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, September 27, 2021

Virtual Meeting

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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

PINE FOREST EDUCATION ASSOCIATION, INC.   
PINE FOREST CHARTER SCHOOL  
2257 E. Cedar Avenue, Flagstaff, AZ 86004

September 27, 2021 3:30 pm

Virtual Meeting

**Governing Board General Meeting Minutes Draft**

1. WELCOME – Call to order at 3:34 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 Dave Eckert X Johanna Payton A

Alex Carpenter X Ex Officio: Cindy Roe X Kelly Smith X Guest/Faculty: Faculty – Kristi Aston, PFS accountant, joined at 3:40 pm.

1. APPROVAL OF AGENDA: Motion to approve the agenda with changes to move V (Call to the Public), and VII, B, A, and C to just after Approval of Minutes.) Motion to approve the agenda by Dave Eckert, 2nd by Alex Carpenter. Unanimously approved.
2. APPROVAL OF MINUTES:
3. August 23, 2021 Governing Board General Meeting – Motion to approve the Governing Board General Meeting minutes of August 23, 2021 by Dave Eckert, 2nd by Alex Carpenter. Unanimously approved.
4. REVIEW FINANCIALS:
   1. Review payroll register – Cindy recommends that board members come to the school to view the payroll register.
   2. Review bank statements – Bank statements were sent out to board members for review.
   3. Review financial reports – Cindy Roe discussed all financial reports and encouraged questions. Cindy will make a list of accounts and what is charged to each account for the benefit of tracking by the Board.

Cindy Roe will distribute the above reports to board members prior to each general meeting of the board.

1. 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

1. REPORTS
   1. Faculty: Dave Eckert

* Meetings –The faculty is dedicating each 3rd Wednesday of the month to work on pedagogical progress at PFS. The College of Teachers recommended reading Partnerships of Hope by Christopher Schaefer, and the faculty is reading chapters in their meetings. The next chapter is Interaction for Social Creation. Faculty will integrate their studies into the classroom and school culture following the concept that we are all artists and can perform under one platform. They are focusing on chapters that speak about governance, groups, leaders, and transformation and renewal. The faculty encourages Board interaction and participation in the process. The Faculty sent a proposal to the PFF for a possible grant proposal to add back Eurythmy and Speech programs. These are considered essential to the pedagogical experience.
* Professional development – NA
* Class events/Field trips - NA
* Community service – NA
  1. Director of Education: Kelly Smith
* FTE and enrollment – 185 students are enrolled. FTE is 173. PFS lost 6 families due to the mask mandate policy of PFS and one family moved out of town. There was a gain of 4 new students.
* Academic performance – K-3 have completed in-house benchmarks in DIBELS and the report will be submitted to the state along with the Move on Reading results. Grades 4 – 8 are working on Reading and Math goals. The TSI funds are being used to bring students up to proficiency levels. Two teachers are working with grades 3 – 6 and 6 – 8 to increase learning. After school support is available for Singapore Math intervention through ESSER funds.
* Personnel – Mr. Cunningham has been hired to work with after school students in grades 4, 5, and 7 to increase their proficiency in math.
* School safety – NA
  1. Executive Director: Cindy Roe
* Funding – Funding is for 170.84 students. Health insurance increased 8% over last year. There are 16 employees on the health insurance plan with BCBS. Cindy Roe is not submitting the Time Model for FY22 as PFS is back to complete in-school learning, not distance learning. Cindy Roe is submitting the Charter Compliance document which she explained to the board and encouraged them to be aware of the complexity of tracking for the Charter School Board. Kate Mareck will attend the ACWE (AZ Council for Waldorf Education) meetings in Phoenix this year.
* Financial report – Cindy Roe went into detail to include the board in the complexity of PFS financial reporting and what the board should be tracking each month. She will continue to inform the board monthly.
* Building/property – The City of Flagstaff roundabout planning is continuing, so no sign will be erected until this is complete. Stove/ovens should not be used in the Kindergarten rooms.
* Staffing – NA
* Audit – Final auditing will occur in October.
* Fundraising – Funds have been received to support Reading programs.
  1. Pine Forest Foundation: Alex Carpenter
* School grants/loans – The PFF will be giving a response to the faculty request for grant funding for Eurythmy and Speech programs to be reinstated at PFS. They will be voting on Board members at their next meeting and present the slate to the PFS Board for approval in October. The PFF has approved working with a grant writing team.
* Events – NA

E. Committees:

* Marketing – Cindy Roe reported that the mural at Altitudes Bar and Grill was a success, but was temporarily removed to protect the artwork from rain.
* Strategic plan – Cindy Roe will share the successes and future planning with faculty and other engaged parties to move the plan forward. The current PFS Board will be soliciting new board members through information in the PFS newsletter, communication with NAU’s College of Education, and other contacts.
* Evaluation – Administrators will send documents to the evaluation committee for review by October 1. The policy for the committee will need to be updated to reflect that PFS employees can be on the committee, but not on the one-to-one final evaluations.
* Finance – The PFS Board will be the complete finance committee at this time. The accountant is providing bank statements and financial reports to the board monthly. Board members are encouraged to explore the budget materials and seek information when needed. Cindy Roe explained the need to keep funds in reserve to be able to refinance and to enable the PFF to be free of financial burden. Restrictions are in place to hold 60 days of annual expenses as a reserve. PFS is doing well to manage the reserve and should be on track to refinance loans.

1. 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. Approve Pine Forest Classroom Site Fund Teacher Criteria – Dave Eckert and Kelly Smith explained the changes for this year. Motion to approve the Pine Forest Classroom Site Fund Teacher Criteria by Ellen Ryan, 2nd by Dave Eckert. Unanimously approved.
  2. Approve FY21 Annual Financial Report – Kristy Aston guided the board through line items in the report. Motion to approve the FY21 Annual Financial Report by Ellen Ryan, 2nd by Dave Eckert. Unanimously approved.
  3. Approve financial institution change from BBVA/PNC to ONEAZ Credit Union – Cindy Roe explained that account numbers were changing at BBVA/PNC, and it was beneficial to make the move now to a credit union. She will ensure a smooth transition. Motion to approve financial institution change from BBVA/PNC to ONEAZ Credit Union by Dave Eckert, 2nd by Alex Carpenter. Unanimously approved.

1. PERSONNEL (The Board may vote to convene in Executive Session) – NA
2. OLD BUSINESS – PFS will continue with the mask mandate policy at this time.
3. NEW BUSINESS - NA
4. ADJOURN (Next Regular Board Meeting October 25, 2021 at 3:30 pm.) Motion to adjourn by Dave Eckert. Meeting was adjourned at 5:26 pm.

Submitted by Ellen Ryan, Acting Secretary, on September 28, 2021.

*Agendas and Minutes are available on the PFS website.*