

**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 28, 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
August 28, 2023, 3:30 pm – Virtual Meeting

Governing Board General Meeting Minutes Draft

1. 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.*

1. 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

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

3. APPROVAL OF MINUTES:

1. Motion to approve the minutes with the change from “Champions for Waldorf Education” to “Champions of Waldorf Education” by Alex Carpenter, 2nd by Kate Mareck. Unanimously approved.

4. REVIEW FINANCIALS:

1. Cindy Roe shared the May and June financial reports. Board members should review and sign.

5. 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.

6. REPORTS

1. Faculty: Johanna Payton

- Faculty in process of choosing new playground equipment. A representative from a dealer is expected to arrive this week.
- Professional development – Trainings to help with classroom management: Recognizing Historical Trauma; Multi-tiered System of Support; Mindfulness. State-required Literacy training, LETRS, a year-long program, attended by several faculty members.
- Class events/Field trips – 8th grade, weather station 10/4; 3rd grade, County Fair, this week; 4th grade, tree planting with Terra Birds, 9/17; 4th grade, Willow Bend, 9/15.
- Community service – Tree planting by 4th grade, 9/17

2. Director of Education: Kelly Smith

- FTE and enrollment – Enrollment presently at 226.
- Academic performance – Preparing for Galileo assessments which begins Sept 5; DIBELS, K-3 is 83% completed.
- Personnel – Looking for a SPED teacher for additional support in SPED department.
- School safety – School safety procedures are firming up.
- Additional –

3. Executive Director: Cindy Roe

Enrollment/Funding Budget –

- July and August funded on estimated counts
- September ADM funding from ADE 232

Budget/Finances

- See FY 23 May and June in Drive – Please sign-off on Adobe sign – look for email
- July- August in September
- 34 Employees likely reach 35

Operations

- Health Insurance
- 3.77% increase with Blue Cross/Blue Shield – may be reduced by 8/28 meeting
- Same plans open enrollment begins September for FT 24 Oct –Sept insurance
- year

- Front Desk – Jill Griffin resigned position in July, last day Aug. 30- New Hire Kaitlin

began training on Wednesday

- More efficient Xerox copier for office installed last week
- Pandemic Mitigation Plan

Fundraising

- Beautification Campaign – - Focus for rollout September

State, County, Federal, City, Waldorf Community

- Received City Acquisition Check

ACWE Meeting in Prescott at Mountain Oak Oct. 21 – Liz Beaven Alliance for Public Waldorf Education will be present and speak, Marc Largie will be movement/art portion -- Oct. 22 Board - members from schools and Admin will meet with Liz. PFS board and faculty, staff all invited- Alliance - profiles: <https://www.publicwaldorf.org/board-and-staff>

ADE, ASBCS, Other State

- FY23 number of school days amendment (172 from 180) accepted July1-
- AFR will be on September Agenda- (Annual Financial Report)
- Legal/Audit
- Final for FY 23 – begins Oct. 2-

Marketing/Community Connection

- Waiting for okay from County Fair

Inspections –

Site

- Onsite Storage – beside the Foundation Shed-
- Will bring cost approval to board in September
- Playground Equipment with tax-credit funds – purchase September

Development

- Organizational Coordination
- Committees (6) – set-up for SY23/24 with targets
- Faculty some committees meeting already
- Processes for committee work (forms, minute template etc.– working on and share with faculty in coming weeks by mid-September grounded and in use.

4. Pine Forest Foundation: Alex Carpenter
 - Foundation received grant of \$5000.00 from ACF
 - Foundation meetings have been changed to Tuesdays at 4:00
 - Decisions regarding the Breakfast Program to be finalized at their next meeting.
 - Events – NA

5. Committees:
 - Evaluations –Evaluations of Administrators has been completed.
 - Beautification Campaign –The Committee will resume work in September.

7. 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.)

1. Contract for Adrienne Rhode, First Grade Teacher. Motion to approve her contract by Johanna Payton, 2nd by Alex Carpenter. Unanimously approved.

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

8. OLD BUSINESS - NA

1. NEW BUSINESS NA

2. DISCUSSION

1. Move September and October meetings to Tuesdays. September 26, October 24.

3. ADJOURN (Next Regular Board Meeting September 26, 2023 at 3:30 pm.) Motion to adjourn by Kate Mareck. Meeting was adjourned at 4:13 pm.

Submitted by Kate Mareck, Secretary, on August 30, 2023.

Agendas and Minutes are available on the PFS website.