

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 6, 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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June 6, 2022 3:30 pm

Governing Board General Meeting Minutes Draft

I. WELCOME – Call to order at 3:37 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: Kristy Aston,
Accountant, joined at 4:19 pm.

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

III. APPROVAL OF MINUTES:

A. April 18, 2022 Governing Board General Meeting – Motion to approve the April 18, 2022 Governing Board General Meeting minutes by Johanna Payton, 2nd by Alex Carpenter. Unanimously approved.

IV. REVIEW FINANCIALS: Cindy Roe will provide financials prior to the June 20 meeting. Tracking has been difficult due to a new square card reader.

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

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.)

NA

VI. REPORTS

A. Faculty: Johanna Payton and Kelly Smith

- Meetings – All teachers have moved to their new rooms in preparation for tours and next year.
- Professional development – Two days were spent reviewing the social/biological makeup of the school and discovering strengths and weaknesses in teaching approaches.

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- Class events/Field trips – Classes performed their plays. The 8th grade students each gave a presentation. 8th grade graduation and class play were both successful and enjoyable.
- Community service – Terra Birds and students planted an Amur Maple tree on one side of the walkway to the stage in honor of Dave Eckert as he retires from teaching. The retirement social event was heartfelt. A vegetable garden (beans, corn, squash) was planted with the participation of a Hopi elder.

B. Director of Education: Kelly Smith

- FTE and enrollment – At year end the head count was 180. There were 12 in Kindergarten. FTE was 168. For the 2023 school year, 202 is the current head count, and FTE is 188.5, but there are several enrollment packets ready for one student in 7th grade and one in 2nd grade. Additional tours are scheduled for Pre-K, 2nd grade, and 3rd grade students.
- Academic performance – The state tests, AASA, have been completed. Math scores are not final yet, but the percent passing should be fine.
- Personnel – There is a need for one or two Pre-K and one Middle School teachers.
- School safety – Several students in 7th grade contracted Covid right at the end of the school year.

C. Executive Director: Cindy Roe

- Funding – The budget for 2023 will be based on an enrollment of 180.
- Financial report – There were no exceptional expenses this past month.
- Building/property – Cindy Roe and Johanna Payton, among others, attended and commented at the City of Flagstaff City Council meeting about the proposed roundabout that would encroach at the NE corner of PFS property. Concerns included noise/classroom disruption from construction; safety for student crossing; inadequate compensation for the loss of the Ponderosa Pine, school tranquility, and curb appeal; and inadequate funding for new fencing and landscape as the project is way over budget. The final vote is June 7, 2022.
- Staffing – See Kelly Smith’s report.
- Legal/Audit – The first audit with John Todd, CPA is June 20, 2022. A follow up audit will occur in October 2022.
- Fundraising/Marketing – Cindy Roe applied for grant funding from the Arizona Community Foundation for support of the Champions for Education program. She also applied for a County ESSER grant for partial funding for the school counselor. May 14 was a successful Open House. A new reusable sign board was purchased to announce events. Appearing at the council meeting increased exposure for PFS.
- Additional – State/County/Federal – The new Student Information System required training for staff. PFS will use the new “Grade Book” and a new report card to communicate with parents. The Safe Return to School plan is due June 9. Special Education, discipline data, FY23 Calendar, and charter estimate counts have been updated and all submitted to the AZ Department of Education. The Alliance for Education presentation series will likely occur in the fall.

D. Pine Forest Foundation: Alex Carpenter

- School grants/loans – The PFF purchased a computer and Aurora was installing a financial program for better tracking. There have been 5 teachers in Waldorf training. Kitchen management has not yet been finalized.

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- Events – A social gathering for PFF is being organized for August.

E. Committees:

- Marketing – See Cindy Roe’s report.
- Evaluations – The committee is reviewing the Director of Education’s documentation now.

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 slate for 2022/2023 Board of Directors and elect officers – Alex Carpenter, Johanna Payton, Cindy Roe, Ellen Ryan, and Kelly Smith. Motion to approve the slate for Board of Directors of Alex Carpenter, Johanna Payton, Cindy Roe, Ellen Ryan, and Kelly Smith for 2022/2023 by Johanna Payton, 2nd by Alex Carpenter. Unanimously approved. Motion to elect Ellen Ryan as President/Secretary by Johanna Payton, 2nd by Alex Carpenter. Unanimously approved.
- B. Accept resignation of Dave Eckert from PFEA, Inc. and Pine Forest School Governing Board. Motion to accept the resignation of Dave Eckert from PFEA, Inc. and Pine Forest School Governing Board by Ellen Ryan, 2nd by Alex Carpenter. Unanimously approved.
- C. Approve FY23 Proposed Budget – The budget is based on 180 students. Motion to approve the FY23 Proposed Budget by Ellen Ryan, 2nd by Alex Carpenter. Unanimously approved. Kristy Aston joined the meeting to explain some of the budget items. Cindy Roe stressed that for FY24 ESSER funding will cease, and it will be necessary to increase student population by 15 to 20 students to keep the same budget. ESSER funding has already been reduced by about one half. There could be more state funding released for FY23. A budget reserve is being held for emergencies.
- D. Approve Contracts – 1. Special Education Director Sunny Savage, 2. Kindergarten Teacher, Stephanie Bontrager, and 3. Music/Math Teacher – Christian Cunningham. Motion to approve the contracts for 1. Special Education Director Sunny Savage, 2. Kindergarten Teacher, Stephanie Bontrager, and 3. Music/Math Teacher – Christian Cunningham by Ellen Ryan, 2nd by Alex Carpenter. Unanimously approved.
- E. Approve FY23 Performance Pay Criteria – Motion to approve the FY23 Performance Pay Criteria by Ellen Ryan, 2nd by Johanna Payton. Unanimously approved.

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

IX. OLD BUSINESS –

- A.

X. NEW BUSINESS –

- A. Review board meeting dates for 2022/23 – the calendar was circulated. Please note the dates on your individual calendars.
- B. Discussion – School Safety – new requirements for the School Safety Plan will include how PFS will increase school student and personnel security due to the recent increase in countrywide mass shootings. Some ideas were card reader locks, ladders for second floor escape, and more fencing and gates. The board should be aware of any news of grant

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funds for the program and be thinking of ideas for school/student safety. The newest FUSD school, Killip, might have new measures in place. Ellen Ryan agreed to visit with Killip staff.

- XI. ADJOURN (Next Special Board Meeting will be June 20, 2022 at 3:30 pm to Adopt the FY23 Final Budget and approve minutes from June 6, 2022.) Motion to adjourn by Alex Carpenter. Meeting was adjourned at 5:06 pm.

Submitted by Ellen Ryan, Acting Secretary, on June 7, 2022.

Agendas and Minutes are available on the PFS website.