

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 24, 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

PINE FOREST EDUCATION ASSOCIATION, INC.
PINE FOREST CHARTER SCHOOL
2257 E. Cedar Avenue, Flagstaff, AZ 86004

April 24, 2023, 3:30 pm – Virtual Meeting

Governing Board General Meeting Minutes Draft

I. WELCOME – Call to order at 3:30 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: NA

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

III. APPROVAL OF MINUTES:

A. Governing Board Minutes: March 27, 2023 General Meeting Minutes. Motion to approve the March 27, 2023 General Meeting Minutes by Johanna Payton, 2nd by Kate Mareck. Unanimously approved.

IV. REVIEW FINANCIALS:

A. Review payroll register, bank statements, financial reports – Cindy will send these to the board soon.

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 had a social meeting and learned about the felting process. Dr. Hunter-Reece held a mini-training about how to achieve personal goals within through behavior changes. Testing is almost complete for all students.
- Professional development –
- Class events/Field trips – 4th grade had a successful visit to the Phoenix Zoo. The 8th grade had a successful visit to SIMI. Johanna Payton is putting together a trip to Walnut Canyon for the 3rd grade.

PFEA, Inc (PFS) Governing Board Meeting April 24, 2023

- Community service – Terra Birds has been on campus getting garden beds ready, cleaning and watering with students. Students have also been getting the chicken coop ready.
- B. Director of Education: Kelly Smith
- FTE and enrollment – Head count is 190. Four more students may be added as they turn in their re-enrollment packets. Open house events are producing enrollments. Parents are excited about pre-K.
 - Academic performance – 99% of students have been tested for the state tests (AASA). One more student should complete testing this week. Other tests being completed soon are Galileo for 1st – 8th in math, 3rd grade ELA, and DIBELS in ELA. Teachers are creating goals based on testing results.
 - Personnel – One Pre-K assistant has left PFS. Hiring will occur for a replacement for next year.
 - School safety – Covid and covid-like symptoms have been on the rise. Kelly Smith collected over 400 Covid test kits for families.
 - Additional – May Day celebrations will occur at Bushmaster Park with a picnic.
- C. Executive Director: Cindy Roe
- Funding/Enrollment – With 190 as the student head count and 24 in K, we are looking at basing the 2023/2024 budget on 178 instead of the 185 that we had this year.
 - Financial report – NA
 - Building/Property/Operations – NA
 - 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 are up now. The Murdoch Center has Community and Cultural events where PFS could have a table. There will be another Open House May 6. PFS could also have a table at the Plant Market occurring in the parking lot for 4 weekends.
 - City/State/County/Federal – The City of Flagstaff came back with a final offer of \$100,000 for the property taken for the roundabout and for bringing the area back to usefulness. Cindy Roe expressed an interest in a 2 ½ wide safety zone of crushed rock beside the fence adjacent to the sidewalk.
 - ADE, ASBCS, Other State – Cindy Roe is working with the ASBCS on Calendar changes due to snow day usage. Final ESSER Reports will need to be submitted to State agencies for all the funds received.
- D. Pine Forest Foundation: Alex Carpenter
- School grants/loans -
 - Events – The PFF has been developing a 3-year succession plan led by Cindy Roe. With the PTG growing and securing representatives from grades K – 6, the role of the PFF could change this year. Several members will move on as their students graduate 8th grade, and leadership roles needed to be defined for a successful transition. A back-to-school BBQ is being planned.

E. Committees:

PFEA, Inc (PFS) Governing Board Meeting April 24, 2023

- Evaluations – Ellen Ryan and Alex Carpenter are reviewing the evaluation document revisions.

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.) - NA

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

IX. OLD BUSINESS - NA

X. NEW BUSINESS - NA

XI. DISCUSSION

- A. FY24 Budget – Cindy Roe stated that a shortage of students and the resulting shortfall of funds means the budget will have to be adjusted for next year. Some Classroom Site Funds could be utilized. Cindy Roe has been submitting for grant funds. The board will review and approve the budget in June.

XII. ADJOURN (Next Regular Board Meeting May 22, 2023 at 3:30 pm) Motion to adjourn by Alex Carpenter, 2nd by Johanna Payton. Meeting was adjourned at 4:15 pm.

Submitted by Ellen Ryan, Acting Secretary, on April 25, 2023.

Agendas and Minutes are available on the PFS website.