

**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, June 28, 2021

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 _____ 2021.

By _____
Cindy Roe, Executive Director

June 28, 2021 3:30 pm

Virtual Meeting

Governing Board General Meeting Minutes Draft

I. WELCOME – Call to order at 3:44 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.*

Roll Call (X-present, A-absent): Ellen Ryan X Dave Eckert X Johanna Payton A
Alex Carpenter X Ex Officio: Cindy Roe X Kelly Smith X Guest/Faculty: NA

APPROVAL OF AGENDA: Motion to approve the agenda by Dave Eckert, 2nd by Ellen Ryan.
Unanimously approved.

II. APPROVAL OF MINUTES:

May 24, 2021 Governing Board General Meeting – Motion to approve the Governing Board General Meeting minutes of May 24, 2021 by Dave Eckert, 2nd by Alex Carpenter.
Unanimously approved.

REVIEW FINANCIALS:

Review payroll register
Review bank statements
Review financial reports

Cindy Roe distributed the above reports for review by board members.

III. 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.) - NA

IV. REPORTS

Faculty: Dave Eckert

Meetings – Faculty worked on schedules for 2021/22, July welcome letters to families, and supply lists. End of year reports to students have all been completed.

PFEA, Inc (PFS) Governing Board Meeting June 28, 2021

Professional development – The Singapore Math curriculum that was utilized by middle school students this past year will be expanded to the lower grades. Singapore Math trainings will occur for lower grade teachers. Faculty discussed summer teacher Waldorf trainings.

Class events/Field trips - NA

Community service – On June 15, Terra Birds worked with the Pine Forest community on campus beautification and plantings. More events will occur: July 8 and August 11.

Director of Education: Kelly Smith

FTE and enrollment – 187 students are enrolled, including 23 in Kindergarten. 35 are new students.

Academic performance – AZM2 results are all finalized.

Personnel – More substitute teachers and perhaps a part time math teacher will be hired.

School safety – Summer school students and teachers have all worn masks, but in the fall the school will follow Governor Ducey's new policy of not mandating masks, unless there is a new policy prior to school opening.

Executive Director: Cindy Roe

Funding – Some of the ESSER II funds will be held by PFS for 2023. A Reserve fund will also be held until enrollment increases again post pandemic.

Financial report - Cindy Roe reminded the board to review the financial documents prior to the meeting and ask questions as necessary.

Building/property – The van may be used by a local camp if returned to campus overnight – insurance will cover the use.

Staffing - NA

Audit – John Todd's work splits the audit into two with the main work completed in June and a smaller audit in October. The pay schedule is being reviewed.

Pine Forest Foundation: Alex Carpenter

School grants/loans – The three teachers, Stephanie Miller, Levi Miller and Johanna Payton are in Waldorf certification trainings this summer.

Events – Three or four community members might join the PFF Board. The next meeting is July 7 at 4:30 pm.

E. Committees:

Marketing – Banners are ready to display on exterior areas.

Strategic plan – Financial planning continues.

Evaluation – Dave Eckert recommended that Cindy Roe and Kelly Smith provide self-evaluations for 2020/2021. Dave Eckert and Ellen Ryan will meet to discuss. The ASBCS gave a pass on formal evaluations for administration this past year.

- 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.)

Adoption of FY22 Proposed Budget – The budget is based on 185 students. Motion to adopt the FY22 Proposed Budget by Dave Eckert, 2nd by Ellen Ryan. Unanimously approved.

PFEA, Inc (PFS) Governing Board Meeting June 28, 2021

Approval of TSI After School tutoring in the amount of \$40 per hour. Motion to approve TSI After School tutoring in the amount of \$40 per hour by Dave Eckert, 2nd by Ellen Ryan. Unanimously approved.

Approve 2021/2022 BOD slate: Alex Carpenter, Dave Eckert, Johanna Payton, Cindy Roe, Ellen Ryan, and Kelly Smith and elect officers. Motion to approve the 2021/2022 Board of Directors slate as listed above by Dave Eckert, 2nd by Ellen Ryan. Unanimously approved. Motion to approve/elect as officers Ellen Ryan as President and Acting Secretary by Dave Eckert, 2nd by Alex Carpenter. Unanimously approved.

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

OLD BUSINESS - NA

NEW BUSINESS - NA

ADJOURN (Next Regular Board Meeting August 23, 2021 at 3:30 pm. Special meeting will occur July 13 at 5:30 pm to adopt the FY22 budget.)

Submitted by Ellen Ryan, Acting Secretary, on June 29, 2021.

Agendas and Minutes are available on the PFS website.