

**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, March 27, 2023  
Virtual Meeting

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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 \_\_\_\_\_ 2023.

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

PINE FOREST EDUCATION ASSOCIATION, INC.  
PINE FOREST CHARTER SCHOOL  
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March 27, 2023, 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 Johanna Payton X  
Alex Carpenter X Kate Mareck X Ex Officio: Cindy Roe X Kelly Smith X  
Guest/Faculty: Becca Dickerson, awaiting ASBCS approval as Board Member

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

III. APPROVAL OF MINUTES:

- A. Governing Board Minutes: February 27, 2023 General Meeting Minutes. Motion to approve the February 27, 2023 General Meeting Minutes with corrections to the year of 2023 in agenda item III by Johanna Payton, 2<sup>nd</sup> by Alex Carpenter. Unanimously approved.

IV. REVIEW FINANCIALS:

- A. Review payroll register, bank statements, financial reports – Cindy sent the Board the January and February 2023 financials. Board members should look for the Adobe signature page, review documents, 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 – Faculty talked about snow days and options to add a day at the end of the year, if necessary.
  - Professional development – Training in reading using the Letters Program has begun.
  - Class events/Field trips – 3<sup>rd</sup> and 5<sup>th</sup> grade plays were produced. The 7<sup>th</sup> grade is at the Catalina Island Marine Institute and the 4<sup>th</sup> grade will be at the Phoenix Zoo this week.

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

Fundraising continues. Cristi McMurray has begun to offer a Monday yoga class for faculty. Faculty is preparing for state testing.

- Community service - NA

B. Director of Education: Kelly Smith

- FTE and enrollment – Head count is 198. Two new students from one family joined PFS in 4<sup>th</sup> and 5<sup>th</sup> grades. Tours continue. 19 students have not reenrolled, but 12 of those will complete their enrollment packets soon. One student is moving to another school in town. 6 are moving out of state. 100% of several classes will be returning to go to the next grade – K to 1, 1 to 2, 4 to 5, and 6 to 7. At the Open House 3 students and their families expressed an interest in enrolling.
- Academic performance – The AZ Science Testing is almost complete. The April schedule for state testing has been circulated and works well for faculty and classes and their schedules. There was a mini-faculty development for the Galileo tests.
- Personnel – Hiring is underway for additional subs. 2 of the current subs will remain at PFS. Interviews for a new music teacher will occur soon. Kelly Smith added to the information Johanna Payton supplied about the Letters program. SB1572 requires literacy support and all K-8 teachers have to be trained by 2028. This meets the Dyslexia Policy/Law for training.
- School safety - NA

C. Executive Director: Cindy Roe

- Funding/Enrollment – The 100<sup>th</sup> day funding was based on 180.93 students, so the budget will have to be revised since it was based on 185. Next year's budget will see increases in 3 teachers' salaries as they move over a column due to achieving Waldorf Certification.
- Financial report – Snow removal was a large expense this year.
- Building/Property/Operations – Cindy Roe shared the Google Drive for Board members for all documents for today's meeting. Cadence Construction will submit a bid for the facade work.
- Staffing – NA
- Legal/Audit – The audit will be June 26 – 28.
- Fundraising/Marketing – The Beautification Campaign Committee will meet tomorrow at 3:30 at school. Banners were made for the May 6 Open House.
- City/State/County/Federal – The City of Flagstaff sent a proposal of compensation for the roundabout land. Cindy Roe and Ellen Ryan met with City staff with a counteroffer. The COF has not responded with a final offer yet. The ACWE meeting focus was about healing education for students in need after several disruptive years. The voucher program was also discussed. There was less funding for vouchers this year and an increase in requests.
- ADE, ASBCS, Other State – Cindy Roe submitted the proposal for 172 days of school. Calendar changes were also submitted.

D. Pine Forest Foundation: Alex Carpenter

- School grants/loans - NA
- Events – The Mardi Gras fundraiser will occur this Friday, March 31.

E. Committees:

- Evaluations – Ellen Ryan is creating a simpler configuration form for 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 the following teacher contracts: Classroom Teachers Kate Mareck, Stephanie Bontrager, Levi Miller, Stephanie Miller, April Cheema, Johanna Payton, Bernadette Whistler, Breck Creech, Dr. Amy Huntereece, and Jennifer Cummiskey; Special Education Coordinator Sunny Savage; Special Subject Teachers Patricia Laird-Martin and Marc Largie; and Title I Teacher Shing Aruguete. Motion to approve the teacher contracts as stated above with several spelling corrections to names by Ellen Ryan, 2<sup>nd</sup> by Alex Carpenter. Unanimously approved.
- B. Approve Authorized Signatory(s) – on behalf of Pine Forest Education Association, Inc. Board of Directors, Cindy Roe and/or Ellen Ryan for OneAZ mortgage and City of Flagstaff land acquisition. Motion to approve the Authorized Signatory(s) as stated above by Alex Carpenter, 2<sup>nd</sup> by Kate Mareck. Unanimously approved.
- C. Approve Revised Budget FY23 – Motion to approve the Revised Budget FY23 by Ellen Ryan, 2<sup>nd</sup> by Kate Mareck. Unanimously approved.
- D. Approve City of Flagstaff - Land Acquisition Offer – Kate Mareck requested that all Board members be notified of the final amount of the offer and to verify that only one tree is removed. Motion to approve the City of Flagstaff – Land Acquisition Offer at \$92,250 or above by Alex Carpenter, 2<sup>nd</sup> by Kate Mareck. Unanimously approved.
- E. Approve use of Tax Credit Funds for field trips (Catalina Island CIMI trip 7<sup>th</sup> grade, Catalina Island CIMI trip 8<sup>th</sup> grade, Phoenix Zoo trip 4<sup>th</sup> grade, and Musical Instrument Museum trip 6<sup>th</sup> grade) – Ellen Ryan requested that a goal of funding or amount already collected from the students/families be included on the teacher application form when they ask for tax credit funding. Motion to approve the use of tax credit funds for the following field trips: (Catalina Island CIMI trip 7<sup>th</sup> grade, Catalina Island CIMI trip 8<sup>th</sup> grade, Phoenix Zoo trip 4<sup>th</sup> grade, and Musical Instrument Museum trip 6<sup>th</sup> grade) by Ellen Ryan, 2<sup>nd</sup> 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 April 24, 2023 at 3:30 pm, not April 17 as stated on the agenda.) Motion to adjourn by Alex Carpenter. Meeting was adjourned at 4:50 pm.

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

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

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