

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, August 22, 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

August 22, 2022 3:30 pm

Governing Board General Meeting Minutes Draft

I. WELCOME – Call to order at 3:32 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 Ex Officio: Cindy Roe X Kelly Smith X Guest/Faculty: Kate Mareck,
Faculty and Christy McMurray, School Counselor

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

III. APPROVAL OF MINUTES:

A. Governing Board Minutes: June 20, 2022 Special Meeting; July 13, 2022 Special Meeting; July 13, 2022 Executive Session Meeting; and July 25, 2022 Special Meeting – Motion to approve the above stated minutes with a correction to July 25, 2022 Special Meeting Minutes to include, “Cindy Roe expressed concerns that salary increases come with the responsibility to increase enrollment/AMD” by Johanna Payton, 2nd Ellen Ryan. Unanimously approved.

IV. REVIEW FINANCIALS: Cindy Roe will provide financials in a few days. Credit card information is not yet complete for July.

- 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 – During meetings prior to school opening, faculty discussed the need to observe students’ mental health. Teachers had prior Mental Health Training. Several teachers are sharing their information from the Waldorf Training programs. The

Child Study program is moving forward. Faculty meetings will continue to share minutes from meetings. About ten minutes of faculty meetings will be devoted to Calendar of the Soul work. Field trips are being scheduled: 3rd grade to the County Fair, 4th grade will ride the bus around town and work on mapping and local geography, and 6th grade will take a river trip beginning September 27. Terra Birds is back working on the grounds. The garden is being harvested. Girls on the Run club is starting up again. Johanna Payton is working with the club. The 3 – 8th grade Orchestra is forming.

- B. Director of Education: Kelly Smith - Enrollment is 198. One K student left PFS and one 8th grade student was added since the first day of school.
- Academic performance – In house benchmarks for DIBELS (K – 3rd grade), Galileo math (1 – 8), and ELA have begun.
 - Personnel – Kelly Smith is having difficulty finding substitutes, and they are not responding in a timely manner when offered positions. PFS will be hiring a second Pre-K assistant soon as the class grows.
 - School safety – Parents and students are being reminded about parking lot and crosswalk safety, hand washing, and social distancing.
- C. Executive Director: Cindy Roe
- Funding – Calendar issues are being corrected as a condition to receive September funding.
 - Financial report – PNC funds have all been moved to OneAZ bank. There was a slight increase in insurance costs.
 - Building/property – Terra Bird will be funded out of Title IV and the Tax Credit account. The custodial service is short staffed, so a change may occur. The new Tyler SIS program has merged with Infinite Campus, so additional training will have to occur right after everyone was trained on the Tyler SIS program recently. A neighborhood yard sale will occur September 24. New mulch will be placed once the rains stop. All fabric in classrooms was dipped in fire retardant this summer.
 - Staffing –
 - Legal/Audit –
 - Fundraising/Marketing – funding was received from the AZ Community Foundation and a final payment will be coming from a Heritage Grant.
 - Additional – State/County/Federal – ACWE will occur on September 17. Cindy Roe will share work on moving forward the Culture Engineered Survey results, Indigenous Wisdom work, and Alliance work.
- D. Pine Forest Foundation: Alex Carpenter
- School grants/loans – The Breakfast grant from AZ Community Foundation was received.
 - Events – The first social mixer of 2022/23 was a success. PFF might plan another social event depending on Harvest Festival and Winterfaire timing and involvement.
- E. Committees:
- Marketing – Still waiting to hear about the City of Flagstaff funding for the roundabout use of land. There is not much for a Marketing Committee to do right now.
 - Evaluations – The committee will receive final participation documentation soon. Final evaluations will occur in September.

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 Pandemic Mitigation Plan Revision – The CDC updated protocols, so PFS will update its Mitigation Plan. Motion to approve the Pandemic Mitigation Plan Revision by Alex Carpenter, 2nd by Ellen Ryan. Unanimously approved.
- B. Approve Class Teacher Contract – Amy Huntreece – Motion to approve the Class Teacher Contract for Amy Huntreece by Johanna Payton, 2nd by Ellen Ryan. Unanimously approved.

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

IX. OLD BUSINESS –

A. NA

X. NEW BUSINESS –

- A. Discuss HB2025 School Visitors – The Board needs to develop and approve a policy about visitors to the school. It was discussed that the Faculty could prepare language for the policy since they need to know when parents or prospective parents could visit their classrooms. Questions about How, When, Engagement opportunities, Timing and whether to invite or schedule ahead were discussed. This will have to be developed by Faculty and the Board, and passed by the board by January 2023. Cindy Roe will check on the deadline.

XI. ADJOURN (Next Regular Board Meeting September 26, 2022 at 3:30 pm.) Motion to adjourn by Alex Carpenter. Meeting was adjourned at 4:21 pm.

Submitted by Ellen Ryan, Acting Secretary, on August 22, 2022.

Agendas and Minutes are available on the PFS website.