

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, February 27, 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

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February 27, 2023, 3:30 pm – Virtual Meeting

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 Kate Mareck X Ex Officio: Cindy Roe X Kelly Smith X
Guest/Faculty: Becca Dickerson, parent and prospective board member, Kristi McMurray, School Counselor (Joined at 3:44 pm)

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

III. APPROVAL OF MINUTES:

A. Governing Board Minutes: January 23, 2022 General Meeting Minutes. Motion to approve the January 23, 2022 General Meeting Minutes with change of title from Special Meeting to General Meeting by Johanna Payton, 2nd by Alex Carpenter. Unanimously approved.

IV. REVIEW FINANCIALS:

A. Review payroll register, bank statements, financial reports – Cindy sent the Board the December 2022 financials. Board members should review and sign.

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 – Several Faculty meetings were cancelled due to snow days.
- Professional development – Kelly Smith reported that K trainings on monitoring/assessing students entering K is occurring.

PFEA, Inc (PFS) Governing Board Meeting February 27, 2023

- Class events/Field trips - The 8th grade will be going to Catalina Island and the 4th grade will be going to the Phoenix Zoo. Grades 3 – 5 will attend a Carnegie Hall sponsored symphony day (Link Up Concert) at NAU. FUSD provides transportation.
- Community service - NA

B. Director of Education: Kelly Smith

- FTE and enrollment – FTE is 183. Head count is 196. Two students from one family returned to home schooling. One student was added. Enrollment tours continue. 19 students are enrolled in K. Reenrollment period will end March 3.
- Academic performance – DIBELS testing results were submitted to the State. Galileo testing (math and ELA) has been delayed due to snow days. Changes are being made to recover loss of lessons during snow days.
- Personnel – Professional Development for K Entry Training is occurring. Strategies and Processes training was rescheduled. The AZ Music and Education Association held meetings with Mr. Cunningham and Ms. Cheema attending. Their involvement was appreciated.
- School safety - NA

C. Executive Director: Cindy Roe

- Funding/Enrollment – January funding was based on 180.93 students.
- Financial report – Snow removal was significantly higher in cost than anticipated.
- Building/Property/Operations – Cindy Roe suggested setting up a Google Drive with shared notification for Board members to be informed in a timely manner and faculty and staff to share reports prior to the Board meeting. Cindy Roe will work with Alex Carpenter to ensure notification comes from Google Drive. The Fire Department will return to inspect again soon. Banners have been ordered to assist with the Open House marketing March 25 – May 6.
- Staffing – Janitorial may invoice higher due confusion about contracted work scope.
- Legal/Audit - NA
- Fundraising/Marketing – The parking lot asphalt was damaged a bit with snow removal.
- City/State/County/Federal – The City of Flagstaff roundabout work communication has occurred with a list of considerations. Utility work will not impact the PFS budget. Cindy Roe is in communication about issue areas. Ellen Ryan and Cindy Roe will meet to discuss several of these issues prior to March 13. The City of Flagstaff will tell PFS soon how much the school will receive in compensation for losses. ADOT is working with the City of Flagstaff on this project. The ACWE meeting is March 25 and Board members are invited to attend.
- ADE, ASBCS, Other State – Tax credit funds went toward the playground and field trip costs.

D. Pine Forest Foundation: Alex Carpenter

- School grants/loans - NA
- Events – The Mardi Gras fundraiser was postponed twice. The PFF is considering another event perhaps tied to the Spring Equinox.

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 (Rebecca Dickerson) – Becca introduced herself. Ellen Ryan mentioned to interview process. Motion to approve Rebecca Dickerson as a new Board member by Alex Carpenter, 2nd by Johanna Payton. Unanimously approved.
 - B. Approve terms for refinance from ONEAZ – Cindy Roe discussed the need for a change of lenders and easier future involvement with a switch to ONEAZ. Motion to approve the terms for refinance from ONEAZ by Ellen Ryan, 2nd by Alex Carpenter. Unanimously approved.
 - C. Approve FY24 calendar – Several changes were made to semester end dates and K hours of day. Motion to approve the FY24 calendar by Kate Mareck, 2nd by Ellen Ryan. Unanimously approved.
 - D. Consider and possible action: Meeting the state’s required instructional hours for FY23 due to weather related school closures. A. Extended time to current school day hours – Discussion of options to meet needs. Faculty can decide to extend hours to meet academic needs. Motion to approve a temporary amendment to the Pine Forest charter for the school year 22/23 to allow for a total of 172 instructional days by Alex Carpenter, 2nd by Ellen Ryan. Unanimously approved.
 - E. Approve Formation of Refinance Endowment Ad Hoc Committee – Discussion of need to manage an endowment fund. Cindy Roe, Ellen Ryan, Becca Dickerson and Kate Mareck agreed to be on the committee, but Kate Mareck will canvas faculty to see if someone else is interested. The first meeting will be held at PFS March 7 at 3:30 pm. Minutes will be taken at each meeting. Motion to approve the formation of the Refinance Endowment Ad Hoc Committee by Ellen Ryan, 2nd by Kate Mareck. Unanimously approved.

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

IX. OLD BUSINESS - NA

X. NEW BUSINESS - NA

XI. DISCUSSION - NA

XII. ADJOURN (Next Regular Board Meeting March 27, 2023 at 3:30 pm.) Motion to adjourn by Alex Carpenter. Meeting was adjourned at 5:08 pm.

Submitted by Ellen Ryan, Acting Secretary, on February 28, 2023.

Agendas and Minutes are available on the PFS website.