>th</sup> – 15<sup>th</sup>. Class fundraisers are ongoing.
- Community service -

B. Director of Education: Kelly Smith

- Enrollment is 197. One 4<sup>th</sup> grade student and two Kindergarten students were added. Two Kindergarten students left.
- Academic performance – The second round of Galileo benchmark assessments will result in a restructuring of the lowest 225% who will benefit from intervention. K-3 DIBELS is occurring soon. The State accepted the Move on Reading program.
- Personnel –
- School safety – Students are reminded to wash hands frequently.

C. Executive Director: Cindy Roe

- Funding/Enrollment – Funding is based on 183.85 for November. Budget was based on 180. The Terms sheet was signed for the refinance with the Rudolf Steiner Foundation. Good faith funds will be sent soon.
- Financial report – Cindy Roe circulated the October financial reports to board members.
- Building/property/Operations – There was one insurance claim this month.
- Staffing –
- Legal/Audit – The ADE audit is complete, and a report was shared with the Board.
- Fundraising/Marketing – Cindy Roe expressed the need for another capital campaign. To raise \$150,000 during 2023. Reading for Education raised \$500. Forest Fees also were paid to the school.
- City/State/County/Federal – The ASBCS Charter Board Annual Report should be reviewed by Board members. The ADE Audit found an anomaly in attendance and PFS will lose some funds. There were 22 Exceptional Students served last year. The City of Flagstaff sent an appraiser to view the corner which will be lost to the new roundabout. PFS is also hiring an independent appraiser. The backflow prevention testing has been completed by the City of Flagstaff.
- Marketing – PFS rejoined the Chamber of Commerce. This will assist in advertising and networking. Winterfaire is being advertised through Flagstaff 365, Flyers, Banners, and Facebook. The Department of Health Services is updating PFS personnel files.
- Site – PFS can use tax credit funds for playground equipment, a new volleyball outdoor court, and new grass areas.
- Development – Cindy Roe developed a new calendar that tracks the Strategic Plan elements. Much has been accomplished on the three point plan: Alliance for Public Education/Parent Engagement/Student Issues, Culture Engineered and connections, and the Indigenous Wisdom work. All of this can be seen on the Google Shared Drive.

D. Pine Forest Foundation: Alex Carpenter

- School grants/loans –
- Events – The parent/campus mixer occurred with a Halloween costume theme. Winterfaire is December 3, and planning is in full swing. Parent volunteers are still needed.

E. Committees:

- Evaluations – Final evaluation documents should be signed soon.

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. Discuss HB2025 School Visitors Policy - Cindy Roe presented the new policy. Motion to approve HB2025 School Visitors Policy by Ellen Ryan, 2<sup>nd</sup> by Johanna Payton. Unanimously approved.
- B. Approve use of Tax Credit Funds for Student Field Trips – The San Juan field trip and the Medieval Games both will have requests for funds. Motion to approve the use of Tax Credit Funds for Student Field Trips by Ellen Ryan, 2<sup>nd</sup> by Alex Carpenter. Unanimously approved.
- C. Approve PFF Board members and Officers (Alex Carpenter, President; Martine Stonebraker, Vice-President; Jessica Baglione, Secretary; Aurora Phillips, Treasurer; and members Stephanie Bontrager, Kate Mareck, and Cindy Roe.) Motion to approve the PFF Board members and Officers as stated above by Ellen Ryan, 2<sup>nd</sup> by Johanna Payton. Vote of 2 for approval, Alex Carpenter abstains. Motion is approved.

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

IX. OLD BUSINESS

X. NEW BUSINESS – Cindy Roe

- A. Review FY22 Audit - Cindy Roe reviewed the Points for Discussion and other Audit Report elements. The audit went well, but there were a few areas to monitor. Everything will be posted on the Dashboard. Cindy Roe reviewed additional areas of the Strategic Plan and tracking documents.

XI. ADJOURN (Next Regular Board Meeting January 23, 2023 at 3:30 pm.) Motion to adjourn by Alex Carpenter. Meeting was adjourned at 4:55 pm.

Submitted by Ellen Ryan, Acting Secretary, on December 1, 2022.

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