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, April 29, 2019

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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 \_\_\_\_\_\_\_\_\_\_\_\_2019.

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

Cindy Roe, Executive Director

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**Governing Board General Meeting Minutes Draft**

1. 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. Through the Waldorf curriculum, 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): Barbara Bates X Pete Giovale X

Ellen Ryan X Dave Eckert X Allison Gray X Ryan Williams X Chris Eaves X Ex Officio: Cindy Roe X Kelly Smith X Public: Alex Carpenter and Johanna Payton

1. APPROVAL OF AGENDA: motion to approve agenda by Pete Giovale, 2nd by Dave Eckert, unanimously approved.
2. APPROVAL OF MINUTES:
3. March 25, 2019 Governing Board General Meeting minutes: motion to approve March 25, 2019 Governing Board Meeting minutes with corrections by Pete Giovale, 2nd by Dave Eckert, unanimously approved.
4. 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 public present.

1. REPORTS
   1. Faculty: Dave Eckert

* Meetings - Six faculty attended the Bringing Indigenous Wisdom into Life and Education conference. The group is now working on the next level, and based on one of the conference participant’s ideas, there is interest in developing an association and hosting a conference for sharing indigenous wisdom within a greater audience of Waldorf schools.
* Professional development - The potential exists to do music workshops. New faculty are planning to attend summer Waldorf training.
* Class events/Field trips - A field trip to the Jet Propulsion Laboratory occurred. One river trip is planned.
* Community service - During a May 17 event at the EastSide Art Xperience from 5:00-8:00 PM, PFS is planning music and an auction.
  1. Director of Education: Kelly Smith
* FTE and enrollment - 240 is current enrollment. Two students left last month. One will return next year. Three more are moving. There will be an Open House May 11 from 10:00 AM - 2:00 PM, and this could bring in more enrollment. 227 have enrolled for next year. 24 families are not returning. 10 families are undecided. Kindergarten enrollment is now 16 for next year with only 6 committed to Preschool. Students must be age four before September 1 to be accepted into Preschool.
* Academic performance - NA
* Personnel - Mr. Smallcanyon's resignation was accepted. Mr. Miller, with K-8 certification and SPED teacher certification, is now the 8th grade teacher.
* School safety - Two recent fire drills occurred.
  1. Executive Director: Cindy Roe
* Funding - 700 ducks were sold. 300 more need to be sold to reach the funding goal.
* Financial and Audit Report - The Office of Civil Rights data is being submitted. A healthy $20,000 - 50,000 cash surplus exists. Next year’s budget will be based on 225 students. 2% might be coming in from the state and 5% in 2020 is possible.
* Building/property - NA
* Staffing - NA
  1. Pine Forest Foundation: Alex Carpenter
* School grants/loans - The Foundation is working on a plan to provide loans or grants for teachers to take Waldorf continuing summer education. Two teachers wish to participate this summer. Both summer continuing education and Waldorf certification could be funded. PFS might be able to cover some of the costs as well.
* Events - The end of year watermelon seed spitting event is being planned. Funding is coming in from other events. It was suggested that outreach to the larger Flagstaff community needs to occur. Other funding avenues might be possible such as grant writing.

E. Committees:

* Marketing - Ryan Williams - The second video is nearly completed. Advertising on Facebook for the May 11 Open House will be on the site soon. There is a need for someone at the school to monitor and administer the Facebook account. Allison Gray and Ryan Williams are current administrators for the website. Ryan Williams offered training. Field trip photographs can be submitted and posted on Facebook. A Facebook business account and page would be a good next step. There is more feedback from Facebook on a business page which could direct the advertising plan. There is a general photograph release form that needs updating to make it easier to use any photographs (i.e., no names will be used, group photographs are ok).
* Surveys - Chris Eaves - The next step is to survey teachers. Another parent survey will occur at the end of the year. There were 55 responses to the first parent survey.
* Strategic Plan - Pete Giovale - The faculty participated in strategic planning. The next committee meeting dates: Wednesday May 8 and Thursday May16, if needed. Both would occur at 3:30 PM.

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.)

A.  Approve 2019/20 teacher contracts: Barbara Ball-Kindergarten/Early Childhood, Stephanie Miller-early elementary teacher, Joie Katura-early elementary teacher, Kate Mareck-early  elementary teacher, April Cheema-early elementary teacher, Jenny Cummiskey-elementary teacher, Joanna Payton-elementary teacher,  Kathleen Leatherwood-elementary teacher, Dave Eckert-middle school teacher, Stefan Vest-middle school teacher, Marc Largie-movement education teacher, Marleny Alfaro-Spanish teacher, Patty Laird-Martin-handwork teacher, John Muther-music teacher, Vanessa Miller-music teacher.   Move to approve teacher contracts by Pete Giovale, 2nd by Dave Eckert, unanimously approved.

B. Approve remainder of year (2019) contract for 8th grade class teacher. Levi Miller. Motion to approve contract for Mr. Miller by Chris Eaves, 2nd by Pete Giovale, unanimously approved.

C. Consider modifying policy 614.02 Pay Periods. Pay Periods shall be made bi-weekly (change to “bi-monthly") (change to “semi- monthly”). and offer a variety of disbursement methods. (change to “through direct deposit or hard copy check.”) Pine Forest shall ensure that in the case of year-round payments to employees there shall be no break in the bi-monthly (correct to semi- monthly) pay schedules from school year to school year. Motion to modify policy 614.02 Pay Periods with initial and amended corrections by Dave Eckert, 2nd by Pete Giovale, unanimously approved.

D. Review Executive Director Strategic Plan Components - Cindy Roe presented two circular diagrams. (Branch, stem, leaf model). The next step is to meld each section and include dates, person responsible, and other details. The Strategic Plan Committee can then meld with this work with Cindy Roe’s administrative work. Cindy Roe requested feedback or additions from the Board.

E. Review Tax-exempt form 990- 2018 - The auditors prepare this and the Board reviews. It is then uploaded to the state my mid-May.

F. Approve use of tax-credit funds - revised 8th grade field trip costs, destination and state standards components. The cost is now $300 per student and the trip will be to Zion NP (cultural learning, history, earth science, geological phenomena). Approve use of tax credit funds for revised 8th grade field trip costs by Dave Eckert, 2nd by Barbara Bates, unanimously approved.

1. PERSONNEL (The Board may vote to convene in Executive Session)

A. NA

1. OLD BUSINESS
2. Changes in Board Members - Barbara Bates is retiring. Allison Gray will be on a six month sabbatical beginning in July.
3. Teacher walk out policy - Kelly Smith and Cindy Roe are working on the policy and have reached out to faculty.
4. NEW BUSINESS

A. Review Board meeting dates - Monday, May 20, June 24, and July 10, all at 3:30 PM. The Board will approve the 2020 ProposedBudget at the June meeting. The Board will adopt the 2020 Approved Budget and elect Officers at the July meeting.

1. ADJOURN (Next Regular Board meeting is Monday, May 20, 2019 at 3:30 pm) Motion to adjourn at 5:02 pm.

Submitted by Ellen Ryan, May 1, 2019

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