

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 28, 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

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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 Dave Eckert X Johanna Payton X
Alex Carpenter X Ex Officio: Cindy Roe X Kelly Smith X Guest/Faculty: Sydney
Tolchinsky from Coconino County Health, PFS Counselor Christi McMurray, Faculty
Bernadette Whistler, parent TJ Babbitt.

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

III. APPROVAL OF MINUTES:

A. January 24, 2022 Governing Board General Meeting – Motion to approve the January 24,
2022 Governing Board General Meeting minutes by Dave Eckert, 2nd Johanna Payton.
Unanimously approved.

IV. 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.(H), 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.)

Both Bernadette Whistler and TJ Babbitt spoke in favor of lifting the Mask Resolution and making masks a choice, not a requirement.

V. 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 Coconino County Health Department’s Positive Prevention Plus Middle School Sexual Health Education for America’s Youth – Motion to approve the Sexual Health Education program by Ellen Ryan, 2nd Alex Carpenter. Unanimously approved.

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- B. Approve FY23 Calendar – Cindy Roe presented the calendar and details. Motion to approve the FY23 Calendar by Dave Eckert, 2nd Ellen Ryan. Unanimously approved.
- C. Approve Lifting Mask Resolution – Mask optional beginning March 28, 2022. Cindy Roe shared information from CDC and Coconino County for schools. Cases are still high in Coconino County Charter Schools, but are trending downward at PFS. CDC puts Coconino County in the Medium level of risk. Faculty had recommended waiting until one week after Spring Break, but some were ready to lift the mandatory mask wearing. FUSD lifted their mask mandate effective February 28. Communication could go out to families to highly encourage mask wearing to keep classes open and faculty and students in attendance and healthy, patterning the email like the August 2021 communication. PFS will continue protocols set in place by the Pandemic Mitigation Plan. It was suggested that waiting a few days would allow for more clear communication and preparation for families and faculty. Motion to approve lifting the Mask Resolution on Thursday, March 3, 2022 by Alex Carpenter, 2nd Johanna Payton. Unanimously approved.
- D. Approval of Tax-Credit Use for Field Trips – Cindy Roe presented the application for two field trips for the 6th grade. Motion to approve the use of Tax Credit funds for two field trips by Dave Eckert, 2nd Alex Carpenter. Unanimously approved.

VI. REVIEW FINANCIALS: Cindy Roe will send the bank statements and payroll registers to board members for review online as soon as they are ready.

- A. Review payroll register –
- B. Review bank statements –
- C. Review financial reports –

VII. REPORTS

A. Faculty: Dave Eckert

- Meetings – Faculty discussed chapters 4 and 5 in Partnerships of Hope. Dave Eckert recommended that the board read these chapters. Chapter 4 is about group communication, 5 is about the culture of leadership and chapter 6 is about transformation and renewal.
- Professional development – It was recommended that board members attend the next Alliance for Public Waldorf Education conference as much was learned this year.
- Class events/Field trips – The 8th grade hosted the mid-winter celebration with the making of beeswax candles.
- Community service –

B. Director of Education: Kelly Smith

- FTE and enrollment – 180 students are enrolled with 24 of those in Kindergarten. Two new students arrived with one in 6th grade and one in 1st grade. Two students from 3rd and 7th grades moved out of state. Tours continue and open houses are scheduled for April 2 and 14.
- Academic performance – All in-house benchmark assessments have been completed, and adjustments have been made to ensure that students receive the support they need.
- Personnel – Two substitutes were switched to classes needing more assistance. Letters of intention are being submitted for the 22/23 school year. Kelly Smith is meeting with faculty members.
- School safety – All safety measures continue.

C. Executive Director: Cindy Roe

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- Funding – PFS is funded on 163.5 students. Growing enrollment is necessary.
- Financial report – The corrective action plan was submitted to the ASBCS in early February detailing how measures were mitigated. The board now reviews financial reports, overtime hours have been paid for one employee, and personnel records have been updated.
- Building/property – The Fire Marshall noted a few infractions which are being addressed.
- Staffing –
- Audit –
- Fundraising – Cindy Roe shared the Federal Tax Credit report. \$11,000 was collected in 2021. There were no field trips, so \$2215 was allocated to Terra Birds for building a stage and creating a watering system.

D. Pine Forest Foundation: Alex Carpenter

- School grants/loans – The contract for kitchen management is being reviewed to allow for other entities to utilize the kitchen. The three faculty members who received Waldorf Training funded by PFF gave presentations, and Gradalis Waldorf education faculty will be coming to PFF to observe the three in their classrooms.
- Events – Five parent education nights are being planned for this Spring to include speakers.

E. Committees:

- Marketing – Along with the scheduled open houses, ads will be placed with KNAU, and PFS will be in attendance at Earth Day.
- Evaluation – Ellen Ryan said the end of year evaluation process will start in March.

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

IX. OLD BUSINESS –

- A. Discussion of plan to implement Survey recommendations by Culture Engineered. Dave Eckert presented recommendations from the College of Teachers to address the results of the survey. One was to create a mandate/team to make sure newer employees are included in decisions and changes to create a comfortable and safe atmosphere of collaboration. The use of sharing biographies will be helpful, allowing more familiarity with each other. The second one is to nourish internal relationships to address perceived or real lack of collaboration and teamwork, trust, and transparency. Change is needed for the PFS team to be valued and validated by all. Faculty desired the attendance of administration at all faculty meetings. Faculty wished for a shared commitment to the ideas presented in the book, Partnerships of Hope. The third one is to address pay concerns by educating all employees about the pay scale put in place three years ago, how the budget and state funding work, and how to make pay reflect more about the person. Work will begin with setting the mandate/team and setting all three in motion, but focus will begin on the pay concerns. Dave Eckert and Johanna Payton said that conversations are already occurring, and work will strengthen collaboration and communication.

X. NEW BUSINESS –

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A.

XI. ADJOURN (Next Regular Board Meeting March 28, 2022 at 3:30 pm.) Motion to adjourn by Alex Carpenter. Meeting adjourned at 5:35 pm.

Submitted by Ellen Ryan, Acting Secretary, on March 1, 2022.

Agendas and Minutes are available on the PFS website.