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, August 26, 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 3:32 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 A Pete Giovale A

Ellen Ryan X Dave Eckert X Allison Gray A Ryan Williams X Ex Officio: Cindy Roe X Kelly Smith A Pine Forest Foundation: Alex Carpenter X Guest/Faculty: Johanna Payton X

1. APPROVAL OF AGENDA: motion to approve agenda by - no action, a quorum was not present
2. APPROVAL OF MINUTES:
3. May 3, 2019 Governing Board Special Session Meeting minutes: motion to approve May 3, 2019 Governing Board Special Session Meeting minutes by - TABLED
4. June 8, 2019 Governing Board Working Meeting minutes: motion to approve June 8, 2019 Governing Board Working Meeting minutes by - TABLED
5. 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.)

 Johanna Payton expressed an interest to be on the Board feeling she could represent grades 1 to 4. An application will be provided. Faculty will review their process to choose members to the Board.

1. GOVERNING BOARD APPLICANT INTERVIEW - The process has been: submit an application that will be verified, complete necessary paperwork, attend a Board meeting for an interview, be approved at the next Board meeting. It was suggested that a committee form to review applicants and make recommendations to the Board. Cindy Roe will develop a policy for Board applicants. Ellen Ryan will review the Bylaws section about numbers and categories of Board members.
2. REPORTS
	1. Faculty: Dave Eckert
* Meetings
* Professional development - Elaine Copeland, who has a longtime relationship with PFCS, provided faculty training on the topic of Culture and Community prior to the start of school. Also discussed were the CORE principles and creating a user friendly model, conscious discipline, hospitality and interactions with all in contact with PFCS. Faculty will continue this work.
* Class events/Field trips
* Community service
	1. Director of Education: Cindy Roe for Kelly Smith
* FTE and enrollment - 266 students. 24 Kindergarteners. FTE is 254. 5 new enrollments and 8 exits.
* Academic performance
* Personnel - The Spanish teacher will be out of school for four weeks total. German class is replacing Spanish for now. Barbara Ball will assist with handwork in the afternoons to fulfill a full time schedule.
* School safety - The first fire drill was a success. All exited the school in three minutes.
	1. Executive Director: Cindy Roe
* Funding - PFS is using a student count of 255 for the in-house budget and 235 was the number submitted to the state. The school is currently financially sound, and the accountant is working to ensure that all items are in their correct coding. Three new students will be enrolled soon. One goal is to move the mortgage to a financial institution from the original donor.
* Financial and Audit Report - All federal grants are being monitored by ADE. Cindy submitted all that was requested for their “simple request”. If this is acceptable, then funding can be released. IEPs require a one on one assistant, not a whole classroom assistant, and in the past these classroom assistants were being coded as being a one on one assistants. This resulted in more funding coming in. PFS may not get $38,000 this year if Cindy Roe’s request is not accepted and there is a potential of repayment of the excess funds already received.
* Building/property - The bathrooms are being monitoring/cleaned three days per week, landscaping costs will go down in the fall, and Title IV funds provided for the purchase of sets of violins. Funding was approved for the Indigenous Wisdom Conference for the fall of 2020. Planning will occur soon. The breakfast program begins the day after Labor Day. A letter explaining the program to parents has been translated into Spanish.
* Staffing
	1. Pine Forest Foundation: Alex Carpenter
* School grants/loans - An Arizona Community Foundation grant has been approved in the amount of $4900 for the breakfast program. Ellen Ryan suggested applying by December for the SAM’s/Walmart community grants. An 80’s fun night could occur in October. Ellen Ryan mentioned a fundraising meeting with Georgia Taylor and Juana Ayers. Hosting a Flagstaff Summer Run Series race could be planned for next July. Juana Ayers will provide more information.
* Events - Winterfaire will be held in November. The Foundation is meeting this week and may gain new members during the Welcome Back to School event.

 E. Committees:

* Marketing - Ryan Williams - A marketing plan for Facebook has been developed and should be implemented as soon as possible with the suggestion of posting twice per week: students in classrooms, community events, field trips, etc. Elizabeth has volunteered to help. One week of advertising at $100 has the potential to reach many, as Ryan Williams experienced with his business.
* Surveys - Cindy Roe and Kelly Smith will communicate about this year’s survey process.
* Strategic Plan - Cindy Roe mentioned the process at an initial school meeting. Alex Carpenter would like to see more parent involvement overall at the school.
* Evaluation Process - Ellen Ryan - Information was received from Allison Gray a few days ago and will be presented at the next Board meeting. Cindy Roe would like to begin the next evaluation process in December.
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 a change in governance to add Ellen Ryan and Cindy Roe as Charter Representatives to the ASCSB and remove Barbara Bates. Motion to approve a change in governance to add Ellen Ryan and Cindy Roe as Charter Representatives to the ASCSB and remove Barbara Bates by - TABLED

 B. Approve FY20 8th grade class cap at 23. Motion to approve FY20 8th grade class cap at 23 by - TABLED

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

 A. NA

1. OLD BUSINESS
2. Discussion on Staff Leave Policy and Earning of Staff Leave and Accumulated Leave - Cindy will discuss at another Board meeting.
3. NEW BUSINESS

 A. Governing Board meeting calendar 2019-20 - distributed. One change needs to be made on one calendar on the website for the May meeting which will occur May 18, not May 25 which is Labor Day.

1. ADJOURN (Next Regular Board meeting is Monday, September 23, 2019 at 3:30 pm) Meeting adjourned at 4:22 PM.

Submitted by Ellen Ryan, Acting Secretary, August 27, 2019

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