

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, January 23, 2023
Virtual Meeting

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 _____ 2023.

By _____
Cindy Roe, Executive Director

January 23, 2023, 3:30 pm – Virtual Meeting

Governing Board Special 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 X (Joined at 3:40 pm)
Guest/Faculty: Kate Mareck, Faculty (Joined at 3:48 pm); Becca Dickerson, parent and prospective board member

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

III. APPROVAL OF MINUTES:

- A. Governing Board Minutes: November 28, 2022 General Meeting Minutes. Motion to approve the November 28, 2022 General Meeting Minutes by Johanna Paton, 2nd by Alex Carpenter. Unanimously approved.

IV. REVIEW FINANCIALS:

- A. Review payroll register, bank statements, financial reports – Cindy sent the Board the November financials. Board members should review and sign. She also sent the ESSER Auditor General Report.

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
- Meetings – Internet Safety presentations were provided for the PFS community. All Faculty attended. One parent evening focused on wellness. The Child Studies program is looking for students to follow for data. The Comprehensive Needs Assessment is almost complete.

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- Professional development – Kelly Smith reported that K trainings on monitoring/assessing students entering K is starting. This is a newly mandated assessment.
- Class events/Field trips - The 8th grade is holding Pizza Fridays. The 1st grade is visiting the public library several times. The 7th grade is going to a Renaissance Fair. The 5th grade is selling cinnamon rolls. The 7th grade is selling coffee. The 6th grade will go to the Musical Instrument Museum in Scottsdale.
- Community service

B. Director of Education:

- FTE and enrollment – FTE is 197. Two students, one from K and one from 2nd grade left in December and January. Two new students arrived in November. Two additional students joined the 5th and 1st grades in January. Enrollment tours continue. Many K tours have occurred bringing in six new families (6 children) and 6 new students from families already at PFS.
- Academic performance – DIBELS testing results will be submitted to the State in early February. The third section of Galileo testing (math and ELA) will occur February 13. The AZ State Assessment tests are all coming up soon. Testing will occur on computers.
- Personnel – Three new substitutes were hired. A search is being performed for a Title I Intervention person. NAU’s practicum program from the School of Education is bringing 9 students to PFS. Faculty will mentor and work with them in the classroom setting.
- School safety

C. Executive Director:

- Funding/Enrollment – On January 20, the 100th Day, the count was 180 students (183.2 ADM). Enrollment was opened earlier this year on January 1.
- Financial report – The Good Faith payment has been sent to RSF for the refinance. All documents have been submitted. Reach for Reading brought in \$500. The Alliance January conference brought in \$600 in October.
- Building/Property/Operations – The City of Flagstaff roundabout work might not begin until Spring of 2024. The Fire Department found several infractions: need more carbon monoxide devices and evacuation maps posted, snow should be removed from doorways, heaters were plugged into power strips, exit lights were not functioning, power strips were daisy chained, and the kitchen needs to have functioning sanitizing fluid dispensing and someone onsite with a food handlers license. \$1500 was spent on snow removal so far.
- Staffing
- Legal/Audit -
- Fundraising/Marketing – The parking lot will be utilized for a Plant Market May 6 – June 3. A Shakespeare group will use the blacktop area for plays during the summer. Development work continues on the Tripoint focus of the Strategic Plan. Board members should become familiar with the ongoing progress.
- City/State/County/Federal – PFS might receive a waiver for some snow days in order for the school year to end prior to Memorial Day. PFS received a Good Standing mark from the ASBCS. ADE numbers were reconciled and the count on October 10, 2022 was 22 students. ACWE is holding an Open House on March 25. PFS is invited to attend.

D. Pine Forest Foundation:

- School grants/loans
- Events – Winterfaire was a success with around \$7500 brought in. Many parent volunteers participated this year. A parent mixer could occur on February 17 with a masquerade event. More details will follow.

E. Committees:

- Evaluations – work continues to find a simpler configuration for conducting evaluations.

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. Approve New Board member (Kate Mareck) – Motion to approve Kate Mareck as a Board Member by Alex Carpenter, 2nd by Johanna Payton. Unanimously approved.

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

IX. OLD BUSINESS - NA

X. NEW BUSINESS

- A. School Maintenance – Ellen Ryan inquired whether there was a priority list for maintenance separate from beautification projects. Cindy Roe explained several projects that have been on a list: solar (hasn't been researched yet), parking lot removal and resurfacing (\$200,000), and the exterior (includes fascia, gutters and roof) with removal of the cedar shingles. Faculty had been consulted on the idea of updating the cedar shingles to metal and cleaning the brick and maybe whitewashing it. This was years ago and needs to be revisited. Once a decision about the look of the upgrade is made, some work could start. This is a priority project and should address the ice and snow falling in the east/south area of school. The COF will be compensating PFS for the roundabout corner, but no amount has been discussed. This money could help with both maintenance and beautification. Johanna Payton was concerned about the janitorial staff company turn over and the need for communication about when janitors would be working in the classrooms. She also asked about playground safety and upgrades to equipment. Cindy Roe explained that a new janitorial company will start in February. Tax Credit funds will be used to upgrade the playground equipment.

XI. DISCUSSION

- A. Fundraising/capital campaign centered on the refinance – If enrollment continues to remain as is, there will be a need to bring in funds to cover the amount of reserve funds used toward the refinance. A capital campaign committee will be formed, including two board members. A meeting in early February will flesh out ideas and a plan and then the PFS community, faculty, and others will become involved.
- B. Potential commemorative area at Pine Forest for Corey sponsored by PFS and PFF – Cindy Roe opened a discussion about creating a memorial of some kind in the area of the roundabout corner. This would occur after the City of Flagstaff work begins in the Spring of 2024, so ideas and design can begin now. All were in favor of honoring Corey and Yeon-su's contributions to PFS.

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XII. ADJOURN (Next Regular Board Meeting February 27, 2023 at 3:30 pm.) Motion to adjourn by Alex Carpenter. Meeting was adjourned at 4:41 pm.

Submitted by Ellen Ryan, Acting Secretary, on January 24, 2023.

Agendas and Minutes are available on the PFS website.