

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 26, 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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June 26, 2023, 3:30 pm – Virtual Meeting

Governing Board General Meeting Minutes Draft

I. WELCOME – Call to order at 3:33 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 Becca Dickerson X Ex Officio: Cindy Roe X
Kelly Smith X Guest/Faculty: Christi McMurray, Counselor

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

III. APPROVAL OF MINUTES:

A. Governing Board Minutes: June 5, 2023 Special Meeting Minutes. Motion to approve the June 5, 2023 Special Meeting Minutes by Alex Carpenter, 2nd by Johanna Payton. Unanimously approved.

IV. REVIEW FINANCIALS:

A. Review payroll register, bank statements, financial reports – NA

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 – Kelly Smith reported that she held end of year evaluation meetings with faculty. End of year reports and welcome packets for FY23/24 are being created.
- Professional development – Some faculty members will attend summer training.
- Class events/Field trips –
- Community service – NA

B. Director of Education: Kelly Smith

PFEA, Inc (PFS) Governing Board Meeting June 26, 2023

- FTE and enrollment – Enrollment for next year is 204 students with several more tours next week that could increase enrollment. 22 students are enrolled in Pre-K.
- Academic performance – ELA scores were higher than the state average. Math scores were lower in a few grades. Parent and school copies have been received from state testing. The K student assessments were completed on 6 students. Materials are being ordered for the fall: Singapore Math, Digital Citizenship, and ELA. 301 Part II documentation was submitted, and teachers were compensated.
- Personnel – The plan is to hire one K assistant and one Pre-K assistant.
- School safety – Kelly Smith will reach out to FUSD to learn about their “Active Shooter” plans and to be added to their call list when/if a nearby FUSD school is involved or shut down.
- Additional –

C. Executive Director: Cindy Roe

- Funding/Enrollment –
- Financial report – The AZ State Retirement had a slight increase 12.17% to 12.29% Insurance premiums increased.
- Building/Property/Operations – There is a plan to purchase a shed rather than continue to rent storage. Six committees are established for FY23/24 – see the document on Google Docs.
- Staffing –
- Legal/Audit – The audit report will be complete soon. Part two occurs in October.
- Fundraising/Marketing – The Beautification Campaign Committee has not met recently.
- City/State/County/Federal –Cindy Roe applied for and received a Governors Grant for \$111,000.00 ARPA (recovery federal funds) - will cover salaries.
- ADE, ASBCS, Other State – PFS is waiting for the amendment to be reviewed.

D. Pine Forest Foundation: Alex Carpenter

- School grants/loans – Cindy Roe, Jenny Commisky, and Alex Carpenter will attend the interview by the AZ Community Foundation for grant funds for the Champions for Education campaign. Part of the kitchen contract will begin soon. Deana’s current contract ends in October. PFF is working to clarify roles and responsibilities of the board.
- Events –

E. Committees:

- Evaluations – Cindy Roe has submitted documents. Kelly Smith will submit them tomorrow.
- Beautification Campaign –

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.)

PFEA, Inc (PFS) Governing Board Meeting June 26, 2023

- A. Adopt the FY24 Approved Budget – Motion to Adopt the FY24 Approved Budget by Ellen Ryan, 2nd by Kate Mareck. Unanimously Approved. (All Board members are required to sign the cover page.)
- B. Approve Vendor/Contractor – Fingerprint Policy – Motion to approve the Vendor/Contractor Fingerprint Policy by Alex Carpenter, 2nd by Kate Mareck. Unanimously Approved.
- C. Approve Staff Fingerprint Policy – Revision – Motion to approve the revision of the Staff Fingerprint Policy of June 26, 2023 by Alex Carpenter, 2nd by Kate Mareck. Unanimously Approved.
- D. Approve Pandemic Mitigation Policy – Revision – Motion to approve the Pandemic Mitigation Policy by Ellen Ryan. Clarification that it is called a Plan. Revised Motion to approve the Pandemic Mitigation Plan by Ellen Ryan, 2nd by Kate Mareck. Unanimously Approved. The plan will continue until December 31, 2023, instead of the September 30, 2023 original timeframe. No new test kits will be purchased.

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

IX. OLD BUSINESS - NA

X. NEW BUSINESS - NA

XI. DISCUSSION

- A. Review Board meeting calendar for FY24 – Ellen Ryan asked for review of the dates for FY24. She will post it on Google Docs.

XII. ADJOURN (Next Regular Board Meeting August 28, 2023 at 3:30 pm.) Motion to adjourn by Alex Carpenter. Meeting was adjourned at 4:19 pm.

Submitted by Ellen Ryan, Acting Secretary, on June 27, 2023.

Agendas and Minutes are available on the PFS website.