

**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 24, 2022  
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 \_\_\_\_\_ 2022.

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

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

January 24, 2022 3:30 pm

Virtual Meeting

**Governing Board General Meeting Minutes Draft**

I. WELCOME – Call to order at 3:34 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 X  
Alex Carpenter X Ex Officio: Cindy Roe X Kelly Smith X Guest/Faculty: Hannah Elzer  
and Sydney Tolchinsky from Coconino County Health, PFS Counselor Christi McMurray

II. APPROVAL OF AGENDA: Motion to approve the agenda with one change to move item X.A. New Business to after item V. Call to the Public by Alex Carpenter, 2<sup>nd</sup> by Dave Eckert. Unanimously approved.

III. APPROVAL OF MINUTES:

A. November 22, 2021 Governing Board General Meeting – Motion to approve the November 22, 2021 Governing Board General Meeting minutes by Dave Eckert, 2<sup>nd</sup> by Alex Carpenter. Unanimously approved.

IV. REVIEW FINANCIALS: Cindy Roe sent the bank statements and payroll registers to board members for review online.

- 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

PFEA, Inc (PFS) Governing Board Meeting January 24, 2022

- Meetings – The second meeting of the month was focused on the book, Partnerships of Hope, Chapter 4, Relationships. The third meeting focused on a review of last year and hopes and plans for this year.
- Professional development – Faculty members that attended the Alliance meeting in 2021 will present their findings to other faculty members in February.
- Class events/Field trips – The 8<sup>th</sup> grade is hosting a festival in February.
- Community service – From the Alliance conference, faculty learned about how a school can relate to the whole community. This will be put into practice.

B. Director of Education: Kelly Smith

- FTE and enrollment – 182 students are enrolled. FTE is 170 students. 5 new students arrived (2 of those are returning students) and 1 departed. Tours continue.
- Academic performance – A review of the final documents from the SPED audit is going well. Benchmark testing is ongoing now: DIBELS through grade 3, State writing tests – field tests for grades 3 – 8, Galileo – math in grades 1 – 8, and English language testing in grades 3- 8.
- Personnel – Ms. Miller and Ms. Cheema are receiving the mandatory training for Dyslexia. Mental health training continues.
- School safety – There have been approximately 78 Covid-19 cases so far since the beginning of the school year. Several classes have had to quarantine due to increased cases.

C. Executive Director: Cindy Roe

- Funding – January 21 was the 100<sup>th</sup> day. Enrollment for January funding was 164 students. 5 new students have enrolled for next year.
- Financial report – BCBS rebated around \$33,000 due to employees having less claims. PFS still has two bank accounts, but will close BVNA when all checks have cleared.
- Building/property – The water catchment system is sinking and will be assessed soon. PFS will save around \$2000 annually by switching copier machine services.
- Staffing –
- Audit – Cindy Roe is completing the requirements of audit findings by paying the small amount of overtime pay that was due to one employee.
- Fundraising – Tax Credit funds can still be donated for the 2021 tax year. Cindy Roe will provide a list of where tax dollars were spent in 2020. The school store brought in \$720 and Teacher Rewards were \$6160.

D. Pine Forest Foundation: Alex Carpenter

- School grants/loans – Alex Carpenter and Aurora Phillips, the PFF Treasurer, will open a bank account at OneAZ.
- Events –

E. Committees:

- Marketing – Ads will start on KNAU to increase enrollment for 2022/23.
- Strategic Plan –
- Evaluation – Ellen Ryan suggested holding off on a mid-year evaluation due to the need to follow up on survey recommendations by Culture Engineered. This work will take time and focus.

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. Pandemic Mitigation Policy Update – New information was added to the policy regarding masks and the need to quarantine a class for five days when a third positive student presents in a ten day period. Guidelines follow CDC recommendations. Students are counted out for a sick day, but funding is not impacted too much. Motion to approve the Pandemic Mitigation Policy Update by Johanna Payton, 2<sup>nd</sup> by Alex Carpenter. Unanimously approved.

B. Increase Fixed Asset Capitalization Threshold from \$300 to \$5000 in Building and Improvements and from \$300 to \$1500 in Equipment – The reason to make the changes is that all items under the threshold limit must be listed for depreciation purposes, and the list could be made simpler. Motion to approve the increased limits as listed above by Ellen Ryan, 2<sup>nd</sup> by Dave Eckert. Unanimously approved.

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

IX. OLD BUSINESS –

A. Review and discussion of Survey results by Culture Engineered – Ellen Ryan sent out the three recommendations based on the survey results. Board members wished to view the entire report which will be sent out after the board meeting today. Dave Eckert said faculty members were inquiring about the results. The board will create a plan of how to use the information to progress communication within PFS and send suggestions to Ellen Ryan prior to the next board meeting.

X. NEW BUSINESS –

A. **Phase I** Middle School Sexual Health Program Presentation - Guest from Coconino County Health Department - Hannah Elzer and Sydney Tolchinsky explained the new program and answered questions. They stressed that the program ideas are the same with some new categories added. The board will review the powerpoint and vote at the next board meeting. A link to the presentation will be sent and hard copies provided for viewing in the school office. The plan is to provide 1 to 3 lessons each time in grades 7 and 8. Parents/students will have to opt in to take the lessons.

XI. ADJOURN (Next Regular Board Meeting March 28, 2022 at 3:30 pm.) Johanna Payton left the meeting at 4:40 PM to attend training. Motion to adjourn by Dave Eckert. Meeting was adjourned at 4:43 pm.

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

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